

**SIDNEY HIGH SCHOOL
STUDENT HANDBOOK
2019-2020**



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Sidney City Schools

2019-2020 K-12 School Calendar

August 2019							September 2019							October 2019						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3 ^A	4 ^B	5 ^C	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
November 2019							December 2019							January 2020						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
February 2020							March 2020							April 2020						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1	1	2	3	4	5	6	7				1	2	3	4
2	3	4	5	6	7	8	8	9	10	11	12	13 [*]	14	5	6	7	8	9	10	11
9	10	11	12	13	14	15	15	16	17	18	19	20	21		13	14	15	16	17	18
16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
23	24	25	26	27	28	29	29	30	31					26	27	28	29	30		
May 2020							June 2020													
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa							
					1	2		1	2	3	4	5	6							
3	4	5	6	7	8	9	7	8	9	10	11	12	13							
10	11	12	13	14	15	16	14	15	16	17	18	19	20							
17	18	19	20	21	22	23	21	22	23	24	25	26	27							
24	25	26	27	28	29	30	28	29	30											
31																				

Sept 3	First Day of School - Grades 1-9	Jan 20	NO SCHOOL - Martin Luther King, Jr. Day
Sept 3-5	Kindergarten Staggered Start: A-Tuesday, B-Wednesday, C-Thursday	Feb 6	2 Hr. Early Release - Parent Teacher Conferences
Sept 4	First Day of School - Grades 10-12	Feb 7	NO SCHOOL - Parent Teacher Conferences
Sept 6	All Kindergarten Start	Feb 17	NO SCHOOL - Presidents' Day
Nov 1	NO SCHOOL - Teacher Prof Development	Mar 13	NO SCHOOL - Teacher Prof Development (*MAKE-UP DAY*)
Nov 7	2 Hr. Early Release - Parent Teacher Conferences	Mar 16-20	NO SCHOOL - Spring Break
Nov 8	NO SCHOOL - Parent Teacher Conferences	Apr 10	NO SCHOOL
Nov 27-29	NO SCHOOL - Thanksgiving Break	May 15	NO SCHOOL - Teacher Prof Development
Dec 20	2 Hr. Early Release	May 21	Last Day of School - 2 Hr. Early Release
Dec 23-Jan 3	NO SCHOOL - Winter Break	May 23	Graduation
Jan 6	NO SCHOOL - Teacher Prof Development	*Make-up day scheduled for cancellation after 7 missed days*	

2019 - 2020 Open House Schedule:

SMS	Grades 5/7	August 26	4:00PM - 6:00PM
SMS	Grades 6/8	August 27	4:00PM - 6:00PM
Longfellow/Emerson	Grades K-2	August 28	4:00PM - 6:00PM
SHS	Grades 9-12	August 28	6:00PM - 8:00PM
Northwood	Grades 3-4	August 29	4:00PM - 6:00PM

2019 - 2020 School Day	START	END
SHS	7:25AM	2:50PM
SMS	7:30AM	2:45PM
Northwood	8:40AM	3:35PM
Emerson/Longfellow	8:50AM	3:45PM
Preschool	AM - 9:00AM - 11:45AM;	PM - 1:00PM - 3:45PM

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in Summer, 2019. If you have questions, or would like more information about a specific issue or document, contact **Sidney High School Principal**, or access the document on the district's website: www.sidneycityschools.org.

**STUDENT/PARENT HANDBOOK
SIGNATURE & TEAR OUT PAGE**

My signature below indicates that I have received, read, and agree to abide by the policies contained in the Sidney High School Student Handbook.

I understand that violations of the district's and school's rules, policies, and/or directions of Sidney High School Staff members, may result in school disciplinary action being taken against me and/or my student.

We also understand if my student plans to graduate at the conclusion of this school year, graduation practice is mandatory.

Parent/Guardian's Name (please print)

Parent/Guardian's Signature

Student's Name (please print)

Student's Signature

Date

Please return this signed form page to school in the first week.

2019-2020
SIDNEY HIGH SCHOOL STUDENT HANDBOOK

Welcome to Sidney High School. It is a privilege to have all of you as students and we will do our best to help make your experience here as enjoyable and successful as possible. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education approves this updated Student/Parent Handbook annually to explain students' opportunities, rights, responsibilities and consequences for misbehavior. Students are expected to read and review the information in this handbook. Parents/Guardians and students are expected to read, review and discuss the information in this handbook with their children. Teachers will also review this handbook with students at the beginning of the school year and throughout the school year.

We have high expectations for all of our students here at Sidney High School. It is our focus that each student will come to school with a positive attitude and a desire to be successful. We also expect each student to be courteous, respectful, and to follow the rules and regulations as set forth in this handbook.

It is our responsibility, as a staff, to do whatever is necessary to help our students be successful. We are here for our students and we encourage all students to make the most of their time at Sidney High School. There are numerous clubs, sports teams, and organizations which our students can join. However, all students must always remember, gaining and education is the reason we are here. Academic success creates limitless options for the future! Have a good year and set goals to accomplish. Each student will try to do well in each class, will try do well with his/her testing, will try work well with his/her peers, and will do well with his/her plans to graduate from Sidney High School.

Again, thank you for taking the time to become familiar with the information in this Handbook. If you have any questions, please contact us at Sidney High School, 497-2238. We look forward to a great 2019-2020 school year!

Thank you,

SHS Staff

CONTACT INFORMATION

<u>Name</u>	<u>Position</u>	<u>Phone</u>	<u>Email</u>
Dennis Morrison	Principal		denny.morrison@sidneycityschools.org
Kevin Boerger	Asst. Principal		kevin.boreger@sidneycityschools.org
Greg Snyder	Asst. Principal		gregory.snyder@sidneycityschools.org
Tonya McLain	School Counselor		tonya.mclain@sidneycityschools.org
Chris Lauterbach	School Counselor		chris.lauterbach@sidneycityschools.org
Katie Marter	School Counselor		katie.marter@sidneycityschools.org

FOREWORD

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 June 2019. If any of the policies or administrative guidelines referenced herein are revised the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's web site.

DISTRICT MISSION/VISION

Mission: To inspire, empower, and prepare our students for their best future.

Vision: Our vision is to meet the needs of all students in a safe, respectful, and responsible learning community.

MISSION OF SIDNEY HIGH SCHOOL

We want to prepare, inspire, and motivate all learners to be their best possible self. Our staff and students will lead by example and will encourage a positive environment for learning. In our daily activities we will be safe, we will be challenged, we will be collaborative, and we will be exceptional.

PBIS (Positive Behavioral Interventions and Support)

The staff and students of SHS will focus on positive interactions and expectations throughout our school. Various incentives will be awarded each week, each nine weeks, each semester, and at the end of the year. Staff and students will take the time during the whole school year to work on the positive interactions. Our three core values are: Be Respectful, Be Accountable, and Be a Solution Seeker.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he 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(s):

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

SEVERAL TRADITIONS OF SIDNEY HIGH SCHOOL

- The freshmen may order their official school ring in the fall of their freshman year for delivery near Christmas time. Class rings may be purchased at any time during a student's high school years if not purchased during their freshman year.
- The Student Government makes all arrangements for Homecoming, including election procedures for Court, King and Queen, who are selected from the Senior Class. The dance is held on Saturday night and it is available to students in grades 9-12.
- The Junior-Senior Prom is scheduled for the last Saturday in April. It is given each year by the juniors to honor the senior class. A Prom King and Queen are chosen from the senior class. Prom attendance is limited to Juniors and Seniors. Age limit is 20 for guests. A form is needed to be filled out by any visitor to the prom.
- The junior class sponsors a lip sync contest & other fundraiser to raise money for the prom.
- Graduation ceremonies are held outside (weather permitting) on the first Saturday morning following the end of the school year. Representatives of the class are selected to speak at commencement. The girls wear yellow colored gowns while the boys wear black.

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. Students must arrive at school on time and be prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the classroom teacher, counselor or principal. All students are expected to participate with our seven period day and adhere to our scheduled times for each class.

- Adult students (age 18 or older) must follow all school rules.
- If residing at home, adult students are encouraged to include their parents in their educational program.

INFORMATION TO PARENT/GUARDIAN

In order to keep parents informed of their child's progress in school, parents will be provided information (school website, school newsletter, phone message, parent-teacher conferences, etc.) 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, a recorded telephone message, email, or hand delivery when appropriate. 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. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, they 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. This will be done via Final Forms. Failure to comply within the first week of school will result in disciplinary action. We will have an opportunity for parents to fill out EMA information through the use of the internet (Infosnap) at the high school during scheduled times. Information will be sent to parents/guardians to fulfill the information needed for Infosnap.

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

SECTION I - GENERAL INFORMATION

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 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following to the Board of Education Office:

- 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
- E. previous school information/records

Final Forms must be completed prior to enrollment. Visit www.sidney-oh.finalforms.com to enroll.

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. Lack of transcript information may delay the enrollment and scheduling process.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 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 responsibility of both student and parent. School choices will vary with a student 18 years or older.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit from the court.

A student 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 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.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

SCHEDULING AND ASSIGNMENT

Scheduling for students begins with discussion in the fall and then signing up for classes in the winter. Schedules are based on the student's needs and available class space. In late spring, the tentative schedule will be dispersed to the staff and to the students. The schedule is a work in progress so there may be a few changes prior to August, and by August the final schedule will be set for the school year. We have a seven period day. Any changes in a student's schedule should be handled through the counseling office during the first 5 days of each semester. 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. Any variation must be approved with the completion of a schedule change form.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise 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 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 14 days of the parents' notice or request.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. 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 exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with Final Forms 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 and 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, determine with the counsel of their child's prescriber 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 original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

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 provided the student has written permission from a parent and a physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, 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.

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

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 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 prescriber's written request and the parent's written release.

NON PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

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

By written notice parents may also authorize that their child

- may self-administer nonprescribed medication.
- must keep non-prescribed medication in the Main Office.

If a student is found using or possessing a nonprescribed 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.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen product while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the Principal.

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.

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 limited to 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, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases 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.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- A. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- B. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- C. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the office for assistance completing the requisite documents (e.g. Form 8453.02 F1- Exposure Report)

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or the County Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- A. The student's parents will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or the County Health Department.

- A. The student's parents will also be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.
- B. The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

Students who have an IEP or who have a 504 will have an accommodation(s) and or a modification(s) noted and these will be shared with staff to assist with a student's education.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

The Special Education department strives to understand students as individual learners with special needs and learning styles. Through that understanding and sensitivity for special needs students, the faculty and staff work to guide the students toward academic success and self advocacy.

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Supervisor of Special Education at 937-497-2210 (telephone) to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 937-497-2210.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see 5111.03.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

DIRECTORY INFORMATION

Each year the superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height & weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) days after receipt of the superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of "directory information", either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

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 "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 consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at the Board of Education Office.

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. See Form 8330 F13.

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 the building 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.

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:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the superintendent to inspect such materials.

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 principal.

The superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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; and PPRA@ED.Gov.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, [the school] charges specific fees for the following activities and materials used in the course of instruction:

General

\$10.00	SHS General Fee
\$20.00	SHS Graduation Fee
\$5.00	Parking Permit/Parking fines
\$3.00	Transcript Fee (Free for Veterans/Military)

Art Courses

\$20.00	Art Foundations
\$20.00	Drawing I or II
\$20.00	Painting I or II
\$20.00	2D Design III or IV
\$20.00	3D Design I or III or IV

Foreign Language

\$20.00	German I-IV or Spanish I-IV
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Business Courses

\$30.00	Computer Information Systems- BPA Dues
\$14.00	Integrated Marketing Communication
\$14.00	Marketing Principles- DECA Dues
\$40.00	Information Technology

English

\$10.00	ESL I & II
\$20.00	English 9 or 10
\$20.00	English 11
\$20.00	English 12
\$20.00	Digital Productions I/II

Family and Consumer Sciences

\$5.00	Child Development
\$30.00	Culinary Fundamentals
\$10.00	Leadership and Community Engagement
\$10.00	Personal Financial Management
\$30.00	Principles of Nutrition and Wellness
\$15.00	FCCLA Dues

Music

\$35.00	Band- includes dry cleaning and materials
\$25.00	Choir- Symphonic and Mixed (includes dry cleaning)
\$10.00	Orchestra
\$15.00	Instrument Rental (per semester)

Science Courses

\$10.00	Biology
\$16.00	AP Biology Workbook
\$15.00	Chemistry or Chemistry AP
\$5.00	Int. Science- Chemistry/Earth or Motion/Energy
\$10.00	Physics or Physics AP
\$13.00	Physical Science Workbook

Agriculture & Environmental Sciences

\$20.00	FFA Dues
\$40.00	Agriculture, Food, & Natural Resources
\$40.00	Science & Technology of Food
\$40.00	Animal & Plant Science
\$40.00	Business Management for Ag & Enviro Systems
\$40.00	Ag & Enviro Systems Capstone

* The graduation fee will be invoiced to all graduates once the list is developed in the spring.

*Fees to participate on a sports team are \$35.00.

Fees are subject to change from what is printed in the handbook due to adjustments made after the book is sent to the printer.

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.

Fees may be waived in situations where there is financial hardship

(Refer to Board Policy 6152.01 – Waiver of school fees for instructional materials)

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 fundraisers:

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the student's' counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

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

MEAL SERVICE

Sidney High School participates in the National School Lunch Program and makes lunches available to students for \$2.70. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No "outside food" will be brought into the High School without prior permission by school administration. No student may leave school premises during the lunch period without specific written permission from the principal. Menus and other information regarding the District's Food service Program are posted on the District's Website.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students who have not been directly certified to receive free school meals. If a student does not receive an application form and believes s/he is eligible, contact the principal. An application can also be submitted online at: www.LunchApplication.com. Charging is not permitted.

Families may apply for free or reduced-price lunches at any time during the school year. Students enrolled in Sidney City Schools at the end of the previous school year will automatically have their previous year's eligibility status for Free or Reduced Priced Meals carried over for the start of the new school year. This carryover ends when an eligibility application for the new school year has been processed or after 30 days, whichever takes place first.

Breakfast is served at Sidney High School every day school is in session with the exception of days with a delayed start. Breakfast may be purchased for \$1.50 each day. Students who qualify for free or reduced-price lunches will receive breakfast at no charge.

Our schools use a Point of Sale (POS) System in which students are assigned a digital account number and pre-paying is encouraged. You can send cash or a check made payable to the school. Credit card payments can be made through www.LunchPrepay.com. Using the secure site to make your payments and monitor your student's account gives you the assurance of knowing where your money is going. You will need your student's identification number. If you do not know your student's identification number you will need to call for this information.

SAFETY AND SECURITY

- A. All visitors must report to the Attendance Office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. A person is stationed at the main entrance of the building to greet visitors and guide them to the office.
- H. Students are encouraged to carry identification cards with them at all times in school or on school property.
- I. All District employees are to wear photo-identification badges while in the District, during regular school hours.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of one long blast from an air horn. 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.

Safety drills will be conducted at least once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

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:

105.5 FM – TAM FM	WDTN TV – Channel 2, Dayton
1190 AM – WOWO	WLIO TV – NBC, Lima
	WHIO TV – Channel 7, Dayton

A. School closing/delay information can also be found on the School's web page at www.sidneycityschools.org.

B. Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file (keep the main office posted of any phone changes).

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

VISITORS

Visitors are welcome at Sidney High School. Visitors must report to the Attendance Office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and obtaining a 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.

USE OF THE LIBRARY

Students may use the library without written permission before and after school. To check in at the library students must follow the procedures established by the librarian.

Students will not be permitted to enter the library from study hall after the class bell has rung. Students are expected to remain in the library during the entire period. Students who wish to come to the library for a shorter length of time to return a book or to check out a book are permitted to do so with special permission from the classroom or study hall teacher. Students are to use the library for reference, leisure reading, and study.

Library books may be checked out for a 3 week period of time. If checked out material is not returned, students will be assessed the replacement value of the book or other materials.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the principal prior to using any other school or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the Main Office. 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.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

SURVEILLANCE CAMERAS

This facility is equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. The system also provides security to our facility, staff, and students.

USE OF OFFICE TELEPHONES

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

Students are not to use the telephone to call parents to receive permission to leave school. Main lobby telephone is for student use during school hours with office permission.

USE OF PERSONAL COMMUNICATION DEVICES

Students may possess wireless communication devices (PCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours the headphones (buds) are powered off, concealed and secured in hall lockers, vehicles, or stored out of sight. During school hours use of electronic devices/listening aids is limited to before school, during lunch and after school.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of PCDs: cellular and wireless telephones, I Pads, MP3 Players, iPods, laptop computers, pagers/ beepers, personal digital assistants (PDAs), Blackberries/ Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, Apple Watches and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. "Students may use PCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/ advisor/ coach. Distracting behavior that creates an unsafe environment will not be tolerated."

Fitbits and Calculators are acceptable items to be used at school.

Also, during after school activities when directed by a sponsor or an administrator, PCDs shall be powered off and stored out of sight.

The requirement that PCDs must be powered completely off will not apply when the student obtains prior approval from the building principal or classroom teacher.

Students are prohibited from using PCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a PCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.

The use of PCDs that contain built-in cameras are prohibited in locker rooms, classrooms, bathrooms and/or swimming pools.

No expectation of confidentiality will exist in the use of PCDs on school premises/property.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a PCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their PCDs to receive such information.

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action, and/or confiscation of the PCD. The building principal may refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office with permission of the principal.

Students may use school phones to contact parents/guardians during the school day after gaining permission from school officials.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures. Such conduct is potentially dangerous for the involved students, can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

ADVERTISING OUTSIDE ACTIVITIES

Students wishing to display posters in the building for an activity may do so after it is approved by a building principal. Each sign/poster will be stamped with approval. Students are not permitted to tape anything to glass windows or the ceramic tile. Those posting the signs are expected to remove them immediately following the event they advertise. The principal will attempt to respond to requests for approval within twenty-four (24) hours of their receipt. The school has a central bulletin board located next to the office which may be used for posting notices after receiving permission from the principal.

SECTION II - ACADEMICS

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 extracurricular 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.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

GRADES

Sidney High School has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated 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 their grade will be determined, they should contact the teacher.

Grading and Value Scale

A+ 98-100	B+ 88-89	C+ 78-79	D+ 67-69	F 59-0
A 93-97	B 83-87	C 73-77	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

F = Failure/no credit awarded

I = Incomplete

P = Acceptable achievement

Advanced Placement & selected College Credit Plus courses are given the following additional weight:

A=5; B=4, C=3, D=2, and F=0

Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, and year or for a series of school years. *Note: 8th grade courses taken for high school credit are not figured into GPA.*

GRADUATION REQUIREMENTS

Regular Diploma

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education (ODE) for graduation, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

Specific course requirements are:

Earn a total of twenty-one (21) units of credit including the following:

1. English -- 4 units
2. Social Studies -- 3 units, including $\frac{1}{2}$ credit of American Government & 1 credit of American History.
3. Science -- 3 units, including 1 credit of biological science, 1 credit of physical science, and 1 credit of an advanced science.
4. Math -- 4 units, including Algebra II
5. Health -- $\frac{1}{2}$ unit
6. Physical Education -- $\frac{1}{2}$ unit
7. Electives -- 6 units of electives, including at least 2 credits or 4 half-credits in Business/Technology, Fine Arts, or Foreign Language)

AND complete one of the following:

1. Meet the point criteria on mandated assessments
2. Earn an industry credential based on approved criteria set by ODE.
3. Score remediation free on a college entrance exam (ACT/SAT)

Students who do not graduate on time will only be required to meet the standards that were in place during the year he or she should have graduated.

The Board of Education reserves the right to make limitations when it comes to earning credits. Restrictions will be published on line with the board policy and copies will be available to students through their guidance counselor.

For the Class of 2019 and beyond--check the addendum of this on page 68 of this handbook.

Honors Diploma

Please refer to the Ohio Graduation Requirements--<http://education.ohio.gov/Topics/Ohio-Graduation-Requirements-2014-2017/Honors-Diplomas>

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school counseling department (form in the counseling office). Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. A Senior student who wishes to graduate at the end of the first semester must notify the counseling office by November 1. If a Junior student plans to graduate at the end of his/her junior year must notify the counseling office by November 1.

EDUCATIONAL OPTIONS

Sidney High School provides alternative means by which a student can achieve the goals of the district, as well as his/her personal educational goals. Students must meet with their counselor to discuss appropriate options and start the necessary paperwork. In order to participate in an Educational Option, the student must first submit an Application for approval by the high school principal. Students under the age of eighteen (18) may only participate with the written consent of their parent or guardian.

Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript.

Student performance shall be evaluated as either pass or fail, or by awarding letter grades. This will be based upon the type of education option chosen.

COLLEGE CREDIT PLUS (CCP, CC+) "OFF SHS CAMPUS"

Any student in grades 9 through 12 may enroll in a CC+ program provided they meet the requirements established by law and by the District. A student will be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. For students under 18, parental consent is required. Any interested student should contact the Guidance Office to obtain the necessary information. Receiving a D or F in a CC+ class becomes the financial obligation of the student's parents.

COLLEGE CREDIT PLUS (CCP, CC+) "ON SHS CAMPUS"

This option enables a student to earn both high school and college credit while on the SHS campus. These courses are offered at Sidney High School and are taught by Sidney High School teachers who are recognized by the participating university or college as adjunct professors. As such, course syllabi and attendance requirements may differ from general Sidney High School policy. Receiving a D or F in an on-campus CC+ class will result in a financial obligation of the student and/or parents.

UPPER VALLEY CAREER CENTER

The Upper Valley Career Center is located in Piqua. Sidney City Schools along with 13 other area schools make up the UVCC district. Sidney High School juniors and seniors who are interested in technical careers may attend the UVCC. Students in attendance at the UVCC graduate from Sidney High School and are considered to be Sidney students. Information about UVCC may be obtained from the counseling department.

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Department.

Honor Roll

The school utilizes a 4.00 point scale. The honor roll is calculated on all four marking periods each year. Students who have incomplete grades at honor roll time will not be included. SHS has two "Honor Rolls"; High Honors- GPA of 3.5 and higher and Honors- GPA in the range of 3.0 to 3.49.

Students who are named to the honor roll each of the first three nine-week grading periods earn an academic award for that year. The awards are:

- Honors (certificate) for those who earn a GPA of 3.0 or higher for each grading period.
- High Honors (certificate plus year award) for those who earn a GPA of 3.5 or higher for each grading period & have attended Sidney High for the designated length of time.

1st Year Award (one semester @ SHS)-Chenille Letter

2nd Year Award (3 semesters @ SHS)-School Crest Medallion

3rd Year Award (5 semesters @ SHS)-Medallion

4th Year Award (7 semesters @ SHS)-Plaque

Senior Awards

Summa Cum Laude Honors: Students receiving this highest honor must attain a minimum 4.25 cumulative GPA and meet the criteria for an honors diploma.

Magna Cum Laude Honors: Students receiving this higher honor must attain a cumulative GPA of 4.0-4.24 and meet the criteria for an honors diploma.

Cum Laude Honors: Students receiving this honor must attain a minimum cumulative GPA of 3.75-3.99 and meet the criteria for an honors diploma.

Students will be credentialed for this academic award after their 7th semester.

Refer to the Sidney High School course guide online for weighted information about CCP and AP classes. The final decision of this equivalency will be made by SHS counselors in consultation with SHS CCP teachers, SHS administration, and the district's curriculum director. Students are strongly encouraged to address any questions about courses and their weights with their counselor prior to scheduling.

Honor cords are presented to all seniors with a 3.5 GPA or higher and/or those that have earned an honors diploma meeting the criteria established by the State of Ohio.

The class president, NHS President, and Student Government President may be invited to speak during the graduation ceremony. Other senior class officers may also be invited to participate in the graduation ceremony.

Note: The official final GPA and class rank is not completed until all grades are turned in at the end of the school year. Final class standings may differ from those announced on awards night because of time constraints. Final class standings are figured to four decimal places.

ACADEMIC PRACTICE

Academic review may be assigned by teachers. Student grades will reflect the completion of all work, including outside assignments. Academic review is also part of the student's preparation for the assessment tests and graduation. Students who have an excused absence may make up missed review materials and are encouraged to do so. Generally, students will have 1 day of make-up time for each day of absence. However, there are exceptions to this rule. An example of this would be when a specific deadline is set for a project. If a student will not be in attendance when a project is due they need to make arrangements for the project to be turned in on time. Class syllabi will reference attendance and make-up policy for out of class assignments.

COMPUTER TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further 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 are 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 District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District'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. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords, belongings to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as Youtube;
- 4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyber bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

- 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" online without parent approval and participation.
8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography.
10. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher or principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the principal or technology coordinator. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval

from a teacher or the technology coordinator. All such authorized communications must comply with these guidelines.

N. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.

O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

Q. Students may not establish or access web-based email accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).

R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.

S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the technology coordinator. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purpose.

*The following hierarchy will prevail in governing access to the Network:

1. Class work, assigned and supervised by a staff member.
2. Class work, specifically assigned but independently conducted.
3. Personal correspondence (checking, composing, and sending email).
4. Training (use of such programs as keyboarding tutors, etc.)
5. Personal discovery ("surfing the Internet").

6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or technology coordinator.

T. Game playing is not permitted at any time.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their email address.

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.

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.

Career 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.

PUBLIC SCHOOL CHOICE OPTIONS

Parents/guardians of students enrolled in a Title I school in the District that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the student's grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the student's grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students if a transfer within the District is not possible.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the student's grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Sidney High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes the following student groups that are sponsored by a staff member.

ACADEMIA is an interscholastic competition among area schools. Academia's format involves a question and answer contest in 8 knowledge categories. By participating as constantly changing four member teams, each school scores points for correct answers that accumulate toward a yearly championship. Contests are held on five consecutive Monday evenings in the early fall. The team members are chosen on the basis of interest and knowledge in specific areas ranging from science and math to sports and entertainment.

ART CLUB is for students who enjoy art and are in or have been in one of the offered art classes. The art club offers an expanding study in the visual arts through field trips, discussions, creating together and personal critiques. The art club has high visibility in the school and community.

ATHLETICS at Sidney Senior High School are offered in a well-rounded interscholastic athletic program as well as a fine intramural program. Athletic Information is available in the Athletic section, of this handbook.

BUSINESS PROFESSIONALS OF AMERICA (B.P.A) is the primary function of the Computer Information Systems Class to develop future leaders in business and computer technology. *Anyone in the Computer Information Systems class is eligible for membership.*

CHESS CLUB is offered to teach the rules and strategies of Chess. Selected members participate in Chess competition. Membership is open to any student interested in learning the game of Chess.

D.E.C.A. is the primary function of the Distributive Education Clubs of America is to develop future leaders for marketing and distribution. *Anyone in Marketing Education is eligible for membership.*

ENVIROTHON members discuss and look at ways that they can help the environment. This club participates in competition. They also manage and take care of our school's recycling.

FCCLA (FAMILY, CAREERS, AND COMMUNITY LEADERS OF AMERICA) promotes their ideals through club and classroom activities. *The group is associated with those taking family and consumer science courses.*

FFA promotes the principles established and supported by the National FFA organization. Membership correlates with participation in the Ag Science curriculum. *Group does community service, builds projects, and attends multiple field trips.*

FOREIGN LANGUAGE CLUB members meet once a month to celebrate holidays and festivals of the countries that we study. Officers help organize and plan the events.

KEY CLUB is a service club for Sidney High School students, which benefits the school, the community, the sponsoring Kiwanis Club, and its own members. "Service" is the key to this club's activities.

MOCK TRIAL is a club in which members simulate court hearings by portraying the characters involved in the trial. This is a high stress club where perfection is the standard bearer. Membership requires great organization and memorization skills.

MUSE MACHINE is a club that tries to foster interest in the arts. Students who participate in this organization will not only be able to experience live professional performances in drama, dance, music and opera here at school, but will also have the opportunity to attend the theater, ballet, concerts and the opera in Dayton. These students will also be able to audition for a Dayton area wide musical production. Dues will be minimal and tickets for professional performances are at a much reduced rate. Any student interested in the performing arts will want to be a member of the Muse Machine.

MUSIC

- Band: All students who play instruments are eligible for membership in the band during the fall; the Band's pageantry and precision marching are enjoyed at the football games. Contests and festivals are also part of the planned program. The remainder of the school year is devoted to Concert Band.
- Vocal and Instrumental: Many opportunities exist in Vocal and Instrumental Music, including Chorus, Choir, Orchestra, Jazz Band, etc., for those students with interest and skill. These groups are popular not only with the student body, but also with our community.

NATIONAL HONOR SOCIETY is a national organization that selects students who demonstrate outstanding scholarship, character, leadership and service. Hence the Sidney High School Faculty wishes to admit to NHS those JUNIORS and SENIORS who reflect these traits in the classroom, within the school, and in the community. To become a member of the Sidney High Chapter the following procedure must be followed. Juniors and seniors who have a 3.5 or higher cumulative GPA will be invited to attend an informational meeting for potential membership after the first quarter of the school year. Students who are potential member candidates must be rated by at least six faculty members in order to be considered by the Faculty Council for membership. The induction ceremony will be held after the selection process is completed.

If inducted, new members must complete a minimum of five service hours by the beginning of May and participate in the spring fundraiser.

Those students who have completed these requirements will then be rated by the faculty in these three areas: character, service and leadership based upon their performance in the classroom and in their extracurricular school activities. The NHS advisor will then average these ratings. Based upon these averages and the student's service and leadership activity sheet, the Faculty Council (composed of five teachers) will select the students to be inducted into NHS.

A student should realize that if he is not selected his junior year, he might be selected in his senior year if he maintains a 3.5 grade point average and completes the service/leadership sheet. *(Only juniors and seniors may be inducted)*

The list of qualities for leadership, service and character as given by the national organization for use by the local school in its selection process is:

LEADERSHIP - The student who exercises leadership:

- Successfully holds school offices or positions of responsibility, conduct business efficiently and effectively, and is reliable and dependable without prodding.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

SERVICE - The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; and / or family duties.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does committee and staff work without complaining.
- Shows courtesy by assisting visitors, teachers and students.

CHARACTER - The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, and stability).
- Upholds principles of morality and ethics. Will not partake in academic dishonesty.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc..
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Has a power of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

Initiation, blackballing, hazing, or the like are expressly prohibited as part of the selection processor of any National Honor Society activity whatsoever. Any chapter found in violation of this regulation risks losing its charter.

NHS DISMISSAL POLICY AND PROCEDURE

Since selection into NHS is an honor based upon the student's scholarship, leadership, service, and character, students who are inducted are expected to maintain those qualities. NHS members who no longer maintain these qualities will be considered for dismissal based upon the following:

Dismissal with warning --

- An NHS member must maintain at least a 3.5 cumulative grade point average. Grades will be checked quarterly by the adviser. If a member falls below the 3.5 cumulative requirement, the adviser will issue a letter of warning and members will have one quarter to raise his/her cumulative g.p.a.
- Senior members' grades are checked quarters one through three.
- Members who fall below the other three standards shall be warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. If the member does not correct the deficiency, the Faculty Council will consider him for dismissal.
- Members are expected to participate in the following NHS chapter activities:
 - A. Attend monthly meetings. After two unexcused absences, members will be issued a written warning.
 - B. Attend the pre-induction meeting of NHS.
 - C. Participate in all of the money making activities.

D. Second year members are to complete a minimum of 15 service hours per year. 5 hours are to involve tutoring and other hours involve group or individual service projects.

A member failing to fulfill any of these after one written warning will be considered for dismissal by the Faculty Council.

Dismissal without warning –

Members who behave in a manner unbecoming of a NHS member may be dismissed from NHS without warning. For example, members have been removed without warning for using alcohol or drugs, committing a criminal act, or other acts of this nature.

NOTE: ONCE A STUDENT IS DISMISSED FROM NHS, HE MAY NO LONGER BE A MEMBER OF THE NATIONAL HONOR SOCIETY.

Procedure for appeal --

- The member may then request within five (5) school days upon receiving the council's decision a hearing with the high school principal. The appeal should be in letter form and submitted to the school principal. The principal must respond within five (5) school days to the NHS member's request for a hearing. The decision of the principal will be final.

STUDENT GOVERNMENT members are chosen by election. The Student Government and advisor in accordance with approved procedures choose student government officers and at-large members. The duties of each member are as follows:

- a. Act as a bridge between the student body and the administration.
- b. Homecoming and VESPA Activities
- c. Assemblies
- d. Blood Drive and other Food Collection activities
- e. School Elections

The President conducts the Government meetings. The group meets during the school day on a rotating period basis. Members must obtain five (5) merit points each grading period to remain in good standing.

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

NON SCHOOL-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 non-school 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 prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

ATHLETICS

Sidney High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

ACADEMIC ELIGIBILITY

All athletes must meet both OHSAA and local academic policies to remain eligible for participation on an athletic team.

The OHSAA requires a student to pass the equivalent of 5 credits during the previous grading period to be eligible during the current grading period.

The SCS Board of Education has established the following minimum standards for nine (9) week academic eligibility:

- A. A student may not receive more than one "F".
- B. A student must be passing the equivalent of 5 units of credit per grading period.
- C. In addition, students must have maintained a 2.0 or better grade point average for all classes during the preceding grade period to be eligible for the current nine (9) week period. Students who do not meet the minimum GPA will be given one (1) grading period to participate and raise their grade point average. To participate with their athletic team, they must follow the procedures outlined in the weekly grade check policy.

The head coach has the authority to determine if an athlete, who is academically ineligible for the entire grading period at the beginning of the sport season, will be able to rejoin the squad five (5) school days after the next grading period begins, provided the athlete meets all academic eligibility requirements. The head coach must have their regulations in place prior to the beginning of the sport season and be applicable to all athletes of that sport. This policy refers strictly to academics and does not intend to inhibit a coach in relation to their evaluation of an athlete's behavior, attendance, or other qualities which might influence a coach's decision for team readmission.

Eligibility Procedure

1. The athletic director will check grades weekly. Athletes/Coaches will be made aware of any students currently failing a course. All with failing grades will be assigned an intervention plan, including but not limited to study table, tutoring, online interventions and other activities approved by the coach and athletic director.

NOTE: If a student withdraws from a class and receives a "withdrawn failing" that will count as a failing grade for each of the remaining grading periods.

Player Responsibility

1. Athletes shall abide by all rules and regulations established by the Ohio High School Athletic Association, the Sidney Board of Education, the Athletic Board of Control, and members of the coaching staff.
2. A player must be in good standing and not under disciplinary action in order to be eligible for interscholastic competition.
3. The athlete is expected to know the training rules as outlined by the Athletic Department.
4. All equipment issued to a player is to be worn only at practice sessions or scheduled games involving that particular sport, or when given special permission by the head coach.
5. Each athlete is individually responsible for all equipment issued to him.
6. Athletes may not participate in assemblies for awards or banquets or go out for another sport if they have not returned all equipment or paid for it.
7. Athletes shall conduct themselves in such a manner that they will create a positive reflection upon themselves, their teammates, school, student body, and Sidney City Schools in general.
8. Athletes must be in school all day (at least 300 minutes) to compete in a contest or practice that day or night. Any exception must have approval of the athletic director or the principal.
9. All athletes should uphold the traditions of sportsmanship and fair play on and off the playing field.
10. Athletes may not quit one sport squad after the first scrimmage or contest, if there are no scrimmages, and join another in the same season without approval of both head coaches and the athletic director.
11. Any athlete, who quits a squad before the end of the season, without giving prior notice to the coach, may forfeit his right to play on another team for the balance of the school year.
12. Athletes shall be expected to dress properly when representing their school in all athletic contests both home and away. They should attempt to create a positive image of themselves and their team in the eyes of their fellow classmates, student body, and their community.
13. While a member of a school team, a player must comply with all rules of the OHSAA with regard to out-of-season games and attending summer training camps.
14. Athletes shall notify the coach ahead of time if they are going to be absent or late for a practice session.
15. All team members shall travel to and from all away contests by means of transportation provided by the school. Special consideration will be given only in the case of injury, illness, or other unusual circumstances.
16. Athletes shall not begin practice until a physical examination card is completed and filed in the Athletic Director's office.
17. Athletes who will miss practices or contests due to a vacation or trip which is to be taken with their parents must inform the coach well in advance of their planned absence.
18. The missing of practices or contests due to reasons other than family commitments, illness, or other extenuating circumstances will be considered unexcused absences.
19. Students will be allowed to compete in two (2) different sports during the same season only with the mutual consent of the head coaches involved and the athletic director. In addition, they must meet the criteria as stated in the Sidney Athletic Handbook.
20. A player must be in good standing at the conclusion of the season to earn an award. An athlete will forfeit an award if he is not present to receive it at the banquet, without being excused by the head coach.
21. Athletes are responsible for following all rules in the student handbook.

Athletic Code of Conduct

I. The following definitions apply to the Athletic Code of Conduct

Alcohol: Any liquor, wine, beer, or other beverage containing intoxicating substances.

Chemical Assessment Program (CAP): A program approved by the Sidney City Schools Board of Education designed to assess the degree of dependence of a Participant on mood altering chemicals. Such a program shall include an education component designed to teach the harmful nature of the mood-altering chemicals and any follow-up counseling and/or treatment deemed necessary by the assessing agency. The costs of any such chemical assessment, educational component, counseling and/or treatment shall be the responsibility of the Participant and/or his/her parents and/or guardian.

Denied Participation: A participant who has violated a team rule and has been denied participation will attend team meetings and will travel with the team and be present on the bench/sideline.

A participant who has been denied participation due to an Out of School Suspension may not attend group meetings/dinners, travel with the group, sit with the group at the event, attend award ceremonies, or wear school owned apparel relating to that sport/activity. The participant may still practice with the group with the advisor/coach's approval and Athletic Director's approval during the designated denial of participation time frame.

Distribution: Making available to or passing on to another individual (even if not for profit) any alcohol, drug, or tobacco products.

Drugs: Any drugs, including illegal drugs, narcotics, depressants, stimulants, hallucinogens, cocaine, steroids, amphetamines, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substances, and clove cigarettes.

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, including, but not limited to, pipes, roach clips, syringes, hypodermic needles, and cocaine spoons or kits.

Establishment of Guilt: Guilt of a violation of the Athletic Code of Conduct may be substantiated by (1) admission of guilt, (2) arrest and/or conviction, or (3) other evidence as deemed sufficient by school authorities.

Intervention Assistance Team (IAT): Composed of the principal, participant's coach, athletic director, and any other individual directly assigned by school authorities.

One Calendar Year: 365 consecutive days from the date of the infraction.

Parent: The Participant's parent (unless the rights of that parent have been restricted by court order or legal agreement), guardian, or legal custodian.

Participant: Any Sidney Middle School or High School Participant participating in the athletic program sponsored by the Sidney City Schools.

Possession: Alcohol, tobacco, controlled substance or drug paraphernalia physically on or in the Participant's body; or physically within his/her personal property (i.e., book or gym bag, coat, etc.); or in his/her home if other Participants are using or possessing alcohol, tobacco or controlled substance (e.g., hosting party); being present in the car where alcohol or controlled substances are being used or are present.

Tobacco: Any product with tobacco as an ingredient that is smoked, chewed, inhaled, or placed against the gums.

Use of Alcohol, Drugs or Tobacco: A Participant may be considered to be using Alcohol, Drugs, or Tobacco, if the Participant exhibits any of the following characteristics:

- An odor of Alcohol, Drugs, or Tobacco on the breath.
- An absence of the coordination, which would be considered normal for the individual Participant.
- Abnormally slurred speech.
- Any other transgression from normal behavior or appearance, which would cause a reasonable and prudent person to believe that a person had been using Alcohol, Drugs or Tobacco.

I. Self - Referral

Any Participant who willingly seeks help for Alcohol, Drug, or Tobacco Use/Abuse/Distribution may use a "self-referral" one time in his or her high school career. The self-referral may not be concurrent with police reports, court charges, coach, staff, Participant, or adult (other than parent/guardian) referrals. In other words, a self-referral can be used only prior to being caught violating this policy.

Participants who meet this definition will be directed to substance abuse counseling and rehabilitation through a state approved agency. Individual files will be kept in the strictest confidence and maintained by the Athletic Director in the Athletic Department. The Participant and parents are expected to honor this confidence and take this opportunity for help seriously. Any frivolous abuse will result in loss of the self-referral option and immediate application of the applicable restrictions.

II. Alcohol, Drug, and Tobacco Use, Distribution and Possession

THESE RULES ARE IN EFFECT YEAR ROUND (365 days).

Rule 1: The sale or Distribution of Drugs, Drug Paraphernalia, and/or Alcohol at any time for any purpose is prohibited.

A. First Offense:

1. The Participant shall be Denied Participation privileges for One Calendar Year from the date of the infraction.
2. The Participant shall assign himself/herself to a CAP approved by the IAT and successfully complete the program before regaining participation privileges.
Before regaining participation privileges, the Participant must also:
 - a. appear before the Athletic Director and submit the treatment plan from the CAP with supporting completion documentation from the professional agency;
 - b. submit a written statement explaining to the IAT why he/she should regain his/her participation privileges; and
 - c. accept the Athletic Director's directives regarding his/her participation privileges.

B. Second Offense: A second offense occurs any time in a Participant's career at Sidney City Schools after a first offense violation.

1. The Participant shall be Denied Participation for the remainder of his/her career at Sidney City Schools.

Rule 2: The Possession or Use of Drugs and/or Drug Paraphernalia (except as medically required), Tobacco and/or Alcohol, except as a consequence of required medical use, is prohibited at all times.

A. First Offense:

1. Denied Participation privileges for 20% of the regularly scheduled games, meets, or matches (collectively, "Contests") in a given season. If the Participant has not satisfied the 20% requirement at the conclusion of the current season, the percentage of Contests missed in the current season, including tournaments, will be calculated. The remaining percentage (of the original 20% suspension) will be used to calculate how many additional Contests will be missed in the next sports season in which the Participant participates, even if this season goes into a new school year.
2. The Participant shall assign himself/herself to a CAP approved by the IAT and successfully complete the program. The Participant is allowed to participate during the assessment program after the 20% requirement set forth in paragraph 1 above has been met. However, if the Participant fails to successfully complete the CAP during the assigned time, he/she will be Denied Participation indefinitely until the program is completed.

Before regaining participation privileges, the Participant must also:

- a. appear before the Athletic Director and submit the treatment plan from the CAP with supporting documentation from the professional agency;
- b. submit a written statement to the IAT explaining why he/she should regain his/her participation privileges; and
- c. accept the Athletic Director's directives regarding his/her participation privileges.

B. Second Offense: A second offense occurs any time in a Participant's career at Sidney City Schools after a first offense violation.

1. The Participant shall be Denied Participation for 50% of the regularly scheduled games, meets, or matches (collectively "Contests") in a given season. If the Participant has not satisfied the 50% requirement at the conclusion of the current season, the percentage of Contests missed in the current season, including tournaments, will be calculated. The remaining percentage (of the original 50% suspension) will be used to calculate how many additional Contests will be missed in the next sport season in which the Participant participates even if that season goes into a new school year.
2. The Participant shall assign himself/herself to a CAP approved by the IAT and successfully complete the program. The Participant is allowed to participate during the assessment program after the 50% requirement set forth in paragraph 1 above has been met. However, if the Participant does not successfully complete the CAP during the assigned time, he/she will be Denied Participation indefinitely until the program is completed.

Before regaining participation privileges, the Participant must also:

- a. appear before the Athletic Director and submit a continuing treatment plan with proper documentation, which may include random Drug and/or Alcohol screening for 52 weeks as prescribed by a professional rehab agency that is approved by the IAT; and
- b. submit a written statement to the IAT explaining why he/she should regain his/her eligibility; and
- c. accept the Athletic Director's directives regarding his/her participation privileges.

C. Third Offense: A third offense occurs any time in a Participant's career after a second offense violation.

1. The Participant shall be Denied Participation for the remainder of his/her career at the time of the violation.

Note: A first-year high school freshman may formally petition the Athletic Director for the reduction of one offense incurred during grades 7 or 8. The reduction will become official after the student successfully completes the school year without a violation and by meeting any other condition set forth by the Athletic Director.

V. Improper Conduct:

The penalty for improper conduct will be evaluated on a case-by-case basis by the IAT, taking into consideration the following factors, among others:

1. The degree to which the Participant's conduct poses a threat or risk to the safety and well being of others;
2. The degree to which the conduct brings discredit to the Sidney City Schools and its programs;
3. The status of the matter under the criminal or juvenile justice system, if any such system is involved. While determinations by school officials under this rule are not dependent on such status or any conclusion reached under such a system, that status or conclusion may be relevant in the investigation and analysis of the underlying facts, including the degree of cooperation of the Participant.

A. First Offense and/or Subsequent Offenses:

1. Because of the varying degrees of possible offenses, the IAT shall at its sole discretion, deny participation at any level deemed necessary, as a result of the improper conduct of the Participant.

STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to 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. Junior and senior students may have a work release if the following are consistently accomplished:

Work Permit completed, having a specific job, a work schedule/time card will be presented each week, a call to or from the student's employer verifying work commitment every two to three weeks, and fulfilling their class requirements at SHS. If the work aspects are not completed and or the grades of a student have declined (failing a class), the work release may be revoked until one or the other requirements are met. Freshmen and Sophomore students will not have an early work release.

Students under the age of 18 are required by law to have a work permit. To obtain a work permit a student must do the following:

- Be between 14 and 18 years of age.
- Have a promise of a job.
- Pick up the blank application that contains three parts that must be completed before bringing it back to the high school office:
 - Pledge of Employer card
 - Physician's Certificate card
 - Application for Work Certificate card
- Return the completed form to the office along with your birth certificate.
- Please allow one day for processing as all information must be transferred by a school secretary to the state's website.
- Pick up and sign your work permit.

NOTE: This is for part-time employment. Students who are under the age of eighteen that wish to withdraw from school must meet with a building administrator and their guidance counselor.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged 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.

STUDENT PRECINCT WORKERS

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election.

To be eligible, a student shall be:

- A. a United States citizen;
- B. a resident of the county;
- C. at least seventeen (17) years of age
- D. enrolled in the senior year of high school

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

SCOPE OF JURISDICTION

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. This code of conduct includes misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or an employee. The Upper Valley Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of Sidney High School and/or the Upper Valley Career Center. Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to the counseling office and/or counselor, parental contact or parental conference, detention, T school, community service, emergency removal, suspension, referral to law enforcement agencies, or expulsion.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

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 thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year. If a student is habitually and the student's parent fails 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.

House Bill 410/Truancy Law

Students are declared habitual truant if they miss 30 or more consecutive school hours, 42 hours in one school month, or 72 or more hours in a school year. Parents are notified by phone and or letter within 7 days of the triggering absence if one of the three scenarios has occurred while attending Sidney High School. When a student meets the habitual level, the district is required to form an intervention team (student, parent(s)/guardian, three staff, etc.) to develop a plan. If there is no progress after 60 days, the school district is required to file a complaint in juvenile court.

Calculation of Attendance by Hour

In order to ensure students are in attendance as much as possible, Sidney High School will track missed time from school by hours. Refer to House Bill 410, the new truancy law.

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:

- A. personal illness (a written physician's statement verifying the illness/appointment must be submitted to the Attendance Office upon return to school)
- B. illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- C. quarantine of the home
- D. death in the family (written note from family should be submitted upon return to school)
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. such good cause as may be acceptable to the superintendent
- H. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

- when a student reaches 10 or more absences for the school year he/she may be placed on a
- I. doctor's note only policy for the absence to be considered an excused absence.

Notification of Absence

If a student will be absent, the parents must notify the School at 937-497-2245 by 08:00 and provide an explanation. If prior contact is not possible, the parents should provide a written excuse within 48 hours/2 days 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 parent of the need for improvement in the student's attendance. A phone call will be made to parents with students who are absent for that day by late morning.

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.

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Counseling Office.

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to makeup missed work. The student should contact the Attendance Office as soon as possible to obtain assignments.

The number of days for completion of make up work will be equivalent to the number of excused days of absence. However, some projects may be due at a specified time that would require an absent student to make special arrangements to turn it in without penalty. Students will follow the teacher's syllabi about make up work with excused absences. When a test or paper is assigned in advance of an absence, students will be expected to take the test or turn in papers upon their return. The student needs to follow through with the teacher's syllabi and know the make-up policy of their teachers. Unexcused absences by a student will result in NO credit for their work missed.

****Students who are taking College Credit Plus classes will have different attendance expectations, as college guidelines followed. Unexcused absences will result in no make up-work.****

If a student misses a teacher's test due to an excused absence, they should make arrangements with the teacher to take the test at another time. If a State Mandated assessment or other standardized test is missed, the student should consult with the Counseling Office to arrange for administration of the test at another time.

Perfect Attendance

Students have perfect attendance if they have zero period half-day, or whole-day absences (excused or unexcused). Students will be allotted 90 minutes of missed time (tallied through the year) from school for an appointment to still be considered for perfect attendance. Appointments considered excused for allotted time would be for a dentist, a doctor, or a chiropractor and a note must be brought back from this medical appointment. Appointments not excused for allotted time are for hair, dress/tuxedo fitting, driver's license exam/test, or to go home for a forgotten item.

Suspension From School

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the office beginning with the first day of the suspension. Make up of missed tests may be scheduled when the student returns to school.

The student must complete missed assignments during the suspension and turn them in to the teacher by the time the student returns to school. The student will be given at least partial credit for properly-complete assignments and will receive a grade for any made-up tests.

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. (Please refer to "Truancy" on page 42 of this handbook.). If a student under the age of 18 has 10 or more consecutive or 15 total days of unexcused absence during a semester, s/he 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.

Tardiness

Each student is expected to be in their assigned location throughout the school day. If a student is late arriving at school, they must report to the School office before going to their first assigned location. Any student who is late to class up to 20 minutes shall be disciplined by the teacher. Students who are more than 20 minutes late will be considered absent for that instructional period. Students who are tardy to school or class repeatedly will be disciplined.

CODE OF CONDUCT

A major component of the educational program at Sidney High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors

Students are expected to:

1. be prompt to school and attentive in class;
2. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
3. complete assigned tasks on time and as directed;
4. help maintain a school environment that is safe, friendly, and productive;
5. act at all times in a manner that reflects pride in self, family, and in the School;
6. be respectful toward students and staff.

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class the opportunity to learn.

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.

The following styles or manners of dress are prohibited:

- A. Non-religious head coverings are not allowed during the school day. This would include hats, bandanas, scarves, sweat bands, tiaras, hoodies, etc. These items must be removed upon entry to the school building.
- B. Students may not wear coats during the school day. Coats must be kept in the student's locker as they are not to be carried. Put the coat in the locker before school begins.
- C. A student shall not wear clothing that is too revealing or exposes undergarments.
- D. A student shall not wear clothing items with drug, tobacco or alcoholic beverage logos or which displays offensive or suggestive language and/or pictures. Explicit advocating of violence is not allowed in any form.
- E. Waistbands must be worn at or above the hips. If a belt is worn it must be of proper length and not extend below the belt loops.
- F. Heavy chains and excessively spiked jewelry may not be worn.
- G. Clothes should be in good repair.

Students who are representing Sidney High School 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 that initiate, advocate or promote activities that threaten the safety or wellbeing of persons or that are disruptive to the school environment will not be tolerated.

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

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

BULLYING, HARASSMENT, AND INTIMIDATION

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

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

Any student who believes they have been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the Board President.

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

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

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

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions, and
- 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission is all but been erased when it comes to cyberbullying activity.

Cyberbullying consists of, but is not limited to ...

- posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- using a camera phone to take and send embarrassing photographs of students;
- posting misleading or fake photographs
- to the effect of which it occurs on school property.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to

offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events. For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

The superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, 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.

1. Possession/use of drugs and/or alcohol

Possessing, using, transmitting or concealing, or being under the influence, if there is evidence of consumption, or mere odor or smell, of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, they 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, they will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

2. Possession/use of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extracurricular 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. Possession &/or smoking of electronic, "vapor", or other cigarette/tobacco substitutes is also prohibited.

3. 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 guidelines set forth in Board Policy 5772.

>Firearm is defined as any weapon (including a starter gun) that 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 that is inoperable but that can be readily operated.

>Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, 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.

4. Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, club type implements or any type of ammunition. 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.

5. 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.

6. 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.

7. Arson, Intent to commit; possession of incendiary tools

The use of unauthorized fire or the intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

8. Physically assaulting a staff member/student/person associated with the District.

The unauthorized touching or acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.

Any oral or written statement or otherwise expressed 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. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

10. 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), vandalization, assault (verbal and/or physical), and destruction of property.

11. Misconduct off school grounds

Students may be subject to discipline for their misconduct even when it 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.

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

13. Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

14. Falsification of school work, identification, and forgery, Academic Dishonesty--cheating or plagiarism

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.-

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

15. Bomb Threats, and other false alarms and reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building 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. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger 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 and will subject the student to disciplinary action.

16. Terroristic Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

17. Possession and/or use of explosives and/or fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances

or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

18. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. 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.

19. Theft &/or knowingly receiving/possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from an administrator. The School is not responsible for personal property.

20. Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

21. Damaging property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property or school emergency equipment.

22. Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

23. Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

24. Refusing to accept discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

25. Aiding or abetting violation of school rules

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

26. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, holding hands, 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.

27. 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 (during school hours) or at any school sponsored activity without the permission of an administrator. Examples of prohibited devices include but are not limited to radios, "boom boxes", iPods, laptop computers, headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices, video cameras, video phones and other electronic communication devices, or any device capable of transmitting or receiving a signal. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

28. Violation of individual school/classroom rules

Each learning environment has different rules for students. These 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 this Code.

29. Violation of bus rules (see Section V – Transportation)

30. Interference, disruption or obstruction 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.

31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

A. Verbal: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. Nonverbal: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

C. Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

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

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 Anti-Harassment Complaint Coordinator(s): [list from page 3 of Administrative Guideline 5517]

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, 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 Anti-Harassment Complaint Coordinators either by a written report, 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/cyberbullying and the nature of the harassing and/or bullying/cyber bullying incident(s). The Anti Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. 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 records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

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

Given the nature of harassing and/or bullying/cyberbullying 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 and/or bullying/cyber bullying allegations or charges.

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

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

32. Hazing

Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. 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.

33. Violent Conduct

Students may be expelled for up to one school year for committing an act at school, on or off 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) or property.

34. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

35. Careless or Reckless Driving

Driving on school property in such a manner as to endanger persons or property.

36. Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

37. Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

38. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

39. Possession of Pornography

Possessing sexually explicit material.

40. Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/or school authorization.

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 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. The consequences for misbehavior are designed to be fair, firm and consistent for all students.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Discipline Disclaimer

****Disciplinary action is determined based primarily on the type of offense committed. Other factors, such as the frequency of an offense are also considered and lead to next level intervention. Although the disciplinary actions listed below reflect a progressive disciplinary process, all steps may not be considered or appropriate in a given case. Offenses of a repetitious or more serious nature may result in discipline commensurate with the seriousness of the offense and may justify suspension and/or expulsion without reference to previous warnings.****

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

Informal Discipline

Informal discipline takes place within the School. It includes:

1. writing assignments;
2. change of seating or location;
3. before school, lunch-time, or after-school detention;
4. in-school discipline;
5. T-school;
6. parental or guardian contact;
7. ISR;

Detentions/T-School

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. The student or his/her parents are responsible for transportation. T-School is an extended detention held on Tuesdays and Thursdays from 7:55 – 4:55.

A student missing any portion of his/her assigned time in Detention or T-School may be given an additional discipline. Failure to timely serve Detention or T-School assignment(s) 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.

The following rules apply to Detentions and T-School:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given 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 electronic communication devices, phones, cameras, radios, CD/MP3 players, cards, magazines, or other entertainment or recreational articles or devices shall be allowed in the room.
- No food or beverages shall be consumed.

Transportation to and from T-school is the student's/parent's responsibility.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, 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 resulted in 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 are entitled to an informal meeting with the building administrator prior to removal.

Also, students being considered for expulsion are entitled to an informal meeting with the superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extracurricular 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 is 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 hearing, the Principal will determine whether or not to suspend the student. If the decision is made to suspend the student, she/he 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. The request for appeal must be in writing and filed with the superintendent within five (5) calendar days after the date of the notice to suspend.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. 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 on the next school day. 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 hearing 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 be removed immediately. A hearing 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 hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

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 ten (10) days after the superintendent notifies the parents/guardians/custodians 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, 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 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 Education Improvement Act (I.D.E.I.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 hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend the student's 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 day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they 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 inspections of school property may be conducted without notice and /or reasonable suspicion. 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, lockers, parking lot, cafeteria, 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 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 that have been confiscated.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

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, non sponsored, 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, or 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; or
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 main office and administrators twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

Bus Transportation to School

The School provides, as a minimum, transportation for all students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting the Transportation Office at 497-2206 or 497-2220.

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. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

Bus Conduct

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

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

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parent's' 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 push, shove or engage in scuffling;

- not litter in the school vehicle or throw anything in, into, or 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 play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- 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.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

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.

Transportation of Students By Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Self-Transportation to School

Driving to school is a privilege that 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 and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

1. Students under age 18 must have written parent permission prior to driving to school.
2. Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles On School Property and provide evidence of:
 - a. driver's license;
 - b. insurance certificate;
 - c. vehicle registration.
3. Students are required to obey the parking lot speed limit of 10 mph.
4. The student must obtain a permit from the Main Office and pay a fee of \$5.00 for the entire school year.
5. If a student's parking permit is suspended, no fees will be refunded.
6. Student parking is the east lot between Sidney High School and Emerson Elementary School. All students will park in the east lot.
7. Students will face consequence if the vehicle is not parked in the east lot.

Failure to comply with these rules will result in discipline or loss of privileges.

1. When the School provides transportation, students shall not drive to school-sponsored activities.
 - a. unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 Parental Authorization and Release From Liability Form – which is approved by the principal.
 - b. An approved student driver may not transport other students to a school sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.
2. All vehicles entering school property are subject to search and inspection.
3. Students may not return to their cars during the school day without permission from administrator.

SIDNEY HIGH SCHOOL
Interscholastic Sports Option
Physical Education Waiver

According to Ohio Revised Code, all high school students are required to earn $\frac{1}{2}$ credit of physical education before graduation.

Sidney High School has traditionally offered $\frac{1}{4}$ credit courses each semester in physical education. Students will have the option of taking the traditional physical education courses. It is not recommended to wait until the senior year to take the required physical education credits.

A new option that is available will allow students to waive the traditional physical education requirement. The waiver is earned by successfully completing the requirements for two *full* seasons of interscholastic sports, cheerleading, marching band, or a combination of any of these to waive the physical education requirement. Students who select this option would have $\frac{1}{2}$ credit from another curricular area to make up in place of the PE credit, but it could be in any area of choice.

Students who select this option are restricted to completing two full seasons of interscholastic sports, cheerleading or marching band. A student is not permitted to take one course of a traditional physical education course and one season of interscholastic sports.

Sidney High School Interscholastic Sports Option

Students at SHS may opt to waive the physical education requirement by participating successfully in two *complete* seasons of interscholastic sports, cheerleading, marching band or a combination of any two of these physical activities. Students who select this option must take an additional $\frac{1}{2}$ credit of other study to make up for the $\frac{1}{2}$ credit of PE that they are not taking. That $\frac{1}{2}$ credit can be in any subject of the student's choice.

Interested students must complete the Intent to Participate form for the PE Waiver Option. This form must be on file in the guidance office **BEFORE** the legal start date for each sport as determined by the OHSA. Successful completion of interscholastic sports, cheerleading or marching band will be determined by the Athletic Department and SHS Band Director. It will be noted on the student's SHS transcript that successful completion of the Physical Education waiver has been met.

Revised December 2016

Graduation Requirements (continued from page 24)

For the Class of 2019 and beyond, a diploma shall be awarded to students meeting curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT, subject to limitations on assessments as outlined below.

The requirements for graduation from high school include earning twenty-one (21) units of credit in grades nine through twelve and passing the graduation tests required by the State Board of Education or meeting the alternative pathway to graduation.

All students must receive instruction in economics and financial literacy during grades 9-12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent. Students who achieve an industry credential or license that requires an examination shall not be required to take additional technical assessments. If the student does not participate in licensure or license examination, the student shall take the applicable technical assessments. Students must attain specified scores on assessments as required to demonstrate workforce readiness on a nationally recognized job skills assessment in order to obtain a diploma. Certain students are not required to take the college and career readiness assessments administered to all eleventh (11th) grade students:

- A. students who demonstrate they are remediation-free on the English, math and reading nationally-recognized assessments prior to the administration of the college and career readiness assessments;
- B. students with significant cognitive disabilities who take an alternative assessment and students with intellectual disabilities outlined in state guidance, and
- C. Limited English proficient students enrolled in United States schools for less than two years for whom no appropriate accommodations is available.

Students may take the assessment even if they are not required to do so.

The Board shall affix the State of Ohio Seal of Biliteracy to the diplomas of students who achieve all the requirements in an eligible language as established by the Ohio Department of Education. A student may be required to pay a fee to demonstrate proficiency in a language, which may include the cost of a standardized test.

R.C. 3313.60, 3313.6021, 3313.603, 3313.61, 3313.611, 3313.6111, 3313.614

R.C. 3313.615, 3313.618, 3313.647, 3313.903, 3323.08

R.C. 3301.07, 0710, 0711

A.C. 3301-41-01, 3301-13-01 to 07