

# Sandusky High School

"Home of the Blue Streaks"



2130 Hayes Avenue  
Sandusky, Ohio 44870  
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Guidance Office: (419) 984-1083  
Attendance Office: (419) 984-1090  
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## **PRINCIPAL**

Mr. Eric Talbot

## **ASSISTANT PRINCIPALS**

Mr. Todd Peugeot

Mr. Colin Irish

## **ATHLETICS & ACTIVITIES DIRECTOR**

Mr. Shawn Coakley

## **SCHOOL COUNSELORS**

Mrs. Kristina Davis, Director – 10<sup>th</sup> and 11<sup>th</sup> & 12<sup>th</sup> (K-Z)

Mrs. Babe Sidoti-Palmer – 9<sup>th</sup> and 11<sup>th</sup> & 12<sup>th</sup> (A-J)

## **MENTAL HEALTH COUNSELOR**

Jackie Andrjewski

## **STUDENT SERVICES COORDINATOR**

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## **COLLEGE CREDIT PLUS COORDINATOR**

Dr. Richard Koonce

## **GLOBAL INTERNSHIP COORDINATOR**

Ms. Erin Cremean

## **GREAT LAKES VISUAL & PERFORMING ARTS COORDINATOR**

Mrs. Rosalyn Shepherd

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*This Agenda belongs to:*

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

*The policies and regulations outlined herein were approved by the Sandusky Board of Education, on June 25, 2018 and carry legal status as determined by state statute.*

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## **SECTION 1 - INTRODUCTION**

### **The S.H.S. Alma Mater**

All hail the Blue and White.  
Keep them forever bright.  
In love and praise unite, for Sandusky.  
Pride in thy Victories,  
Love for thy memories,  
Time cannot alter these, Sandusky High.

May friendships never fade,  
That in thy halls are made.  
May dreams of youth there laid ever come true.  
Deep is our love for thee,  
Faithful and true we'll be,  
One in our loyalty, Sandusky High

*“All Hail the Blue and White”, Sandusky High School’s Alma Mater, was composed in the spring of 1934. The words were written by Ruby Barrett, then a member of the faculty of Sandusky High School, to be sung to the tune of an old folk song called “How Can I Leave Thee”. The tune was suggested by the late William E. Didelius, an alumnus of the high school.*

# FOREWORD

This student handbook was compiled to inform both the student and the home of the rules, regulations, and policies of Sandusky High School. A thorough review of this booklet will do much to help students adjust to their daily school routines.

The parents will recognize the necessity of the student handbook in terms of the size of our high school organization.

The faculty and administration hope that the student handbook will serve to promote a spirit of mutual cooperation between the school and the home, making the students' educational goals more easily attainable, because every student has the opportunity and responsibility for his/her own learning and behavior.

*I have read the Sandusky High School Student Handbook and have discussed it with my child. We fully understand the rules, expectations and consequences.*

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Parent/Guardian

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Student

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Date

# Letter from the Principal

August 29, 2018

*Dear Parents/Guardians and Students,*

*As we enter the 2018-19 school year, I am excited about the opportunities that are here for you at Sandusky High. We strive to maintain the excellence in education that has been established previously. Sandusky High School has long been recognized as one of the finest comprehensive secondary schools in the state of Ohio. We look forward to working with you to continue that tradition and to see that all of our students maximize the educational opportunities provided by our community.*

*Being here every day and on time is an essential part of success here at SHS and in life. We ask for your cooperation in keeping absenteeism and tardies to a minimum.*

*The Student Handbook will once again be incorporated as part of the Agenda. The handbook is designed to inform students and parents/guardians of policies, procedures, and services available at Sandusky High School. The Agenda is a daily planner that will assist each student in developing organizational skills that will lead to academic success. Please read the Student Handbook together and do not hesitate to contact us with questions or concerns.*

*The mission of Sandusky High School is to graduate students who are equipped to become productive, responsible members of society. We encourage students to strive for academic excellence and participate in the arts, athletics, and the many clubs and organizations we have to offer.*

*Parental support is an important facet of a child's education. Please plan to become involved in the Sandusky High School experience. Feel free to visit the school or contact our teachers, guidance counselors, or administrators if you have any questions or concerns.*

*Respectfully,*

*Mr. Eric Talbot  
Principal*

# **SANDUSKY HIGH SCHOOL PHILOSOPHY**

Sandusky High School reflects the standards, desires, and concerns of the diversified community that supports it. As one of the primary assets of the community, it provides learning opportunities and methods of attaining stability for all people with the community.

The curriculum meets the current and changing needs of students entering the labor market, post high school training facilities, or the military. Sandusky High School trains students to have useful knowledge for immediate academic and vocational needs as well as to be flexible enough to adapt to changes the future is sure to bring.

Sandusky High School provides a stable environment in which students can cultivate character commensurate with American ideals essential for success and happiness. We foster intellectual, social, moral, cultural, and physical growth. We provide opportunities to develop skills and knowledge enabling students to be happy, productive, responsible, and loyal citizens in our democracy. To this end, Sandusky High helps students achieve self-understanding and self-esteem as well as an understanding and acceptance of others.

Finally, Sandusky High School educational programs and all activities are provided without regard to race, color, national origin, sex, or disability.

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## **SHS MISSION STATEMENT**

The faculty, staff and administration of Sandusky High School recognize that all children will learn. We will strive to graduate students who are productive, responsible members of society, and who demonstrate the ability to work to their own potential. Successful implementation of this mission will enhance our comprehensive efforts to prepare students to meet the demands of our changing society.



# SHS CONTACT LIST

To contact school personnel at Sandusky High School call the following numbers:

Principal	Mr. Eric Talbot	419-984-1068
Assistant Principal	Mr. Colin Irish	419-984-1072
Assistant Principal	Mr. Todd Peugeot	419-984-1073
Athletic Director	Mr. Shawn Coakley	419-984-1075
College & Career Readiness	Dr. Richard Koonce	419-984-1085
Global Internship Director	Ms. Erin Cremean	419-984-1086
Director of Guidance/Counselor	Mrs. Kristina Davis	419-984-1080
Counselor	Mrs. Sidoti-Palmer	419-984-1082
Guidance Office Secretary	Mrs. Sue McKenzie	419-984-1083
Dir of Voc. Educ./Ad. Educ.	Ms. Nancy Hall	419-984-1101
Attendance Office Secretary	Ms. Vera Smith	419-984-1090
School Resource Officer	Officer Jason Martin	419-984-1092

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## Identification of Children Who Are Gifted

Questions, please call your Building Principal or Coordinator of Gifted Services at 419-984-1051.

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## NOTIFICATION OF POLICIES OF NON-DISCRIMINATION

The Sandusky City School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, religion, sex and disability in the educational programs and activities operated by the district. It is the policy of the Sandusky School District the educational programs and activities are provided without regard to race, color, national origin, religion, sex and disability. No student shall be denied admission to the Sandusky School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex and disability or any other basis of unlawful discrimination. To carry out these policy statements, persons and offices as identified herein shall be responsible for compliance within designated areas:

**Mr. Dan Poggiali, Chief of Staff**

Board of Education Offices

407 Decatur Street, Sandusky, Ohio 44870

(419) 984-1016

1. Title IX Coordinator (non-discrimination on the basis of sex)
2. Title VI Coordinator (non-discrimination on the basis of race, color or national origin)
3. Section 504 Coordinator (non-discrimination on the basis of disability)

Questions or requests for information should be directed to Mr. Poggiali at the listed office and number.

## SECTION 2: SCHOOL INFORMATION

# SANDUSKY HIGH SCHOOL SCHOOL CALENDAR 2018-19

### First Semester

August 28	Open House
August 29	Opening Day of School
September 3	Labor Day (No School)
October 12	NEOEA Day (No School)
October 26	End of 1 <sup>st</sup> Quarter
November 1	Parent/Teacher Conf. <b>PM</b>
November 8	Parent/Teacher Conf. <b>PM</b>
November 21-23	Thanksgiving Break
December 20	End of 2nd Quarter & Semester 1
December 21	Grades Day (No School)
December 24 –January 4	Winter Break

### Second Semester

January 7	School Resumes
January 21	Dr. M.L. King Day (No School)
February 18	President's Day (No School)
March 15	End of 3 <sup>rd</sup> Quarter
March 21	Parent/Teacher Conf. <b>PM</b>
March 25 - March 29	Spring Break
April 4	Parent/Teacher Conf. <b>PM</b>
April 19	Good Friday (No School)
May 27	Memorial Day (No School)
June 2	Commencement
June 7	Last Student Day (K-11)

# Sandusky High School

## Regular Bell Schedule

<u>Class</u>	<u>Start Time</u>	<u>End Time</u>
Homeroom	8:25am	8:30am
1st Period	8:33am	9:17am
2nd Period	9:20am	10:04am
3rd Period	10:07am	10:51am
<b>4A Lunch</b>	<b>10:51am</b>	<b>11:21am</b>
4B/C Class	11:21am	12:12pm
4A Class	10:54am	11:18am
<b>4B Lunch</b>	<b>11:18am</b>	<b>11:48am</b>
4C Class	11:48am	12:12pm
4A/B Class	10:54am	11:45am
<b>4C Lunch</b>	<b>11:45am</b>	<b>12:15pm</b>
5th Period	12:15pm	1:00pm
6th Period	1:03pm	1:47pm
7th Period	1:50pm	2:34pm
8th Period	2:37pm	3:21pm

# Sandusky High School

## '2 Hour Delay' Schedule

<u>Class</u>	<u>Start Time</u>	<u>End Time</u>
Homeroom	10:25am	10:30am
1st Period	10:33am	11:03am
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2A Class	11:06am	11:33am
<b>2B HS Lunch</b>	<b>11:33am</b>	<b>12:03pm</b>
<hr/>		
<b>2A HS Lunch</b>	<b>11:03am</b>	<b>11:33am</b>
2B Class	11:36am	12:03pm
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3rd Period	12:06pm	12:36pm
4th Period	12:39pm	1:09pm
5th Period	1:12pm	1:42pm
6th Period	1:45pm	2:15pm
7th Period	2:18pm	2:48pm
8th Period	2:51pm	3:21pm

# ACADEMIC REFERENCE FACTS

## SHS Grading Scale

<b>90% and above</b>	<b>A</b>
<b>80%-89%</b>	<b>B</b>
<b>70-79%</b>	<b>C</b>
<b>60% - 69%</b>	<b>D</b>
<b>0% - 59%</b>	<b>F</b>

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## Honor Roll Requirements

<b>Principal's Honor Roll</b>	<b>4.0 GPA</b> or above in 9 weeks grading period
<b>Honor Roll</b>	<b>3.2 GPA</b> or above in 9 weeks grading period

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## Athletic Eligibility Requirements

1.5 G.P.A.

Must be passing 5 'one' credit classes

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## Ohio State Tests Requirements

Must earn '**18**' Quality Points between the **7** State Tests in order to graduate

- Algebra 1
- Geometry
- English 9
- English 10
- US History
- US Government
- Biology

A **Certificate of Completion** will be awarded to those students in **Career-Technical** programs who meet the following criteria:

- Completion of a two year program of vocational instructions
- At least 74% average and satisfactory skill achievement
- A 93% attendance requirement during the 2-year program

## Agenda Privileges

Purpose – The Agenda and the Student Handbook have been incorporated as a comprehensive resource with tools for personal organization. If your agenda becomes lost, stolen, or missing, the cost for a new agenda is **\$10** and can be purchased in the main office.

### DO

- Carry your agenda daily
- Use it for a hall pass
- Display your agenda when requested
- Record assignments and important messages
- Agendas cannot be altered or handbook pages covered. Altered agendas cannot be used.

# Parental Responsibilities

## Attendance

In an effort to inform parents and guardians of certain legal responsibilities and important obligations relative to a child's education, we have listed below those laws and school items that we feel will be helpful reminders prior to the annual opening day of school.

**Philosophy** – Sandusky High School believes that the value of a student being in school cannot be measured solely by the attainment of passing grades. Learning goes well beyond that of completion of assignments and the recall of facts and information. Furthermore, research reveals a direct correlation between attendance and academic success. Students who attend school with a high degree of regularity greatly increase the likelihood of their academic success. Thus, we believe that the best attendance policy is one that places high emphasis on students being in school; holds students accountable for “poor” attendance; rewards students for “good” attendance; and involves school personnel, parents, and the community in specific procedures designed to carry out established regulations.

**Attendance Laws (Section 3321.01)** – Except as provided in this section, the parent(s), guardian, or other person having the care of a child of compulsory school age which child has not been determined to be incapable of profiting substantially by further instruction shall cause such child to attend a school which conforms to the minimum standards prescribed by the state board of education for the full time the school attended is in session, or shall otherwise cause him to be instructed in accordance with the law

## SECTION 3 - ATTENDANCE POLICIES:

- If the student is unable to attend school, and prior arrangements were not made, the parent of the student should call the high school (984-1090) before 8:45 a.m. on the day of each absence.
- For an excused absence a student must obtain a re-admit slip within **five (5) days** of returning to school after the absence if the excuse is not from a doctor or the court.
- After **Forty-Two (42) hours of absences**, whether excused or unexcused, a doctor's note will be required for any time absent to be considered excused. If the student provides a doctor's note to excuse his or her absence, the absence will be considered excused. Doctor's notes are not included in these absences. Descriptions of Excused and Unexcused absences are found in the section labeled *Parental Responsibilities*
- The student is allowed the number of days equal to the absence to complete all make-up work. Make-up work will be accepted for **excused absences** that go beyond **Forty-Two (42) hours**.
- Previously announced student responsibilities, such as tests and projects, are due on the day originally scheduled or the first day the student returns to school.
- If a student misses class periods for an absence or school sponsored event but is in school that day, all work that was previously announced is due that day whether or not he or she is in class during the scheduled period.
- Any student having to leave school for a doctor or dental appointment, funeral, or any other special reason must present written permission from the parent or guardian to the Attendance Office at least twenty-four hours prior to the date the student is to leave school. **Appointment slips must be obtained in the Attendance Office before school between 7:45 a.m. and 8:15a.m.** Upon returning to school, the appointment slip with the appropriate signature or note bearing parent's signature stating the day(s) absent and reason must be presented to the secretary or assistant principal in the Attendance Office for a re-admittance slip.
- Early release slips for special requests may only be obtained in the attendance office. A re-admittance slip must be secured for the missed periods upon returning to school.
- All students must sign out at the school attendance office to leave prior to the end of the normally scheduled school day. Adults picking up their student(s) must sign in at the school's attendance office and **produce valid, unexpired photo identification** to the attendance staff. Adults who are **not able to produce valid identification will not be allowed to remove a child from school, regardless of whether the adult's name appears in the district student information management system as an emergency contact or authorized guardian.**

### Re-admit Policies and Procedures:

- Students returning from an absence should bring a signed note from parents or doctor stating day(s) absent and reason for absence to the Attendance Office between 7:45 a.m. and 8:15 a.m. An excused absence re-admit slip will then be issued to the student
- The re-admit slip must be shown to the teachers of all missed classes.

## Definitions

**Excused Absence** – Absence of students from school at the request of parent/guardian and with the consent of school authorities and in compliance with Section 3321.04 of the Ohio Revised Code. School attendance is tracked according to hours. If a student arrives after 8:25am or leaves before 3:21pm, they will accumulate absent hours and will require parent and school authorization to maintain ‘excused’ status.

**Unexcused Absence** – Students arrival and departure times will be kept track of in the SHS attendance office. If a student does not report to school and/or leaves school grounds for any reason and is not officially signed out by their parent/guardian, they will be marked UA (Unexcused Absent) and subject to discipline. All accumulated hours of absence will count towards their total absent time.

**Truancy** – Absence of students from school or classes without the permission of a parent/guardian or school authorities.

A “*habitual truant*” is any child of compulsory school age who is absent without a legitimate excuse for:

- **30** or more consecutive school **hours**
- **42** or more school **hours** in one month
- **72** or more school **hours** in a school year.

**Absences** - Absence of students from school or classes for any reason

An “*excessively absent*” student is any child of compulsory school age who is absent with or without legitimate excuse for:

- **38** or more school **hours** in one month
- **65** or more school **hours** in a school year.

**Tardiness** – Arriving late to school, class, or other assigned areas past the scheduled time. Students who are tardy must report immediately to the Attendance Office upon arriving to school. Oversleeping will not be excused. Students who are late enough to miss an entire class period will be shown as “Absent” from that class. Only an “Excused” tardy slip will entitle the student to make-up work and the absence is counted as one of the seven (7) absences, for the missed class.

**Late School Entry** – Each day of school missed, including the opening day and all days immediately thereafter, shall be considered as day(s) of truancy unless prior arrangements have been approved by the principal.

**College Visitations** – Some colleges have special programs and tours for students while others allow students to visit anytime. Students should write or telephone the admissions office, in advance, to make arrangements. A college visitation card must be obtained from the Attendance Office prior to the visit. It must be signed by a parent or guardian and college admission counselor to insure an excused absence. This absence does not count against perfect attendance. After the college visit, the card should be returned to the Attendance Office. A maximum of three days will be permitted for college visitations. No visits will be permitted the last four weeks of the school year. Only juniors/seniors are permitted to make



college visits. Students must be in good standing in classes and attendance will be taken into consideration prior to approval of visits.

**Parental Visitations** – We hope that during the course of the school year all parents will take it upon themselves to visit the high school. The student body, faculty and staff have always looked upon these visits as a vital step in bettering school-community understanding. All visitors, including parents are required to obtain a visitor's pass and sign in at the welcome desk, upon arrival at school. If you, as a parent, would be interested in spending some time at Sandusky High School, we urge you to contact one of our assistant principals for an appointment.

Many parents or guardians, at one time or another, will have a need to confer with the student's assistant principal, counselor, teacher, or principal. Parents who wish to speak to individual teachers should call the school so that an appointment can be arranged during that teachers conference period. It is the wish of the school that parents will involve themselves cooperatively so that all matters may be resolved honestly and professionally with the child enjoying the benefits of good home and school relations.

## Daily Attendance Procedures

**Arrival Time** – Upon arriving to school, each student should report to his/her locker and remain in the academic homeroom areas. *Students will not be permitted to stand or gather in any part of the school building after 8:25 a.m.* The warning bell will ring at 8:20 a.m. Students should be in their homeroom by 8:25 a.m. Loitering outside the building or in the halls or excessive tardiness are due cause for disciplinary action.

**Late Arrivals** – Any student missing homeroom or arriving after 8:25 a.m. must report to the Attendance Office to obtain an admission slip. Arrivals after 8:33 would be considered unauthorized absence. Each period thereafter would be considered UA after 10 minutes into the class period. Failure to do so will be construed as an unauthorized absence, and detention *or Saturday School* will be assigned.

**Departure Time** – Classes end at 3:21 p.m. each day. Students are to be out of the building by 3:30 p.m. unless involved in a school supervised activity. Students may also remain in the building after 3:30 p.m. in the company of a teacher while doing make-up work. After 3:30 p.m., students waiting for rides or busses must wait in the main lobby.

**Morning Announcements** – Announcements are broadcast to keep the entire student population informed about school activities. Requests for announcements not relative to either the entire school population or a school activity will be denied. All announcements must be submitted in writing in the morning, signed by the faculty advisor, and approved by the principal before they will be made.

# SECTION 4 - DRESS CODE & CAMPUS WEAR POLICY

The goal of the Campus Wear Policy is to provide a professional dress environment aligning to the District's goals to assure high achievement for all learners, promote a safe and orderly learning environment, support the character development of each student to become a responsible citizen, and develop a high performing organization that is efficient.

The following guidelines shall be enforced:

## Pant/Shorts/Capris:

**Acceptable:** Colors: Tan or Navy (solid)

- Dress style with belt loops
- Cotton, twill, polyester blend
- Belt must be worn.
- Worn at the waist, length may touch the heel
- Appropriate size (one larger than actual)
- Shorts or Capris length: at or below the knee

**Unacceptable**

- *Pants fringed, frayed, gathered, split hems, or dragging the floor*
- *Pants that have holes, tears, rips, slashes or slits*
- *Denim, Jeans or look-a-like*

## Shirts:

**Acceptable:** Colors: White or Navy or Medium Gray (Must be solid color)

- Plain, collared dress shirt with front button placket and oxford button up shirts
- Collared polo shirt with **3 buttons (max)** starting at collar
- Short or long sleeved
- Buttoned up to two buttons from collar
- Must be tucked into waistband all around the waist
- Athletic or school organization sponsored shirts are permitted within guidelines
- Proper Undergarments must be worn

**Unacceptable**

- *See through clothing*
- *Jean/jean like material or looks like jean*
- *Cleavage showing*
- *Black worn as an outside color*
- *Stripes*

**Underneath shirts:** White, Navy Blue, Gray, or Black

- Crew neck or turtle neck
- Thermal style shirts may be worn as an undershirt and must be tucked in
- Underneath print or design may not show through

## ***Unacceptable***

- *Lace camisole, cleavage showing, ruffles, pouf sleeves, tuxedo style, baby-doll style, empire waist, or ties in front or back*

## **Sweatshirts:**

***Acceptable:*** Colors: White, Navy Blue, or Medium Gray (solid)

- V-neck, crew neck and cardigan (no hoods)
- Polo must be worn under all sweaters and tucked in
- Should be worn completely on
- Must be plain or SHS sponsored athletics or activities. No university logos are permitted; only SHS logos may be worn.

## **Sweaters:**

***Acceptable:*** Colors: White, Navy Blue or Medium Gray (solid)

- Knit (with or without collar); no high-pile blends (outerwear)
- V-neck, crew neck, cardigan (no hoods), fleece (no black)
- Collared shirt described above must be worn underneath.
- Waist to hip length
- Should be worn completely on

## **Shoes:**

***Acceptable:***

- Dress shoes (Hard bottom sole)
- Sport shoes of leather, manmade, or canvas
- Style that covers the entire foot
- Closures worn as intended (ties are tied, buckles/Velcro closed, etc)

## **Socks:**

***Acceptable:***

- Short or tube style socks – must match
- Tights or hosiery

## **Belts:**

***Acceptable:***

- Any color - school appropriate logos or images
- Standard buckle – same width as belt
- Appropriate size: fits belt loops
- Suspenders must be solid blue and/or white

## **Ties: *Optional***

***Acceptable:***

- School appropriate
- Standard or bow tie

- Only one worn at a time

## Head Gear:

- No head gear (hats, bandannas, or scarves) are to be worn inside the school building during school hours

## Jewelry:

- No heavy metal or heavy chains allowed (no spiked accessories, dog collars, or hardware considered apparel)
- No oversized jewelry

## Blue Streak Apparel:

- Sweatshirts may NOT be hooded
- No pockets or logos other than Blue Streak
- Blue Streak apparel must be worn with polo underneath

## Accessories:

- No gloves, mittens, winter scarves, bandanas
- No sunglasses
- No patches, badges, pins, stickers, puff paint, monograms, anything pinned, sewn, or attached to uniform shirt
- No added item that personalizes clothing (unless on designated days)
- No accessory that is distracting due to its size, shape, color, or design
- No outerwear may be worn inside the building
- No large purses – Purses should be large enough to carry student agendas **only**

*Campus Wear uniform applies to all students in the building (including those in Behavioral Intervention Assistance). Any religious or special needs variation to the Campus Wear requirements must be approved by administration, medical, or IEP authorization. Variations may include skirts for religious reasons but skirts must be ankle length and must fit the color, fabric, and size requirements of all other apparel.*

1. All students will exercise sound hygienic practices – clean body, hair and clothing.
2. The hair will show prideful grooming and cleanliness whenever a student is in school.
3. Students enrolled in special career or career-technical courses will comply with any reasonable dress code regulations as they relate to the specific area of work or professional demands of the occupation.
4. Hair Brushes, hair picks, and other grooming or hair care products are to be kept in purses or lockers.

Any breach of the above mentioned guidelines shall be due cause for disciplinary action and/or home referral until self-compliance or a parent conference can bring a satisfactory resolution. The school administration has the authority to make the final interpretation of the dress guidelines.

# **SECTION 5: GENERAL INFORMATION**

## **Substitute Teacher**

Students are to render any substitute teacher the same respect shown a regular staff member. It is a difficult task to assume another teacher's class responsibilities and, therefore, your cooperation will be appreciated and expected.

## **Adult Visitors**

Any adult wishing to visit the school must receive approval from the principal or designee. Failure to receive authorization shall be construed as due cause for instituting charges of trespassing.

## **Student Visitors**

Any student from another school wishing to visit with a relative or to observe classes must have the principal of his school make prior arrangements with the principal or his designee of Sandusky High School. Without prior confirmation such a request will be denied. If a visitation is approved, the student visitor must obtain a note of confirmation at the main office at the time of arrival.

## **Gifts**

Gifts for students, delivered to the building, will not be accepted. This includes, but is not limited to, items such as flowers, balloons, or candy.

## **Hall Traffic and Double Stairwells**

Students shall not create a condition which will impede or delay the movement of others.

## **Posting Of Signs Or Posters In School**

Students shall not exhibit signs/posters in or about the school building, whether they pertain to a school sponsored function or not, without the approval of the assigned assistant principal. Signs and poster announcements may only be placed on the tiled area around the fountains. The assigned assistant principal shall designate placement and number of signs/posters permitted.

## **Automobile Registration**

Each year, students shall register any automobile driven to school. Priority registration will be used beginning with seniors. The registration of the parking permit may be done in the Attendance Office.

To obtain a parking permit, the student must:

1. Complete the registration packet describing the type(s) of vehicle(s) driven.  
Parent/guardian signature is required.
2. Present a current Sandusky High School ID card.
3. Present a valid operator's license.

4. Present a valid vehicle registration.
5. Present current proof of insurance.
6. There is a \$15 charge to register a vehicle.

## **Parking Regulations**

Students will observe the following regulations when parking on the school premises:

1. Follow all traffic lanes and directional arrows.
2. Obey speed restrictions (10 miles per hour).
3. Park in assigned student spaces.
4. Display parking permit on rear view mirror.
5. Upon entering school property, vehicles must be parked immediately. Students may not loiter in parked cars.
6. Unauthorized use of vehicle during the school day is prohibited.
7. Cars illegally parked or blocking a fire or emergency lane shall be towed away at the owner's expense.
8. Bus right of way must be given at all times.
9. Failure to comply with the aforementioned regulations may cause loss of a student's driving privilege for the remainder of the semester.

## **ID Cards**

Sandusky High School identification cards are primarily issued for student identification and safety. The ID card is also necessary for admittance to the Library Media Center. Each student is required to have an official, current, Sandusky High School identification card (ID) on his/her person during the school day and at any school sponsored function or athletic event. Bus drivers may also ask for your student ID at any time. Incoming freshmen will receive their initial SHS ID card free of charge. Replacement of a lost or stolen ID card will be the student's responsibility. There will be a \$5.00 fee per replacement.

## **Locks and Lockers**

Every student is issued a locker at the beginning of the school year. Only school locks may be used on school lockers. It is the student's responsibility to keep the locker locked and not to share the locker or combination with other students. The school is not responsible for lost items. Each lost lock will cause an additional assessment of \$7.00. Lock replacements will be made through the Assistant Principal's Office.

## **Telephone (School Phone)**

If a special need arises, permission to use a telephone may be given by a school official. In order to use the phone, students are required to present an agenda, signed by their classroom teacher.

## **Valuables**

Students may occasionally bring money or valuable articles to school. It is recommended that the money or valuable articles be placed in the main office for safekeeping when not in use.

The school will not be responsible for lost or stolen property. **It is the responsibility of the student to properly secure items of value.**

## **Lost and Found**

Lost articles should be turned in at the main office. Students seeking lost articles may find them by making inquiry at the main office.

## **Work Permits**

When a student obtains a job, the following steps should be followed in order to assure protection for himself and the employer: May not be obtained during school hours

1. Students are to obtain the application packet from the SHS Attendance Office or the Board of Education Office at 407 Decatur Street.
2. The student and parent must review and sign a Statement of Understanding of the student attendance policy.
3. Students must obtain a current printout of their year-to-date attendance from the SHS Attendance Office.
4. If a student wants a physical from the school physician, they must sign a completed form #30-3 "Health History/Nurse Interview" and return it to the school nurse to be scheduled for a physical.
5. Students are to return the completed packet to the Administration Building for the review and approval of the Superintendent of Schools or his/her designee.
6. 15 absences and/or tardies or a combination of both can be cause for denial or revocation of work permit.

## **Cafeteria Policies**

Sandusky High School has a closed lunch period, meaning students may not leave the building. Students will be served lunch fourth period. These periods shall be divided equally and be designated as 4A, 4B, and 4C for the fourth period. Students may purchase a plate lunch. A student may wish to carry a package lunch from home.

### ***Rules for the cafeteria are as follows:***

1. No student is to be in the academic area of the school during his/her lunch period without written permission.
2. **No food or drink, including vending machine purchases are to be taken from the cafeteria at any time.**
3. **Each student must leave their area neat and clean.**
4. Food spilled outside the serving area will not be replaced without a charge.
5. Students are asked to respect the cafeteria guidelines, since everyone deserves a neat and orderly place to eat.

## **Optional Breakfast**

Breakfast is served from 7:50 until 8:20a.m. daily. Hot and cold breakfast items are available. Students eligible for free and reduced lunches are also eligible for free and reduced breakfasts. Food must remain in the cafeteria. \*No breakfast served on Delayed Start days.

## **Library Media Center (LMC)**

Students have a variety of opportunities to access the Library Media Center (LMC).

1. Students may use the LMC during their assigned study hall by presenting their Sandusky High School ID card. Students do not have to report to study hall before coming to the LMC. Any student reporting to the LMC after the tardy bell will not be admitted.
2. The LMC is generally open from 8:00 am – 3:30 pm.
3. A student may be sent to the LMC for make-up work. Admittance is dependent on seating availability. An Agenda hall pass is required.
4. Students having library material delinquencies will forfeit circulation privileges until the obligation is met. Students with overdue material will be billed for the replacement cost of that material. There is no daily fine assessed for late materials.



# SECTION 6: ACADEMIC INFORMATION

## Academic Varsity Letter

The following are criteria for awarding Academic Varsity Letters and Pins:

- All academic achievement points must be accumulated from Sandusky High School and within the first eight (8) semesters of attendance.
- A student must accumulate twenty (20) points to be awarded an academic letter.
- A student will receive another award (bar or pin) for each twenty (20) points accumulated beyond the original twenty point letter.
- Awards will be determined from total points at the end of the third grading period each year.
- The points may be accumulated from the following areas:

### 1. Academic Achievement

- a. The student will be awarded points from only one honor roll per grading period.
  - i. Principal's Honor Roll (4.0 or higher GPA) - 4 1/2 points
  - ii. Honor Roll (3.2 or higher GPA) - 3 points

### 2. Academic Activities

- a. Sandusky Academic Challenge Team - 1 point per year
- b. Successful completion of requirements for an Honors Diploma - 2 points

### 3. Academic Honors

- a. Induction into the National Honor Society - 1 point
- b. ACT composite score of 22 to 24 - 1 point
- c. ACT composite score over 24 - 2 points
- d. SAT composite score of 1000 to 1100 - 1 point
- e. SAT composite score over 1100 - 2 points
- f. National Merit Scholarship Commendation - 3 points
- g. National Merit Scholarship Semi-finalist - 4 points
- h. National Merit Scholarship Finalist - 5 points

## Academic Dishonesty

All forms of academic dishonesty are considered serious offenses and a student who commits such an offense shall cause an "F" grade for the work being done on the first offense. Second offense within the same course shall cause an "F" grade for the immediate grading period. The third offense within the same course shall cause the students' removal from class with a grade of "W/F" (withdrawn failing) on the student's permanent transcript. Teachers will notify the student's parents, counselor, and assistant principal in all cases of academic dishonesty. Counseling shall be provided for students involved in a cheating incident.

Academic Dishonesty includes plagiarism, copyright infringement, stealing intellectual property, as well as any deliberate attempt to gain unfair advantage academically for oneself or others. Dishonest practices include fabrication of data, cheating, or uttering of false statements of academic work by a student. Plagiarism means presenting work done in whole or in part by someone else as if it were one's own.

The following list includes, but is not limited to actions classified as academic dishonesty:

- impersonating someone on an exam
- copying from another student, with or without that student's knowledge
- making information available to another student
- using direct quotations or large sections of paraphrased material without giving credit to the source.
- preparing an assignment for submission by another student

- buying or selling assignments
- computer assisted plagiarism

For the following information please reference the **Course Selection Guide 2018-19** available in the guidance office or access through the school website at [www.scs-k12.net/SHS](http://www.scs-k12.net/SHS) Search: *Guidance*

- **Grading scale** - see also Academic Reference Page
- **Honor Roll** - see also Academic Reference Page
- **Academic Varsity Letters and Pins**
- **Class Rank**
- **Career-technical Honors Diploma**

## Honors Diploma

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

1. Earn **four units of English**; Earn at least four units of mathematics which shall include Algebra I, Algebra II, and Geometry and another higher level course or four-year sequence of courses containing equivalent content;
2. Earn at least **four units of science** including one unit of physics and one unit of chemistry;
3. Earn **four units of social studies**;
4. Earn either **three units of one foreign language** or two units each of two foreign languages;
5. Earn **one unit of fine arts**;
6. Maintain an overall high school grade point average of at least **3.5** on a 4.0 scale up to the last grading period of the senior year;
7. Obtain a **composite score of 27 on the ACT** assessment (excluding the optional writing test) or a combined score of 1210 on the SAT verbal and mathematics sections (excluding the required writing section)

## Final Grades

Final Grades for each semester will be based on the average of the percentages of each grading period within the semester.

## Final Exams

Students are required to take a final test for each class. Any student who is truant or removed from a class on the last day of the regular class schedule shall forfeit the right to take that final. There will be no make up for any student who is truant from a scheduled final test.

## Schedule Changes

The courses selected at registration time determine the number of sections needed for each class, number of rooms, and faculty. After the start of school in the fall, schedule changes for required academic courses must meet all of the following criteria: 1) the student must have parental permission, 2) changes must be approved through the counselor/principal, 3) changes will be permitted only at the time of the first Interim Progress Reports, and 4) changes will only be made when class enrollment permits. No schedule changes will be permitted for elective courses.

## Early Graduation Guidelines

Any student wishing to complete the formal high school education in an abbreviated program (less than four (4) years) may do so by meeting the following criteria:

1. A formal request must be made:
  - a. By the fourth (4<sup>th</sup>) semester for June completion at the end of six semesters.
  - b. By the end of fourth (4<sup>th</sup>) semester for completion at the end of summer school following the sixth (6<sup>th</sup>) semester.
  - c. By the end of the sixth (6<sup>th</sup>) semester for completion mid-year of the fourth year.
2. Any student requesting early graduation must meet requirements for graduation as outlined by the State Board of Education and the Sandusky Board of Education.

## Commencement

Students must meet all graduation and discipline requirements established by the Sandusky Board of Education, by the Department of Education of the State of Ohio, and by the North Central Association of Colleges and Secondary Schools to participate in commencement. Graduation exercises at Sandusky High School are optional for graduating seniors. At SHS we feel that commencement should be both a happy and dignified experience. Seniors who are not prepared to participate in a dignified ceremony should request to be excluded from the graduation exercise. Any senior not wishing to participate must notify the principal in writing. This note must be signed by a parent or guardian and received by May 1, 2019.

Regulations for graduation dress and mandatory practices will be given to all seniors in a timely and appropriate fashion.

**All financial obligations must be paid before receiving your diploma. Students will be prohibited from participating in commencement exercises unless payment has been received.**

## Course Fees

Parents and guardians are reminded of the possible additional costs involved with the child's various course selections. Each student will be assessed an annual lock fee of \$1.00, and seniors will be assessed a cap and gown fee not to exceed \$30.00. For a list of course fees, please refer to Course Selection Guide.

Students registering for courses that have a course fee will be required to pay the designated. Sandusky High School students will not be denied access to any educational program because of inability to pay course fees. Students who have such a financial problem should contact their respective counselor in Room 118 to make arrangements in accordance with their position of need. Students failing to meet the course fee deadline may be removed from the course until this obligation is met.

# SECTION 7: HEALTH, SAFETY, AND SECURITY INFORMATION

## Health Services

### Emergency Medical Authorization Form

Parents are to complete and return to school the Emergency Medical Authorization Form within 24 hours. In case of an emergency if the school is unable to contact the parent, the emergency contact will be used. Please make certain a LOCAL phone number is used for the emergency contact. The school should be immediately notified in writing when any emergency information changes.

### Health Center

The Health Center is located in room 152. First aid and emergency care for accidents or injury are provided through the health center. The student and his parents must assume responsibility for treatment beyond first aid. There is no medication (i.e. Tylenol, etc.) dispensed to students for headaches, stomachaches, etc. Students must present an agenda, signed by their classroom teacher, to enter the Health Center. Any health issues with the exception of “emergencies” should be referred to the respective assistant principal when the Health Center is not open. Students are not to be in possession of medication, including over the counter or prescription medication. To do so is a violation of the policy on drugs and will follow similar disciplinary action.

### Administration of Prescription/Non-Prescription Medication

The general policy of the Sandusky Board of Education is that no medication is to be taken by students or administered to students by school employees and students are not to be in possession of medication in school. The management of medication in specific situations is arranged cooperatively by the parent, prescriber, principal, school nurse, teacher, and student. In those specific situations where a student regularly needs medication at school, the parents shall be given a Prescriber’s Request for the Administration of Medication in School form to be completed and signed by both the prescriber and the parents before the prescription medication can be administered. All medication must be received in the original container and given to school personnel for storage in a locked area. Non-prescription medication which includes items such as Tylenol, aspirin, cough drops (as noted in the “Physician’s Desk Reference for Non-prescription Drugs”, etc.) will not be dispensed by school personnel. *In this discussion of Health Services, the term medication refers to prescription and over the counter drugs. A parent or legal guardian should be allowed to bring medication to the school and administer it to their child. No other person would be allowed to do this.*

### Guidelines for Medication Summary

1. School personnel are not authorized to administer medication without the appropriate completed form on file. The completed form is required to protect each student, limit the liability of employees of the Sandusky Board of Education, and to comply with state law.

2. All medication shall be in its original container appropriately labeled and dispensed by a pharmacist or prescriber.
3. The person designated to administer the medicine shall be provided a copy of the form requesting administration of medication by school personnel.
4. If medicine is to be given over a long period of time, the parent should send in a one school week supply each Monday. More than one week's supply of medicine will not be accepted.
5. Copies of the Prescriber's Request for the Administration of Medication in School are available in the main office of the high school, the health center, and all doctors' offices in Erie County.

### Communicable Disease Controls

1. **Chicken Pox:** Students may return to school after seven days if Chicken Pox is crusted and dry.
2. **Scarlet Fever (Scarlatina):** Students may return upon recovery, but no sooner than one week from onset.
3. **Streptococci Sore Throat:** Students may return after 24 hours if they are under treatment of a physician and have no fever.
4. **Eyes:** Any student with a reddened or inflamed eye may be excluded until the eye is completely clear or a doctor's statement is submitted allowing his/her return.
5. **Skin:** Any student with a skin rash or sores such as scabies or impetigo may be excluded until skin is clear or a doctor's statement is submitted allowing his/her return.
6. **Head Lice:** Students with head lice will be excluded from school and may return only after disinfestations is complete and the hair is "nit free." See Guidelines for Treatment of Head Lice which are available in the SHS Health Center.
7. **Fever:** Students with a temperature of 100° or higher should not return to school until they are temperature free for 24 hours.
8. **Immunizations:** The immunization of students is the parent's responsibility! Parents of students transferring from other districts will be given 14 calendar days to present written evidence that the immunization requirements have been met. If evidence is not provided within 14 calendar days, the students shall be excluded from school until the immunization series is initiated or written evidence of immunization is obtained.

*Any references to a physician/prescriber may indicate a qualified Medical Doctor (M.D.), Doctor of Osteopathy (D.O.), Physician Assistant or Certified Nurse Practitioner (C.N.P.)*

### Physical Exams

1. **New Student** – Students entering the Sandusky City Schools for the first time are required to have a physical examination, preferably by their family physician (M.D., D.O. or Physician Assistant).
2. **Athletic Participants** – Students involved in competitive athletics are required to have a physical examination. This physical must be completed by an M.D., D.O. or Physician Assistant prior to the first practice. Athletic participants with suspected medical or mental problems may be referred for further medical examination prior to participating in a sport. Failure to comply with physical examination requirements will result in non-participation.
3. **Work Permit** – Students applying for a work permit are required to have a physical examination by the family physician (M.D., D.O. or Physician Assistant)

**Restricted or Non-Participation in Physical Education Classes/ Activities** – Students with restrictions or who are unable to participate in physical education classes and/or activities are required to have a letter from a physician (M.D., D.O. or Physician Assistant). The note must include the projected period of time, the reason for the restriction(s) or non-participation, and any limitations.

## **Emergency Procedures**

### **Tornado Warning**

If an emergency of this nature should be announced, each teacher will direct his respective class to the proper corridor and, if the teacher has a special assignment, he will then assume this responsibility.

### **Fire Drills**

Every room in the building shall have a directional sign conspicuously posted so as to give proper directions to the students in the respective classroom at the time of an emergency. The following procedures shall be adhered to:

1. Move swiftly – Do not run.
2. Follow signs and directions.
3. Move out of the door and away from the building.
4. Return to the building only upon direction by school personnel.
5. Students must evacuate any time the alarm sounds.
6. Teachers will close and lock all windows, turn off all lights, and close classroom door.

### **Search and Seizure**

The administration has the right to search student property (i.e., purses, book bags, gym bags, clothing, books, automobile) and school property (i.e., lockers and desks) when there is reasonable suspicion that the student is in possession of material that is in violation of school policy and/or may affect the health, safety, and well-being of other students and staff. A metal detector may be utilized in a search. School lockers and desks may be searched, without notice, at any time by a school official. Except in case of urgent necessity, any locker or desk search shall be done in the presence of a witness. Drug dogs may also be brought in by police officers to check hall lockers or cars parked on school property at any time. A student's refusal to cooperate with a search will be viewed as insubordination and the appropriate disciplinary action will be taken. Also, in this case, the matter may be turned over to the police.

### **Video Cameras on Transportation Vehicles:**

To ensure the health, welfare, and safety of all students riding in school transportation vehicles, the District shall utilize video cameras on all school vehicles transporting students to and from curricular and extra-curricular activities.

The video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The video recordings are student records subject to District confidentiality, Board policy, and administrative regulations. The Superintendent or his designee is directed to develop administrative regulations governing the use of video cameras in accordance with the provisions of law and this policy.



## **Video Cameras in Buildings**

Video cameras may be placed in buildings to assist in providing a safe, secure environment for all staff, students, and community. They may be used to monitor student behavior and may be used in student discipline proceedings.

Video recordings are student records subject to District confidentiality, Board policy, and administrative regulations.

## **School Resource Officer Program**

The School Resource Officer Program of the Sandusky City Schools District places a law enforcement officer at Sandusky High School full-time to provide a variety of support programs and service to the students and staff. The school resource officer's responsibilities will encompass serving as a law enforcement officer, a resource teacher, and a law related counselor. Students must present an agenda, signed by their classroom teacher, to visit the school resource officer.

### **As a law enforcement officer:**

1. The SRO will work with the high school administration and guidance staff at identifying students with pre-delinquency behavior with the goal of redirecting them to find success.
2. The SRO will work collaboratively with the Attendance Office and other service agencies to eliminate truancy.
3. The SRO will provide general overall monitoring of the campus before school and after school (8:00 a.m. – 3:30 p.m.), between classes, lunch hour, and special assemblies.
4. The SRO will assist in intervention strategies with the high school administration relative to contemporary issues.
5. **As a resource person:**
6. The SRO will serve as a resource person for classes in such areas as law related education, drivers education, and substance awareness.

### **As a law related counselor:**

1. The SRO will be a resource for students, parents, teachers, and administration regarding legal issues.
2. The SRO will know and work with all area agencies which service youth and their families so that maximum support can be given to students.

# SECTION 8: ATHLETICS, CLUBS & ORGANIZATIONS

## Participation Requirements

### for Extra-Curricular & Co-curricular Activities

Any student who does not report to his/her scheduled classes on the day of a game, contest, performance, or program, without a legitimate excuse, will forfeit the right to participate in that activity or attend the activity as a representative of the school. If the activity is scheduled on a non-school day, the student must attend his/her scheduled classes on the last school day prior to the activity. A minimum attendance of one-half day is required for participation in the activity.

A half day is defined as the time from the beginning of the school day to a designated time or from the designated time to the end of the school day. The designated time for Middle School and High School is 11:30 a.m. Students may not participate in a game, contest, performance, or program, during the term of a Behavior Intervention Assignment. Only the principal may make an exception to this attendance policy.

To be considered a member of the extra-curricular or co-curricular activity, attend the banquet for the activity, or receive awards, the student must finish the term of the activity in good academic standing and meet all obligations, monetary and otherwise, prior to the banquet. If a banquet is being held for an extra-curricular or co-curricular activity, the student **must attend** the banquet in order to receive any awards, unless prior approval has been granted by the principal after considering input from the athletic director or advisor for extra-curricular or co-curricular activity. Excused absence from school the day of the banquet is a valid exception.

The coach or advisor for each extra-curricular or co-curricular activity may establish and enforce any additional rules or regulations of a reasonable nature, which will be beneficial to the morale of those participating in the activity and the health and welfare of the student who is participating in the activity. These rules must be approved by the principal (and athletic director for sports activities), and given in writing to all students involved in the activity.

#### **For athletics:**

If a student terminates participation in a sport after a period of five official practice sessions, he/she may not participate in any other sport during that season, or any school sponsored activity which is designed as preparation for the next athletic season. For the purposes of this policy, postseason play is considered a part of the season. The head coach must receive a verbal acknowledgment from the athlete who has quit the team and shall notify the athlete's parent or guardian.

## **ATHLETICS**

**Athletic Equipment** - All athletes will be responsible for the care of and return of any equipment issued in the student's name during a sport season. Failure to return all equipment issued at the conclusion of a sport season shall cause the termination of any athletic practice or participation in a school sponsored activity until the equipment is returned or paid in full.



**Conference** - Sandusky High School is a member of the Sandusky Bay Conference - Lake Division. Members include:

Bellevue High School	Redmen
Clyde High School	Fliers
Norwalk High School	Truckers
Perkins High School	Pirates
Sandusky High School	Blue Streaks
Tiffin Columbian High School	Tornadoes

## Eligibility

In order for a student to participate in “interscholastic extracurricular activities” in grades nine to twelve he/she must pass a minimum of 5 credits and earn a minimum 1.5 G.P.A. on a four point scale during the previous grading period. However, a student will remain academically eligible if he/she earns a G.P.A. of 1.25 to 1.49 provided they attend an academic study table at least two times per week from at Sandusky High School. If a student fails to attend the required study table twice a week -- first offense, he/she will be ineligible from all athletic competition for a seven day period (calendar days), the ineligibility period would start on Friday and run through the following Thursday; second offense in a grading period, he/she will be declared academically ineligible for the duration of the grading period. In addition, a student is not eligible to participate in “interscholastic extracurricular activities” if he/she receives more than one failing grade for any class or course in the school district’s graded course of study for the previous grading period. Summer school credits do not count toward eligibility. In addition to academic eligibility, a student must be in good standing as to conduct and discipline to be able to participate in athletics.

## Varsity Sports

### **Fall Male Sports**

Cross Country  
Football  
Golf  
Soccer

### **Winter Male Sports**

Basketball  
Bowling  
Swimming  
Wrestling

### **Spring Male Sports**

Baseball  
Tennis  
Track

### **Fall Female**

Cross Country  
Soccer  
Tennis  
Volleyball

### **Winter Female**

Basketball  
Bowling  
Swimming

### **Spring Female**

Softball (Fast Pitch)  
Track

## Student Organizations

Student conduct in extracurricular activities is a direct reflection upon Sandusky High School and should exemplify the high and proud standards of our school. The right to participate in extracurricular activities is a privilege. A student may be suspended from extracurricular activities without a right to a hearing or appeal, pursuant to ORC 3313 664.

Academic Challenge	Intramurals
Art Club	Majorettes
Bell Choir	Mat Stats
Blue Notes Jazz Band	National Honor Society
Blue Streak Delegation	Nat. Tech. Honor Society
Business Professionals of America	Sandus-Keynotes
Class Officers	Ski Club
Cheerleaders	Skills USA
Drama Club	Spirit Club (Pep Club)
Flag Corp	Student Council
Future Teachers Club	Swan Club
Gentlemen's Club	United Black Students
Gospel Choir	

## Student Offices

Students elected or appointed to hold an office in a club or organization will abide by the policies, guidelines, or constitution established by that group and/or advisor. Campaign and election dates are cleared through the Assistant Principal's office. The general policies for candidates are as follows:

1. No student shall be President of both Student Council and his/her graduating class simultaneously.
2. Candidates for any student office must have earned a 1.5 grade point average in all subjects for the preceding semester. Eligibility will be checked prior to elections.
3. Candidates must be approved by Administration.

## Class Officers

Each class will elect officers to represent them and serve in a leadership role. Along with the class advisor, fundraising and social events for the class will be organized. Holding an office is a serious responsibility and the success of the class depends on strong leadership. Class officer roles become more critical and more active during the junior and senior years because of the number of events/activities that occur during these two final years of high school. Officers elected for the senior year remain officers after graduation and are responsible for future class reunions.

Incoming freshmen will have an opportunity to conduct class officer campaigns and elections during the second full week of the school year. The administrator will announce the day, date, and time for campaigning and elections. Balloting for President, Vice President, Secretary, and Treasurer will follow as scheduled.

### **Requirements for Campaigning, Electing, and Retaining an Office**

1. A student will announce his/her intent to run for an office by giving his/her name to the Assistant Principal in charge of student affairs by a date determined annually.
2. Campaign guidelines allow promotional signs to be posted in the cafeteria and designated locations around the building. Signs must be approved by the Assistant Principal in charge of student affairs before being posted. Campaign signs must be removed immediately following the elections.
3. A ballot vote is held by homerooms with results being announced school-wide at the end of the day. If found to conduct inappropriately by an administrator during the election process, your name may be removed from election ballot. This includes but limited to inappropriate behavior via any form of social media.
4. A student may be removed from an office or from the ballot due to any, but not limited to the following situations:
  - a. Failing to uphold the responsibilities of the office
  - b. Becoming academically ineligible
  - c. Involvement in decisions that demonstrate poor judgment or that reflect poorly upon the Sandusky City Schools, or the class or organization.
  - d. A review by his/her counselor and principal and/or advisor.
  - e. In the event of a removal or withdrawn officer, another student elected by peers in the organization will fill the open office.

## **Class Advisor**

Each class is assigned a faculty advisor at the 9<sup>th</sup> grade level who continues to advise the class through graduation. The advisor serves as a coordinator among the student officers as they carry out their responsibilities and oversees the administrative operation of the class business.

## **Class Dues, Fees, and Fines**

Dues are collected from each student in the class to help build a class treasury and offset the costs of the All Night Party in the senior year. A student may pay the entire amount of dues or pay in installments. Any students planning to attend Senior Prom must have all fees and fines paid by the Friday prior to the event. Class dues must be paid in full by May of the senior year to be eligible to attend the senior reception and All Night Party.

## **Class Fundraisers**

Class officers plan, organize, and run fundraising events. These events take a lot of time, money and effort. Their success depends on class leadership and student support. The goal is to make a sufficient amount of money over the four year period. The more money earned by fundraising events, then the less expensive it will be to attend the Prom and All Night Party.

## **Order of Elections**

Elections for club offices will be determined by the respective club in accordance with established club policy or the club's constitution. (Exception only where candidates are duly informed of restrictions.) Election dates must be cleared through the assistant principal's office.

## Sandusky High School **National Honor Society**

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead they provide information to be used by the local selection committee members to support the student's candidacy for membership.

Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance.

### **Selection Procedure:**

- Students' academic records are reviewed to determine scholastic eligibility at the beginning of the second semester. Any junior or senior who has achieved a 3.2 GPA after seven semesters (seniors) or after five semesters (juniors) is notified, and told that for further consideration for selection to the SHS NHS chapter they may complete the Student Activity Information Form.
- Twenty-two Faculty Council members (selected by the SHS principal) are invited to make comments on candidates. However the actual selections must be made by five appointed members of the Faculty Council.
- The Student Activity Information Form should be reviewed by the five member Faculty Council, along with any verifiable information about each candidate and his or her activities which define the candidate's leadership, service, and character.
- A person of **character** demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.
- A person with **leadership** qualities may hold positions of leadership in the school or in the community or in his/her church, may exercise positive influences on peers, may contribute ideas that improve the civic life of the school, exemplifies positive attitudes, inspires positive behavior in others, demonstrates academic initiative, is a leader in the classroom, at work, and in other school or community activities, is willing to uphold scholarship and maintain a loyal school attitude.
- **Service** is considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.
- Candidates receiving a majority vote (three of five votes) of the five-member Faculty Council should be selected for membership into the chapter.

## Sandusky High School **National Technical Honor Society**

Any senior student at Sandusky High School who is enrolled in the second year of a two-year Career Technical program has at least a 3.0 cumulative grade point average after six semesters will be notified and given an NTHS application. Completed applications will be reviewed by a selection committee comprised of all Career Technical senior Program Instructors, the Career Technical Education Director, SHS Guidance Counselors, and Assistant Principals. The selection committee will review the applications and instructor recommendations to compare them with the selection criteria.

The membership standards and selection criteria will be as follows:

- Cumulative GPA of 3.0 or higher on a 4.0 scale.
- GPA of 3.25 or higher for Career Technical two-year program.

- Completion of the junior year in a two-year Career Technical program and enrollment in senior year of the same program.
- Two recommendation letters from Sandusky High School faculty; one of which must be from the student's Career Technical program instructor.
- Display characteristics and/or participation that demonstrate service and high standard of personal and professional conduct.
- Students who meet the selection criteria will be notified and inducted in the fall of their senior year.
- The induction ceremony will include parents, selection committee members, student employers, high school and central office administrators, board of education members, and inductees. NTHS members will receive a royal purple and silver honor cord to wear at graduation.

# SANDUSKY CITY SCHOOLS 2018-19

## SECTION 9 – CONDUCT AND DISCIPLINARY INFORMATION

### **District Mission Statement**

*To provide a diverse educational experience where all students will become respected, productive, and valued members of our community.*

### **Sandusky City Schools District Goals**

#### **Academics**

We will achieve and maintain the highest standards of academic excellence while providing an environment in which students are encouraged to reach their maximum potential.

#### **Financial Resources**

We will maintain and enhance the financial condition of the district so as to provide sufficient resources for our programs and facilities.

#### **Facilities**

We will strive to provide an optimal learning, safe and healthy environment for our students, staff and community so that there will be no physical barriers to learning.

#### **Community**

We will continue to improve communications with our students, families and community members, as well as our staff. We will encourage collaboration with these stakeholders on all fronts, including the recruitment and retention of students.

#### **Staff**

The entire staff of SCS will be held accountable for the success of our students. We will provide and facilitate professional development for our staff so that they will have the ability to challenge every student. We will recruit and retain highly qualified staff members who will be strongly encouraged to participate in all aspects of the SCS community.

# Conduct and Disciplinary Information

## Student Code of Conduct

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include:

- 1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others*
- 2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school*
- 3. The right to due process of law with respect to suspension and expulsion*
- 4. The right to free inquiry and expression and the responsibility to observe rules regarding these rights and the right to privacy, which includes privacy with respect to the student's school records*

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office. (Ref: Policy JF)

## Disciplinary Rules and Regulations

The following code sets forth rules prohibiting certain types of conduct of students of the Sandusky City School District. This code specifies the activities which may subject a student to various disciplinary penalties and the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed is outlined.

This code shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school or the school grounds are being used by a school-related group; off school grounds at a school sponsored or endorsed activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school.



## Student Behavior and Discipline

When considering discipline of a student for violation of one or more of the offenses listed in the Student Code of Conduct, all procedures for suspension and expulsion must be followed. Students shall also be informed that the specific offense may result in these forms of discipline.

This section identifies four levels of offense and the most severe disciplinary actions that may be taken in response to each level of offense. The most severe disciplinary action permissible may not necessarily be used in all instances. Persistent violation of offenses under any level may result in movement to the next level of corrective action. Any offense may be moved to a higher level, depending on the severity of the offense.

Some behavior prohibited by the District's Student Code of Conduct is also prohibited by Ohio Criminal Law. Consequently, violation of the District's policy may result in the student being referred to the appropriate court of law. This reporting may be taken in addition to the discipline imposed by local school authorities.

### Level I – Offenses:

*Offenses may include but not limited to:*

- Tardiness
- Class Removal
- Littering
- Violation of school dress code policy (includes purses, book bags, lotions, etc.)
- Inappropriate use of cell phone and/or electronic device
- Use of cell phones/headphones at inappropriate times
- Horseplay (rough, boisterous conduct or pranks)
- Computer/Technology misconduct

### Corrective Action

- Disciplinary measures other than suspension may be used by the teacher/administrator to correct Level I offenses providing it's a first-time offense. *Continuous violations of Level I offenses may warrant a suspension/expulsion.*
- Level I offenses will result in disciplinary responses that may include:
  - Teacher Conference [with student alone or with parent(s) and/or guardian(s)]
  - Principal Conference [with student alone or with parent(s) and/or guardian(s)]
  - Right of removal
  - Parent contact by phone
  - Detention
  - Extended Detention
  - Referral
  - Behavior Intervention Assignment - BIA
  - Saturday School
  - Behavioral Contract



## Level II – Offenses:

*Offenses may include but not limited to:*

- Falsifying information or signatures
- Cheating and plagiarism
- Disruption of school programs(s) in/out of class, (assemblies, hallways) student learning
- Persistent disregard of the student dress code/campus wear policy
- Being truant from school, or leaving school grounds
- Insubordination including Cell Phone Insubordination
- Continuous usage of profane language either verbal or written
- Non-approved postings and poster exhibits
- Usage of tobacco in any area under control of the District or at any activity supervised by district personnel
- Continued disregard of Level I offenses

### Corrective Action

- Any disciplinary options suggested under Level I may be applied for offenses under Level II
- The principal may utilize a school based agency or mediation programs for conflicts between student as appropriate
- The principal or Superintendent may suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66. Continuous violations of Level II offenses may warrant a suspension/expulsion.

## Level III – Offenses:

*Offenses may include but not limited to:*

- Threatening, fighting and/or unprovoked attack, physically striking another student intending to do harm with body or objects (snowballs)
- Bullying, Hazing, Harassment, Intimidation, Dating Violence
- Threat or physical assault on another pupil to obtain valuables or property
- Use, sale, or possession of marijuana, narcotics, drug paraphernalia, intoxication liquors, look-alike or any mind altering substances, etc., or improper use of glue or other chemicals (May rise to a Level IV Offense)
- False alarms and inducing panic in the school setting/failure to report
- Damage of property
- Unauthorized fire
- Theft or stealing
- Sexual, racial, ethnic and religious harassment
- Computer Hacking
- Gambling on school grounds or events
- Indecent exposure, sexual misconduct
- Misconduct by student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee
- Profanity directed toward a school employee
- Gang related activity
- Continuous disregard for Level II offenses

## Corrective Action

- The principal or Superintendent may suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66
- The student may be recommended by the proper administrator for expulsion
- Parents will be notified immediately of any possible Level III offense
- Students receiving special education services require a manifestation team review for this type of behavior
- If the actions giving rise to expulsion for any misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in ORC 3316.66 (A) based on such actions, the student may be permanently excluded from the district. The procedures for permanent exclusion are set forth in this handbook.

## Level IV – Offenses

Commissions of these offenses may result in expulsion up to a period of one year and/or permanent exclusion from the District.

The Superintendent may reduce the expulsion on a case-by-case basis in accordance with the policy of student discipline.

Matters which might lead to a reduction of the expulsion period include: The student's mental and or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator. Offenses may include but not limited to:

- Possession of firearms, weapons or weapon look-alike
- Selling and/or delivery of drugs or carrying controlled substance (ORC 2425.01) at school functions
- Improper selling of any kind is prohibited (unless noted as school a fundraiser sponsored by school district)
- Inappropriate physical contact of any kind on student or school personnel off school property will be reviewed to determine if conduct will disrupt student learning and function in the school. (per administrator and Superintendent)
- Rape and gross sexual imposition on or at a school function
- Threat or physical Inappropriate physical contact on school employees

## Corrective Action

- The principal and Superintendent may suspend a student for a period not to exceed ten (10) days, following appropriate due process as specified in ORC 3316.66
- The student will be recommended by the proper administrator for the expulsion
- Parents will be informed of any level IV offense immediately by the administrator of the school
- Students receiving special education services require a manifestation team review for this type of behavior

- Students are required due process as specified in ORC 3313.16; found to have violated this section shall be expelled by the Superintendent. However, the Superintendent may reduce the expulsion on a case-by-case basis in accordance with the policy on School Discipline
- If actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in ORC 3313.66 (A) based upon such actions, the student may be permanently excluded from the district. The procedures for permanent exclusion are set forth in this code of conduct.
- The Superintendent may initiate expulsion proceedings for any student who has committed an act warranting expulsion under the district's policy on expulsion even if the student has withdrawn from school, for any reason, after occurrence of the incident that gives rise to the expulsion hearing but prior to the expulsion hearing or decision.

## **Types and Procedures of Disciplinary Penalties:**

### Aiding and Abetting

students who aid or abet another student who violates any rules, guidelines, regulations, or policies of the Sandusky City Schools will be subject to the same disciplinary action as the student committing that violation.

### Assembly Procedures and Conduct

Students must sit in the assigned seats. All students must attend assembly programs unless designated otherwise by the Principal/Assistant Principal. Conduct in the assembly will be appropriate to the type of program being observed. Sandusky City Schools will be judged by your conduct.

### Attendance at School Dances

School dances will be open to Sandusky students and his/her guest. Sandusky High guests are to be of high school age and/or not exceed the age of 20 for high school dances. In order to be admitted to Sandusky High School dances, each Sandusky High School student is required to produce a current Sandusky High School identification card. Each guest will be required to have a guest registration form on file. The guest must be accompanied by a Sandusky student and produce a form of picture identification. A new guest form is required for each dance and must be completed and turned in by school closing on the last school day prior to the dance. The style or type of dress shall be indicated at the time the dance is officially announced. All regulations and exceptions will be announced at that time.

### Book bags

Book bags, backpacks, purses, and other items large enough to carry textbooks will not be permitted to be used during the school day. Upon arriving to school, students shall store these items in their locker. Students needing to carry such an item for medical reasons will be issued a permission slip by his/her principal/assistant principal. Purses should be large enough to carry student handbooks only.

## Academic Dishonesty (Plagiarism)

All forms of academic dishonesty are considered serious offenses and a student who commits such an offense may cause an “F” grade for the work being done on the first offense. Second offense within the same course may cause an “F” grade for the immediate grading period. The third offense within the same course may cause the students’ removal from class with a grade of “W/F” (withdrawn failing) on the student’s permanent transcript. Teachers will notify the student’s parents, counselor, and assistant principal in all cases of academic dishonesty. Counseling shall be provided for students involved in a cheating incident.

Academic Dishonesty includes plagiarism, copyright infringement, stealing intellectual property, as well as any deliberate attempt to gain unfair advantage academically for oneself or others. Dishonest practices include fabrication of data, cheating, or uttering of false statements of academic work by a student. Plagiarism means presenting work done in whole or in part by someone else as if it were ones own.

The following list includes, but is not limited to actions classified as academic dishonesty:

- impersonating someone on an exam
- copying from another student, with or without that student’s knowledge
- making information available to another student
- using direct quotations or large sections of paraphrased material without giving credit to the source.
  - preparing an assignment for submission by another student
  - buying or selling assignments
  - computer assisted plagiarism

## Classroom/Hallway Behavior

Disruption of the classroom instruction due to yelling, loud noises, abusive language, etc. in the hallways or classroom will be subjected to discipline. Concern for oneself and others will be displayed by all students, when moving about the building, between classes and at lunch time. Students must walk and may not impede the normal flow of traffic in the halls or on the stairwells.

## Coercion

**Obtaining Property or Things of Value by Use of Coercion and Related Misconduct -** Students may not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee, or other person. Failure to comply may be due cause for suspension.

## Demonstrations & Dissent

Any actions by either an individual or group which in any way are disruptive to the educational processes or in any way infringes upon the rights of another individual or group by overt demonstration or dissent, will not be tolerated and may be due cause for suspension or, if of an extreme nature, civil intercession or expulsion from school. (Ref: Policy JFI)

## Disruption of the School Program

No student has the right to infringe on the educational opportunity of any other student or the rights of a teacher to provide the educational opportunity to every student. The behaviors outlined should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. These acts of misconduct are not inclusive.

## Drugs and Alcohol Abuse Policy

Students of the Sandusky City School District may not knowingly possess, use, sell, give, or otherwise transmit, or display evidence of consumption of any intoxicant or drug or counterfeit (look-alike) controlled substance or drug paraphernalia, the possession of which is prohibited by law:

- On property owned, leased by, or under the control of the Sandusky Board of Education, including vehicles used for the transportation of students.
- On any public or private property during normal school hours including lunch and class changes.
- At any school sponsored or sanctioned activity or event within or away from the school district.
- Drugs prohibited by this policy includes any stimulant, depressant, narcotic or hallucinogenic drugs or alcohol or intoxicants of any kind, but does not include medication as defined in this policy.
- Drug paraphernalia is prohibited under this policy. Drug paraphernalia will be subject to confiscation.
- In accordance with state law (O.R.C. 2925.01), a counterfeit controlled substance is defined as follows:
  - Any drug that bears, or whose container or label bears a trade mark, trade name or other identifying mark used without authorization of the owner or rights to such trade mark, trade name, or identifying mark;
  - Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
  - Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
  - Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of any school year, including summer school sessions.

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

- The student will be brought to the school official and informed of the alleged offense, the evidence to support the allegations, and the disciplinary penalty which may apply.

- A student reasonably suspected of consuming or being under the influence of alcohol will be subject to a student sobriety test. This test will be administered by a school official in the presence of a witness.
- Test results indicating consumption of alcohol will serve as conclusive evidence for disciplinary action. Refusal to submit to the student sobriety test will be considered equivalent to an admission of guilt.

#### **Personal Searches (Drugs and Alcohol)**

When there is reasonable suspicion that a student is in possession of illegal or dangerous items, or substances or paraphernalia prohibited by this policy, a school official may ask the student to reveal the item suspected to be on his/her person. If the student refuses, the school official may do any of the following:

1. Detain the student and call the student's parent for permission to search
2. Detain the student and call the police
3. If there is probable cause to believe that the student is in possession of items which constitute a danger to him/herself or other persons, or property, the student may be searched to the extent necessary under the circumstances to eliminate the danger. In determining whether reasonable suspicion to search exists, the following factors are to be considered: the relative seriousness of the suspected violation, the potential danger to the health and safety of students and staff, the reliability of information used as justification for a search, the value of the items involved, the possible consequences of delaying the decision to search, and the prior experience with the student. In determining whether individualized probable cause to search exists, the above factors are considered, but to a greater degree of certainty than reasonable suspicion, and that evidence exists which tends to indicate that this particular student has possession of the item sought. The school official making the decision to search shall bear in mind that the more intrusive the proposed search, the clearer the individualized probable cause should be.

#### **Student Vehicles (Drugs and Alcohol)**

When there is reasonable suspicion that a student's vehicle on school property contains illegal or dangerous items, or substances or paraphernalia prohibited by this policy, a school official may ask the student to reveal the item suspected to be in his/her vehicle. If the student refuses, the school official may do any of the following:

- Detain the vehicle and call the student's parent or the owner of the vehicle for permission to search
- Detain the vehicle and call the police
- If there is probable cause to believe that the vehicle contains items which constitute a danger to persons or property, the vehicle may be searched, in or out of the presence of the student, to the extent necessary under the circumstances to eliminate the danger.

#### **Offenses and Disciplinary Action (Drugs and Alcohol)**

Possession and/or use of intoxicants, illegal drugs, controlled substances, counterfeit controlled substances, drug paraphernalia and or/instruments on school property or at school sponsored events may result in:

- **First Offense:**
  - Parents will be notified immediately and the student will be removed from school for the remainder of the day.



- The police and/or juvenile court may be notified of the incident and may conduct an investigation.
- Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
- The nurse or designated school official will be notified and the emergency medical rescue squad called, if necessary.
- The student shall be suspended five (5) days if the student seeks and receives within such five (5) day period an evaluation by a certified alcoholism counselor (CAC), licensed prescriber trained in chemical dependency or a person recommended by the Drug Education Services Coordinator. A written copy from the evaluator will be sent to the school officials including findings and recommendations for the student.

**OR**

- The student shall be suspended for ten (10) days.
- Student and parent(s) will have a readmission conference.
- Education plans and placement will be recommended.

● **Second and Subsequent Offense or Selling and/or delivering intoxicants, illegal drugs, controlled substances, counterfeit controlled substances, drug paraphernalia and or/instruments on school property or at school sponsored events may result in:**

- Parents will be notified immediately and the student will be removed from the school for the remainder of the day.
- The police and/or juvenile court may be notified of the incident and, at their discretion may conduct an investigation.
- Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
- The nurse or designated school official will be notified and the emergency medical rescue squad may be called, if necessary.
- The student shall be suspended for ten (10) days and recommended for expulsion.
- If brought back on an expulsion contract, students will go through an evaluation by a certified alcoholism counselor (CAC), licensed prescriber trained in chemical dependency or a person recommended by the Drug Evaluation Services Coordinator. A written copy from the evaluator will be sent to the school officials including findings and recommendations for the student.
- Student and parent(s) will have a readmission conference.
- Student will attend in-school student support group sessions or attend an equivalent out-of-school program of assistance.
- Parent(s) will be recommended to attend parent support group meetings.

Electronic Devices

It should be understood that the use of student owned electronic devices at school is a privilege and not a right. If, at any point during the school year, it becomes clear to the administration that the good faith, in which this privilege was extended, has been violated by misuse which causes a disruption to the educational process, or the normal activity of the school, or contributes in any way to any situation violating school rules or policy, then the result may be the loss of this privilege, individually or as a student body. Cell phones, iPods,

MP3 players, E-Readers, and other electronic devices may be used on school grounds as follows:

- Any music from electronic devices must be listened to through headphones during the designated time in which students are allowed to use their electronic device.
- Electronic devices may not be used in the hallways or restrooms during any class period.
- All electronic devices may be used prior to the first bell to report to class. All electronic devices shall be turned off and secured out of sight prior to entering the first period classroom.
- Electronic devices may not be used during class changes
- All electronic devices may be used during students' lunch period. All electronic devices shall be turned off and secured out of site prior to exiting the cafeteria.
- All electronic devices may be used anytime after the last period dismissal bell.
- Cell phones are to be turned off and secured out of site during all classroom periods unless such use is in the teacher's lesson plan for educational purposes. Cell phones used as an educational tool during the activity shall be turned off and secured out of sight at the conclusion of the educational activity. Except in those laboratory settings where student or staff safety might be compromised, Instructors will have the discretion to allow the use and/or privilege electronic devices when they believe it may enhance the student's learning environment during a classroom period. The possession or use of laser pointers is prohibited at anytime while on school property. Students are never to bring personal laptop computers into the building because of district systems security and protection concerns. Possession and/or use, other than described above, may result in the confiscation of the device in its entirety, disciplinary action and parent retrieval of the item at the sole discretion of the administration. The use of electronic devices for illicit or harassing purposes is a serious violation of school rules and state laws and may be handled accordingly. Sandusky High School does not assume any responsibility for any electronic devices, at any time, brought onto school property, permitted or otherwise, that become lost, confiscated, damaged or stolen.

### Fighting

(in or near school building or at school sponsored functions) - Any student involved in a fight will cause an immediate ten (10) day suspension from school with a recommendation for expulsion or manifest determination. Parents shall be contacted by phone (when possible) and by letter. The Police and/or juvenile court may be notified of the incident and Criminal charges may also be filed.

### Fire Equipment

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency. Students caught disturbing any fire equipment will be subject to disciplinary action.

### Foreign Substances

Students shall not cause a disruption or obstruction to the school's operation by threat or the release or presence of any biological agent, hazardous substance, or poison, regardless of the circumstances of the threat. Parents will be notified immediately and the student will be subject to suspension, expulsion, or manifest determination.



### Forgery, Falsification, or Misstatement of Facts or Other Information

Students shall not forge the writing of another or falsely use the name of another person, falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence.

### Fraternities and Sororities

The words fraternity and sorority should be held to mean only such organizations whose deliberations and activities are secret and discriminatory. According to the Ohio law no pupil in the public schools shall organize, join, or belong to a fraternity or sorority composed or made up of pupils in the public schools.

### Gambling

Students shall not engage in or promote games of chance, placing of bets, or risk of anything of value.

### Gangs

Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student, staff member, or other individual will be due cause for suspension, expulsion or manifest determination.

(Ref: Policy JFCEA)

### Harassment

#### **Hazing, Intimidating, Violence within a Dating Relationship and/or Bullying Behavior –**

Harassing, hazing, intimidating, **violence within a dating relationship**, and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation, **violence within a dating relationship** and/or bullying means any intentional written, verbal, graphic, or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate are strictly prohibited. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity and/or in any District publication; through the use of any personal devices or District-owned or operated communication tools, including but not limited to District email accounts and or computers on school provided transportation or at any official bus stop.

### Inappropriate Conduct

Students shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Violations of this section are subject to disciplinary actions. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

1. Occupying any school building or grounds
2. Blocking the entrance or exit of any school building or corridor or room
3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property
4. Threats or menacing actions by phone, letter, e-mail, electronic messaging, or other means
5. Damaging or destroying any school property
6. Disrupting any school-sponsored or related activity, function, or event, on or off school grounds
7. Activating or attempting to activate an emergency alarm system in the absence of an emergency
8. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing functioning of any school class, or activity or any lawful meeting or assembly on or off the school property
9. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity
10. Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.
11. Disrupting a teacher's ability to conduct a class or an extra-curricular or co-curricular by any means
12. Use of any electronic device such as: cell phones or similar device. Similar devices may include but not be limited to CD players, MP3 players, laser pointers, radios, DVD players, tape players, electronic games or any device that can interrupt the educational process or that is deemed inappropriate

#### Inappropriate Physical Contact or Threat on a Student or Authorized Visitor

Striking or inappropriate physical contact toward another student or authorized visitor will cause an immediate suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

#### Inappropriate Physical Contact or Threat on a Teacher or School Employee

Students shall not strike or assault, or threaten to strike or assault any school employee on or off school property. Any violation of this section will cause an immediate ten (10) day suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

#### Inappropriate Physical and/or Verbal Conduct

Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student, staff member, or other individual.

#### Insubordination

Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, and other appropriate school personnel. This includes refusing to leave a class when directed by a teacher, refusal to accept discipline, refusal to give their name when requested by teachers or appropriate school personnel.

### Line of Sight

A student's behavior on or off school property will be covered by the Code of Conduct as long as the line of sight starts on school property or at a school-sponsored or endorsed event.

### Littering

Any student observed disposing of waste materials of any nature not in appropriate receptacles shall be assigned two (2) hours detention by school officials. This includes gum wrappers, candy wrappers, gum while on school property

### Lock Down Drill

Sandusky High School will hold monthly lock down drills. Students will follow directions given by teachers as provided by the high school principal. During a designated class change, teachers will be directed to close and lock their classroom doors at the sound of the tardy bell. If students are in the hallway during this time an appropriate consequences will be assigned by an administrator.

### Lockers

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building. (Ref; Policy JFG)

### Misconduct Away From School

Students who engage in a physical or verbal assault upon a school employee or other student off school property, including any e-media, at a non-school-sponsored or related activity, function or event, or on school property before or after school hours may be subject to suspension or expulsion from school if it is determined that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others. Violations will be due cause for disciplinary actions.

### Profane, Vulgar or Improper Language or Gestures

Students may not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate gestures or signs. Inappropriate language or gestures directed toward a teacher, other school personnel, or a visitor at any time school related activity will be due cause for disciplinary actions.

### Public Display of Affection

Students may not engage in kissing, embracing or any sexual acts not appropriate to the educational environment. Failure to comply will be due cause for disciplinary action.

### Removal From Class

A student removed from class and referred to the Principal/Assistant Principal's Office for disciplinary reasons shall cause enactment of the following procedures and penalties. Class removal is viewed as a serious disciplinary problem. Every class removal from any staff

member will be included in the student's removal total. When removed from class, students shall report to the Principal/Assistant Principal's Office. If a student fails to report to the office after being removed from class shall receive a Saturday School as a consequence.

### Repeated Violations

Students who acquire three (3) suspensions for serious breaches of school policy may have their names submitted to the Superintendent of Schools with the recommendation for review of the case for expulsion. If a severe violation of the school policy occurs, a student may be referred for expulsion following the first or second suspension.

### Revocation of Driving Privileges

Students may be subject to having their driver's license revoked or denied by the Superintendent of the Sandusky City Schools who are absent from school without an acceptable excuse for 10 consecutive days or 15 total days in the semester or term. A hearing will be conducted by the Sandusky High School Principal to determine facts and any special circumstances. Following the hearing, a decision will be made to forward a revocation recommendation, on a case by case basis, to the Superintendent. The Superintendent will review the recommendation and decide upon filing a notice of license revocation with the Ohio Bureau of Motor Vehicles. The Erie County Juvenile Judge will also be notified of the decision for a driver's license revocation.

### Revocation of Work Permit

Students may be subject to having a work permit (age and schooling certificate) revoked or denied by the Superintendent of the Sandusky City Schools who are absent from school without an acceptable excuse. Students who are not in regular school attendance and have 10 consecutive unexcused absences from school or 15 days unexcused in a semester or term will be subject to having their work permit revoked or denied. The Principal or designee will attach a school attendance report to all work permit requests. Students who are attending school regularly without excessive unexcused absences will receive work permits.

### School Bus Conduct

Students may not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus, including, but not limited to:

- Failing to remain seated
- Throwing objects out of the windows
- Shouting
- Any disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.
- Any behavior that may be detrimental to the safe operation of the bus shall cause immediate removal of the offender.
- Police and/or juvenile court may be notified of any serious incidents and at their discretion, may conduct an investigation.
- Any incidents will be subject to discipline and could include being denied bus riding privileges.
- Student identification cards must be presented upon request for admission to the school bus.

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day. Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed. The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. (Ref. policy JFCC)

### Sexual Harassment

Sexual harassment is improper, immoral, illegal, and will not be tolerated. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behaviors include, but are not limited to the following:

- Unwanted sexual advances, including propositioning, repeatedly asking someone for a date after it is clear that the person is not interested.
- Making or threatening reprisal after a negative response to sexual advances.
- Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.

### Smoking or Use of Tobacco Products

The use or possession of tobacco or tobacco products, lighters, matches, or other forms of ignition devices in the school building, on the school campus, or at a school-sponsored event is prohibited. Any student who aides or abets smokers, or who withholds information relative to smokers will also be due cause for disciplinary action.

Parents will be notified and a parent conference arranged if so desired. Police and/or juvenile court may be notified of the incident, and the student may be charged with use or possession of tobacco products.

### Snowballs

Because of possible physical harm from a misdirected snowball, students shall not throw snowballs on school property. Failure to observe this regulation shall be due cause for disciplinary action.

### Social Media

Inappropriate remarks, texts, posts, pictures, videos, etc. that are directed at or about school personnel or its' students are subject to our code of conduct regardless of when and where the online commentary was created and disseminated. Additionally, all social media postings are subject to possible criminal charges as pursuant to established law.

## Tardiness

A student is recognized as tardy (TU) to school if not in his/her seat when the 8:25 a.m. bell sounds. A student is recognized as tardy to class (CT) if he/she is not in his/her classroom seat when the tardy bell sounds. The teacher will record this in Progress Book which is submitted to the attendance office by the end of 2<sup>nd</sup> period. The teacher will notify the student when a T has been assigned and note this in Progress Book.

Penalties for Tardiness:

<b><u>Tardies to school</u></b>	<b><u>Administrator Discretion</u></b>
0-9 tardies	Teacher Discretion and Parents are contacted by Teacher
10 Tardies	Saturday School
20 Tardies	Saturday School
30 Tardies	Saturday School & Notification to Juvenile Court
40 Tardies	3 days BIA
50 Tardies	3 days BIA and parent meeting
60 + class tardies	Administrator Discretion

Continued school tardiness will be cause for administrative review and further action on an individual basis. Tardies to school could include further court contact and possible filing of criminal charges. (Ohio Revised Code Sections 3321.19, 3321.30)

Continued class tardiness will be cause for administrative review and further action on an individual basis. If a student is significantly late with no pass, he/she will be given a UA for the period and penalized accordingly.

## Technology - Computer Access

Computer use at Sandusky High School is encouraged and made available to students for educational purposes. Four (4) computer labs plus the Library Media Center are equipped with computers and printers for school assignments, projects and homework. Students are provided with internet access by completing a 'Computer Use Agreement Contract'. This contract is a binding agreement between the student, parent, and school district that describes the fair use and privileges of computer usage. Student accounts are necessary for assignments and grades. Student accounts are password protected. It is the student's responsibility to create and maintain their password. Individual student accounts are created and maintained by the school district. All accounts are the property of the school district and follow the signed, one-year, limited contract between the parent/guardian, students, and school. The school retains the ownership of all hardware and software. The school reserves the right to inspect, monitor, copy, and/or delete all files and records created or stored on school owned computers. Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Network password security is the responsibility of the student. A student's account may be disabled as a disciplinary measure.



3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. All students must complete a "User Agreement Form" prior to using any technology on the district's network.
6. No student shall attempt to establish computer contact into school district restricted computer nets or any other unauthorized databases.
7. School computers are restricted to school assignments. Computer privileges may be revoked for misconduct

### **Technology Penalty**

**Infractions will be applied as determined by the principal, teacher, and/or network administrator. Penalties may include suspension or expulsion.** Students receiving the loss of privileges penalty will have their account/computer privileges revoked during the penalty period. Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times. Notification to parents may be made for any penalty

### Theft, Unauthorized Removal, Damage, or Destruction of School Property or Private Property

Students may not cause or attempt to cause damage to school property or private property of students, teachers, school personnel or other persons. Students shall not steal or attempt to steal school property or private property or engage or attempt to engage in or participate in the unauthorized removal of school property or private property. Failure to comply will be due cause for discipline and criminal charges may also be filed.

### Trespassing

Students may not enter upon school grounds or premise of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate. Students already under suspension, expulsion, or emergency removal shall not enter the grounds or premises of the students' regularly assigned or other school buildings without the express permission of the principal. Violation will be due cause for suspension or expulsion. Criminal charges may also be filed.

### Truancy

Truancy may be considered any unauthorized absence from school, homeroom, class, or lunch period. Any unauthorized absence (UA) shall be due cause for discipline. A student who is truant and/or left the building during any period may receive Saturday School. Continual truancy will result in further disciplinary action.

## Weapons

**Look-alike Weapons, Dangerous Instruments, Fireworks and Explosives** - Students may not use, possess, handle, transmit, purchase, attempt to purchase, sell, attempt to sell, or conceal any object that can be classified as a weapon, look-alike weapon, or dangerous instrument. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions. Any violation of this section will cause an immediate suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

# **Corrective Actions**

## **Detention**

Detention assigned by the Principal, or Assistant Principals for any infraction of school policy will be served at the rate of one detention per day. Failure to appear for an assigned detention students will receive a Saturday School. On the second failure to report to detention, a student shall receive a B.I.A. (Behavior Intervention Assignment). Detention assigned by a teacher will be served in the teacher's respective classroom or study hall with the amount of time to be determined by the teacher. Detention not served with the teacher will be sent to the assistant principal and doubled.

## **Saturday School**

Saturday School may be assigned as an alternative to a Behavior Intervention Assignment for the following policy violations: truancy, tardiness, smoking, detention misses, profanity towards students, and inappropriate behavior. Saturday School assigned by the principal or assistant principal for infraction of school policies will be served at the rate of three and one-half hours per day (8:00 a.m. - 11:30 a.m.). There will be a limit of five occasions per semester upon which a Saturday School may be assigned. Students are to be prepared with assignments prior to entering each session. Assignments must be lengthy enough to keep the student engaged in study for three and one-half hours. Resources and information packets will also be available for students, based on the type of infraction that caused the student to be in violation of school policy. Failure to attend or removal from Saturday School will result in a three day Behavior Intervention Assignment. In the event that BIA is at capacity, a three day out-of-school intervention may be assigned, with the appropriate information packet provided. All requests to delay Saturday School must be granted by the principal or assistant principal prior to 3:00 p.m. on the Friday before the designated starting date.

When the alleged misconduct becomes known, the student shall be given written notice of the intention of Saturday School Assignment as an option to a Behavior Intervention Assignment and the reasons for such action by the superintendent or principal. The student will be given an opportunity to appear at an informal hearing before the superintendent,



superintendent's designee, principal or assistant principal and challenge the reasons for the possible Saturday School Assignment or otherwise explain his/her actions.

Within twenty-four (24) hours after the time of a student's Saturday School Assignment, the superintendent or principal may send written notice of the Saturday School Assignment to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice may specify the Saturday School Assignment and the reasons. It also may include notification of the right of the student of his/her parent, guardian or custodian to appeal the Saturday School Assignment to the Board of Education or its designee within 10 calendar days of the Saturday School Assignment in order to be heard against the assignment, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the Saturday School Assignment and to request that such hearing be held in executive session.

This procedure may not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or for removal from extra-curricular or co-curricular activities. The following rules and regulations will be in effect regarding Saturday School:

1. Students will be given the opportunity to complete regular class work while assigned to the Saturday School room. Credit for completed assignments will be issued by a regular classroom teacher.
2. Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the Saturday School.
3. Students assigned to the Saturday School program are expected to bring all items necessary for the entire morning including textbooks and materials.
4. Students serving Saturday School will be expected to show complete respect for all school personnel and school rules and regulations. Failure to do so will be due cause for removal.
5. The supervisor will permit a restroom break at 9:45 a.m.
6. There will be no sleeping, laying of head on desk, talking, passing notes, noisemaking (verbally, tapping feet, humming, gestures), eating or drinking and no electronic devices.
7. Students must finish their assigned packets.

If a student misses Saturday School:

- 1<sup>st</sup> time - The student will be allowed to reschedule the Saturday School (one per semester).
- 2<sup>nd</sup> time – The student will be assigned 2 days of BIA.
- 3<sup>rd</sup> time – The student will be assigned 3 days of BIA
- 4 or more times – The student will be assigned OSS for Insubordination/Continual Disregard of School Policy-Failure to attend Saturday School.

## **Behavior Intervention Assignment (B.I.A.)**

Behavior Intervention Assignment will be the temporary placement of a student to a special temporary placement outside of the classroom within the school for disciplinary purposes. Students will be assigned to a Behavior Intervention Assignment for excessive tardiness, truancy, not attending Saturday School, and some forms of insubordination, other than those

listed elsewhere in the handbook. The following rules and regulations will be in effect regarding Behavior Intervention Assignments:

1. Behavior Intervention Assignment will be held for Sandusky High School and Sandusky Middle School at regular school hours. Students are to remain in the B.I.A. room all day. Students may not participate in any regular or extra-curricular school activities before, during, or after school. They must leave the school property immediately upon dismissal.
2. Students will be given the opportunity to complete regular class work while assigned to the B.I.A. room. Credit for completed assignments will be issued by a regular classroom teacher.
3. Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the B.I.A. program.
4. Any work assigned during the B.I.A. program and not finished during the placement will not be considered for credit.
5. Students assigned for the B.I.A. program are expected to bring all items necessary for the entire school day including textbooks and materials for respective classes.
6. Restroom and lunchroom privileges will be given by the B.I.A. supervisor and will not be during the regular change of classes.
7. Students must be present in the B.I.A. room for the number of days assigned before they will be re-admitted to the regular school program. Absence does not count as a day of B.I.A. Absent days will be made up in the B.I.A. room upon return of the student.
8. Students serving a B.I.A. will be expected to show complete respect for all school personnel and school rules and regulations. Failure to do so will be due cause for removal of the B.I.A. privilege.
9. Any student unwilling to serve a Behavior Intervention Assignment will receive double the days as an out of school suspension.
10. Any student removed from the B.I.A. program will have the remaining days doubled and be sent home as an out of school suspension.
11. There will be no sleeping, laying of head on desk, talking, passing notes, noisemaking (verbally, tapping feet, humming, gestures), eating or drinking and no cell phones.
12. The school dress code applies in B.I.A. If not in dress code, your days in B.I.A will not be counted toward the original consequences for the infraction of the Student Code of Conduct.
13. Inclement weather/calamity days do not count as days served in B.I.A.
14. Students will be allowed to makeup tests during a period equal to the number of days of a B.I.A.

## **Disciplinary Removal**

A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of code or school rules and regulations. A student may be removed from an extra-curricular or co-curricular activity in which he/she has been accepted or qualified for membership where the student engages in conduct which tends to interfere with or disrupt the extra-curricular or co-curricular activity or where the student violates the rules or regulations which govern participation in the extra-curricular or co-curricular activity.

This action is less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or from participation in an extra-curricular or co-curricular activity. No disciplinary removal may extend beyond five (5) school days

## **Emergency Removal**

This is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding twenty-four (24) hours, of permission to attend school and to take part in any school function.

When circumstances are such that a student's continuing presence in school pending completion of the procedures set forth under Suspensions and Expulsions is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classrooms or elsewhere, on the school premises or at school-sponsored or related activities or events, the superintendent or principal or assistant principal may remove a student from curricular, extra-curricular or co-curricular activities or from the school premises, without complying with the notice and hearing requirements of Suspensions and Expulsions. In like circumstances, a teacher may remove a pupil from curricular, extra-curricular or co-curricular activities under his/her supervision, without complying with the notice and hearing requirements of Suspensions and Expulsions. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the principal.

If a student is removed under Emergency Removals, written notice of the reasons for the removal shall be given to the student in a timely manner. The hearing must be held within twenty-four (24) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedures set forth under Suspensions, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth under Expulsions, except that the hearing shall be held within twenty-four (24) hours of the initial removal. The school official, who ordered, caused or requested the student's removal under this article shall be present at the hearing. This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension, expulsion, or for removal from extra-curricular or co-curricular activities.

## **Suspension**

A suspension is defined as the denial to a student for a school period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function. A suspension will be the temporary assignment of a student to his/her home for disciplinary purposes. While on suspension the student may not be on any school property without prior permission. Participation in any regular, extra-curricular or co-curricular school activity before, during, or after school is prohibited. Inclement weather/calamity days do not count as days of suspension.

When the alleged misconduct becomes known, the student shall be given written notice of the intention of suspension and the reasons for such action by the superintendent or principal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal or assistant principal and challenge the reasons for the possible suspension or otherwise explain his/her actions.

Within twenty-four (24) hours after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the suspension and the reasons. It also shall include notification of the right of the student or his/her parent, guardian or custodian to appeal the suspension to the Board of Education or its designee within 10 calendar days of the suspension in order to be heard against the suspension, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or for removal from extra-curricular or co-curricular activities. Students may be assigned a suspension for directing profanity at visitors or school personnel, fighting, theft, intoxication, possession of alcohol or drugs, sale of drugs, possession of a weapon, extreme acts of vandalism, some forms of insubordination, and any act which threatens the well being of students or staff.

To receive credit for assignments given during suspension, students will be given a time frame not to exceed 3 days upon return to complete make-up work. This includes all tests and quizzes. Students are obligated to contact their teachers and/or guidance office to obtain assignments to complete during out-of-school-suspension (OSS.)

## **Expulsion**

Expulsion is defined as the denial to the student to attend school and school-sponsored activities, for a period exceeding ten (10) school days. Permission to attend school and to take part in any school function or the denial of permission to attend a particular class or classes or to take part in any activity for such a period. The Superintendent of Schools may expel a pupil from school for a period up to 80 days or one semester (Senate Bill 51, October 29, 1991). If, at the time an expulsion is imposed, there are fewer than 80 days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

Prior to any expulsion, the superintendent or his designee shall give the student and his/her parent, guardian, or custodian written notice of intention to expel and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear in person before the superintendent or his designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions. The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, notification of the

time and place to appear. The time to appear should not be earlier than three (3) nor later than five (5) school days after the notice is given unless the superintendent grants an extension of time at the request of the student or his/her parent, guardian, custodian, or representative of the new time and place to appear.

Within twenty-four (24) hours after the time of any expulsion, the superintendent shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the pupil, or his/her parent, guardian, or custodian to appeal expulsion to the Board of Education or its designee within 10 calendar days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to expulsion or for removal from extra-curricular or co-curricular activities.

## **SECTION 10 - CONDUCT RULES *FOR*** ***EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES***

If extra-curricular and co-curricular activities are to be a valuable part of the educational process, then as in the operation of the school, there must be rules and regulations to govern the conduct of the students participating in these activities. The Sandusky City Schools regard extra-curricular and co-curricular activities as a **privilege**, not a right; therefore certain rules must be followed.

The students who represent Sandusky City Schools have chosen to make a commitment to their respective programs and they have a responsibility to meet these commitments. In order to aid our students in maintaining an optimum performance level and so that there can be consistency throughout the many programs; the following policies have been developed. These rules are to be in effect and enforced the entire year (12 months).

### **Extra-curricular Violations:**

#### **Use of Drugs or Alcohol**

- No student will possess, transmit or use drugs or alcohol, in any form, or have them in his/her possession. This shall include “look-a-like drugs” and drug paraphernalia.
  - **The first violation** will result in a denial of participation from 20% of the regularly scheduled contests or length of program for that activity. Where a fraction results, the number will be moved up to the next whole number. The denial of participation will begin the day the violation becomes a matter of record. If less than 20% of the contests or program remain, the percentage shall be recalculated and applied toward the next program or sports season in which the student participates. The principal shall determine the extent of participation in regard to



practices, meetings, or post-season activities, after considering input from the athletic director or advisor for extra-curricular or co-curricular activities.

- **The second violation** will result in a complete denial of participation for a period of 90 school days. The denial of participation will begin the day the violation becomes a matter of record. The student may not return to any extra-curricular or co-curricular activity until he/she completes a certified drug and alcohol assessment and follows the assessment recommendations. Failure to follow the assessment recommendations will result in further denial of participation until the recommendations are followed.
- **The third violation** will result in a complete denial of participation through graduation.

## **Use of Tobacco Products**

- No student will possess, transmit or use tobacco, in any form, or have it in his/her possession.
  - **The first violation** will result in a denial of participation from 10% of the regularly scheduled contests or length of program for that activity. Where a fraction results, the number will be moved up to the next whole number. The denial of participation will begin the day the violation becomes a matter of record. If less than 10% of the contests or program remain, the percentage shall be recalculated and applied toward the next program or sports season in which the student participates. The principal shall determine the extent of participation in regard to practices, meetings, or post-season activities, after considering input from the athletic director or advisor for extra-curricular or co-curricular activities.
  - **The second violation** will result in a complete denial of participation for a period of 45 school days. The denial of participation will begin the day the violation becomes a matter of record. The student may not return to any extra-curricular or co-curricular activity until he/she attends meetings (minimum of four hours total time) dealing with the dangers of the use of tobacco. The principal shall determine the acceptability of the program.
  - **The third violation** will result in a complete denial of participation for one full calendar year.

## **All other behavior unbecoming of a Sandusky student**

Items such as insubordination toward the coach(s), director(s), advisor(s), and official(s), unsportsmanlike conduct, profane/inappropriate language, obscene gestures, etc., may result in a denial of participation in all activities or a specific activity for a portion of the year/season, as determined by the building principal.

## **School-Sponsored Clubs and Activities**

1. The Sandusky Schools provide students with the opportunity to broaden their learning through co-curricular (curricular related) activities. A co-curricular activity may be for credit, required for a particular course, and/or contain school subject matter.
2. The school has many authorized student groups. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

3. Participation in extra-curricular activities is a privilege, not a right. 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.
4. All students are permitted to participate in the activities of their choosing, as long as they meet the academic eligibility requirements. These requirements are not less than the requirements for student athletes as passed by the Ohio High School Athletic Association and are adopted by the Sandusky Board of Education.

## **High School Athletic Eligibility**

All students involved in extra-curricular or co-curricular activities must pass 2.5 units of credit (five classes counting toward graduation) each nine-weeks grading period in order to be eligible for the next nine-weeks grading period. Students must also earn a minimum 1.50 GPA on a four-point scale during the previous grading period in order to participate in extra-curricular or co-curricular activities. A student will remain academically eligible if he/she earns a GPA of 1.25 to 1.49, provided they attend an academic study table at least two times per week at Sandusky High School. If a student fails to attend the required study table twice a week, penalties will be as follows for each grading period:

- First Offense - He/she will be ineligible for all extra-curricular or co-curricular activities for seven calendar days, from Friday through the following Thursday.
- Second Offense - He/she will be declared academically ineligible for the duration of the grading period.

In addition, a student is not eligible to participate in extra-curricular or co-curricular activities if he/she receives more than one failing grade for any class or course in the school district's graded course of study for the previous grading period.

## **Extracurricular Information:**

### **Athletic Equipment**

All athletes will be responsible for the care of and return of any equipment issued in the student's name during a sport season. Failure to return all equipment issued at the conclusion of a sport season shall cause the termination of any athletic practice or participation in a school-sponsored activity until the equipment is returned or paid in full.

### **Non-School-Sponsored Clubs and Activities**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and the non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to

participate. Youth gangs are not permitted. Gangs are characterized by secret or exclusive membership and unlawful or anti-social behavior that threatens the welfare of others. If a student is suspected of being a member of a gang, his/her parents will be contacted, proper authorities will be notified, parents will be held liable for any damages or vandalism and disciplinary measures including suspension and expulsion may be applied.

Non-district-sponsored organizations may not use the name of the school or school mascot.

### **Non-School-Sponsored Publications**

The distribution of such publications as to when and where, does come under the jurisdiction of the principal and must have his prior approval. It is appropriate to mention that slanderous articles or statements could be due cause for legal and/or school disciplinary action against the authors or editors.

### **Conduct of Students Representing the School**

The Sandusky Board of Education recognizes the value of extra-curricular and co-curricular activities in the education process and the values that young people develop when they have an opportunity to participate in an organized activity outside of the traditional classroom. The Board of Education regards the participation in any extra-curricular or co-curricular activity as a privilege. Students involved in board approved activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The board further expects each student who chooses to participate in extra-curricular or co-curricular activities to demonstrate a high level of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of their involvement in the community.

Therefore, as provided for in Ohio Revised Code Section 3313.664, the Board of Education authorizes the building principal to deny a student from participating in all extra-curricular or co-curricular activities for the following:

- Violations of the Student Code of Conduct.
- Violations of established athletic training rules or rules of the school organization that the student is a member.
- Failure to meet academic standards as established by the Board of Education.
- For conduct that demonstrates lack of character, integrity, or ethics and/or conduct that may bring discredit to the school or its programs. (i.e. criminal charges for any felony or serious misdemeanor)
- For behavior which indicates that a student's further participation in any activity that may represent a threat to the safety and/or well being of other students and/or staff.

A denial of participation may be invoked for student conduct that occurs at school and/or a school related activity and/or for conduct outside the school day and/or off school property during the entire year (**12** months). The length of denial of participation from extra-curricular or co-curricular activities may be from (1) one day to a full calendar year. The exact length of the denial of participation shall be determined by the building principal. This determination shall be based upon such factors as the severity of the misconduct, the frequency of a student's involvement in other situations involving misconduct, concern for the safety of other students and/or staff members, concern for the reputation of the school and or the extra-curricular or co-curricular program(s) the student is associated with, and/or other factors that may be deemed relevant by the principal. A denial of participation,



as used in this policy, relates only to extra-curricular or co-curricular activities and does not relate to the removal of a student from the school district's educational program.

-End of Code of Conduct-