



Sandusky City Schools

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.

District Goals

- We will actively pursue sufficient resources to support an outstanding educational experience.
- We actively collaborate with students, family, and community to prepare our students and provide them with tools essential for academic success.
- We will utilize a variety of methods to effectively communicate with all stake-holders while, continuously making current and potential students and their families aware of the best of who we are.
- We will provide and facilitate training for all members of our school community to meet the needs of all learners.
- Our facilities will be environments that are conducive to building positive character and partnerships.

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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:

- Civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others
- 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
- The right to due process of law with respect to suspension and expulsion
- The right to free inquiry and expression and the responsibility to observe rules regarding these rights
- 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
- Littering
- Violation of school dress code policy (includes purses, book bags, lotions, etc.)
- Inappropriate use of cell phone and/or electronic device
- Use of Headphones, cell phones, I pods, I pads, etc.
- Horseplay (rough or 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

Continued...

- 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:

- Cheating and plagiarism including test security breach
- Falsifying information or signatures
- Insubordination
- 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 and/or leaving school grounds without permission
- 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 (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 4 Offense)
- False alarms and inducing panic in the school setting/failure to report
- Damage of property
- Arson or attempted arson
- 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 shall 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 shall 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 are 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)
- Assault 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 assault on school employees

CORRECTIVE ACTION

- The principal and Superintendent shall 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 shall 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

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

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.

ASSAULT OR THREAT

ASSAULT OR THREAT ON A STUDENT OR AUTHORIZED VISITOR

Striking or assaulting 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.

ASSAULT 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.

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. Middle School guests are to be of Middle School age and/or not exceed the age of 15 for Middle 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.

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 shall 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.

COMPUTER ACCESS

Computer use is encouraged and made available to students for educational purposes. 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 the Acceptable Use Policy and Internet Safety Agreement portion of the Student Authorization Forms Combined [Form 19]. 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.

- Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
- Network password security is the responsibility of the student. A student's account may be disabled as a disciplinary measure.
- 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.
- 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.
- Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator.
- No student shall attempt to establish computer contact into school district restricted computer nets or any other unauthorized databases.
- School computers are restricted to school assignments. Computer privileges may be revoked for misconduct.

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, shall not be tolerated and shall 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 shall not knowingly possess, use, sell, give, or otherwise transmit, or be under the influence 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

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:

- Detain the student and call the student's parent for permission to search
- Detain the student and call the police
- 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

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 will 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 OFFENSES

- 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

The possession of cell phones, walkmans, radios, TVs, CD players, electronic games, laser pointers, MP3 players, ipods, Palm Pilots, messaging devices, ear buds, headphones, and other hand-held electronics are not permitted during school hours. All electronic devices must be kept in a student's locker, and may not make any noise during the day. Any device, or its carrying case, may not be readily seen on a person, including through clothing. Student use of all electronic devices must be before and after the scheduled school day. Confiscation of the device may occur for violations of this policy. Students may be contacted in an emergency situation through the school's office at 419-984-1180.

FIRST AND SECOND OFFENSE

Electronics confiscated until the end of the day

THIRD AND SUBSEQUENT OFFENSES

Parent pick up of confiscated electronics

Refusal to turn electronics in results in office referral and other consequences. (Extended Detention, BIA Behavior Intervention Assignment, Saturday Detention, OSS Out-of-School Suspension)

The possession or use of laser pointers is prohibited at any time while on school property. Students are never to bring personal laptop computers into the building because of district systems security and protection concerns. Possession 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 City Schools 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 may receive up to ten (10) days 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)

HARASSING, 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. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity; in any District publication; through the use of any 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:

- Occupying any school building or grounds
- Blocking the entrance or exit of any school building or corridor or room
- 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
- Threats or menacing actions by phone, letter, e-mail, electronic messaging, or other means
- Damaging or destroying any school property
- Disrupting any school-sponsored or related activity, function, or event, on or off school grounds
- Activating or attempting to activate an emergency alarm system in the absence of an emergency
- 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
- Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity
- Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.
- Disrupting a teacher's ability to conduct a class or an extra-curricular or co-curricular by any means
- 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 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

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 shall 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 shall 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.

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 will 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 will 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 shall 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.

Continued...

- 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.

TARDINESS

SANDUSKY HIGH SCHOOL TARDINESS

A student is recognized as tardy (T) to school if not in his/her homeroom seat when the 7:45 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 buzzer sounds. The teacher will note this on the daily attendance slip which will then be submitted to the attendance office at the end of each school day. The teacher will notify the student when a T or CT has been assigned and note this in Progress Book.

PENALTIES FOR TARDINESS

5 tardies	Saturday School
10 tardies	Saturday School
15 tardies	Saturday School and Notification to Juvenile Court Attendance Officer
16+ tardies	Behavior Intervention Assignment (BIA)

SANDUSKY MIDDLE SCHOOL TARDINESS

If a child is tardy due to a scheduled health related appointment, his/her tardiness will be considered excused if the school is contacted by the parent prior to the appointment and the child returns with a signed excuse provided by medical personnel following the appointment. No penalties will be given for excused tardies.

TARDIES AND CLASS TARDIES

A student is tardy (T) to school if not in his/her homeroom seat when the 8:25 a.m. bell rings. A student is tardy for class (CT) if he/she is not in his/her classroom seat at the ringing of the tardy bell. The teacher will note this on the official tardy notice. Any class tardy exceeding 10 minutes will be considered class truancy.

If a child is tardy due to a scheduled health related appointment, his/her tardiness will be considered excused if the school is contacted by the parent prior to the appointment and the child returns with a signed excuse provided by medical personnel following the appointment. No penalties will be given for excused tardies.

PENALTIES FOR SCHOOL & CLASS TARDIES

1-4	Tardies	No penalty – (These may be given to cover those cases of power failure, car trouble, etc.)
5	Tardies	Administrative Detention
10	Tardies	Extended Detention and letter home
15+	Tardies	Saturday School - Notification to Juvenile Court Attendance Officer

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.

Penalty for 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 shall 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 shall 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 shall 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 is subject to disciplinary action. Continual truancy will result in further disciplinary action.

WEAPONS, LOOK-ALIKE WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES

Students shall 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 will be cause for parental notification. On the second failure to report to detention, a student shall receive a B.I.A. (Behavior Intervention Assignment), Saturday School or extended detention. 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.

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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 shall 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 shall specify the Saturday School Assignment and the reasons. It also shall 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 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. The following rules and regulations will be in effect regarding Saturday School:

- 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.
- Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the Saturday School.
- Students assigned to the Saturday School program are expected to bring all items necessary for the entire morning including textbooks and materials.
- 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.
- The supervisor will permit a restroom break at 9:45 a.m.
- There will be no sleeping, laying of head on desk, talking, passing notes, noisemaking (verbally, tapping feet, humming, gestures), eating or drinking.
- Students must finish their assigned packets.

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, smoking, 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:

- 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, extra-curricular or co-curricular school activities before, during, or after school. They must leave the school property immediately upon dismissal.
- 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.
- Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the B.I.A. program.
- Any work assigned during the B.I.A. program and not finished during the placement will not be considered for credit.
- 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.
- Restroom and lunchroom privileges will be given by the B.I.A. supervisor and will not be during the regular change of classes.
- 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.
- 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.
- Any student unwilling to serve a Behavior Intervention Assignment will receive double the days as an out of school suspension. There will be no make-up privilege in these cases.
- Any student removed from the B.I.A. program will have the remaining days doubled and be sent home.
- There will be no sleeping, laying of head on desk, talking, passing notes, noisemaking (verbally, tapping feet, humming, gestures), eating or drinking.

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- 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 consequence for the infraction of the Student Code of Conduct.
- Inclement weather/calamity days do not count as days served in B.I.A.
- Students will be allowed to makeup tests during a period equal to the number of days of a B.I.A.
- Repeat offenders of B.I.A, meaning more than 3 times assigned B.I.A, will be suspended out of school upon your first removal from 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.

HOME REFERRAL

A student may be sent home as a result of a breach of school policy. The home will be contacted and the student will remain in the home until the parent(s) confer with the school and the problem is satisfactorily resolved.

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 of 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.

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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.

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).

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 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

- 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.
- 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.
- 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.
- 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.

ATHLETIC ELIGIBILITY

MIDDLE SCHOOL ATHLETIC ELIGIBILITY

A student is not eligible to participate in interscholastic athletics if he or 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. In addition to academic eligibility, a student must be in good standing as to conduct and discipline to be able to participate in athletics.

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 from 7:00 AM to 7:40 AM 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.

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.

Continued...

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.

IDENTIFICATION OF CHILDREN WHO ARE GIFTED

Questions, please call your Building Principal or Coordinator of Gifted Services at 419-984-1050.

NOTICE OF NON-DISCRIMINATION

Title VI, Title IX, Section 504, Ohio Department of Education

The Sandusky City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's nondiscrimination policies:

Mr. David Danhoff,
Chief of Staff & District Transformation Officer
407 Decatur Street, Sandusky, OH 44870-2442
419-626-6940 or Ddanhoff@scs-k12.net

Mr. Danhoff may refer some matters related to students with disabilities to Mrs. Sabrina Scott, Director of Student Services, 407 Decatur Street, Sandusky, Ohio 44870-2442, 419-626-6940 or sscott@scs-k12.net, who can also provide information concerning placement and services for students with disabilities under Ohio Department of Education, Section 504.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parent (or Eligible Student) if you do not want your child's (your) directory information shared, please complete the following and return to the school your child attends (you attend).

NOTICE TO: Parent/Guardian

Please complete the section below and return to your child’s school as soon as possible.

✂-----

We have read and understand the guidelines, rules, and regulations presented in the Sandusky City Schools Student Handbook and Conduct and Disciplinary Information.

[Please Print]	_____	_____
	Parent/Guardian Name	Parent/Guardian Name

Signatures —	_____	_____
	Parent/Guardian Signature	Parent/Guardian Signature

[Please Print]	_____	_____
	Student (Please Print)	Date

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Sandusky City Schools

STUDENT AUTHORIZATION FORMS COMBINED

ACCEPTABLE USE POLICY and INTERNET SAFETY AGREEMENT

Statement of Purpose

Sandusky City Schools provides a rich information technology environment to support its educational activities. In order to provide for the most effective access to computers, network and messaging systems and to protect the rights of students and staff, the following rules have been defined. Access is a privilege, not a right, and carries with it responsibilities for all involved.

Terms of Agreement

In order for users to be allowed access to a school computer network and the Internet, parents and staff must sign and return the attached consent form by the end of the first week of school.

User Responsibilities

The Sandusky City School district is providing access to its school computer network and the Internet for **educational purposes only**. To protect the rights of students and staff, the following rules have been defined:

Users must:

1. Respect and practice the principles of good citizenship.
 - Prior to the start of class and again at the end, inspect equipment, including keyboards and mice, and report missing or damaged equipment to the teacher.
 - Use care and respect when using equipment. No food, gum, drink, liquids or any kind are allowed near computers or in any computer lab. Willful damage or vandalism to equipment or the data of any user is not permitted.
 - Use only **teacher-managed** educational networking sites (e.g. e-mail) and the forms of direct electronic communications (e.g. email). Teacher management shall include enrolling and monitoring participation of users in online, interactive assignments.
 - Use technology resources for educational purposes only. Use of the network for profit-making (buying, selling, advertising), political, religious illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers and files (hacking), and deletion of computer files. Such activity is considered a crime under state and federal law.
 - Communicate only in ways that are kind and respectful. Flouting or suggestive, obscene, belligerent, bullying, harassing, threatening language is permitted.
 - Use language and/or graphic representations which are not offensive to other users. The distribution, or redistribution of messages, jokes, or pictures, which are based on slurs or stereotypes related to race, age, gender, ethnicity, nationality, military status, religion, economic status, political belief or sexual orientation is prohibited.
 - Do not send, forward or participate in chain e-mails or excessive use of email distribution (spam).
 - Report threatening or inappropriate communication to a teacher or network administrator immediately.
 - Access district supported email and if available, district supported voicemail daily (staff members only).
2. Respect and protect the privacy of self and others.
 - Keep username and passwords private. Do not disclose or share your password with others.
 - Do not post personal addresses, phone numbers, last names or photographs.
 - Do not use another student's username or password. Do not impersonate another user.
3. Respect and protect the integrity, availability, and security of all electronic resources.
 - Lock or log off computer before leaving the computer station. Power down computer at the end of the day.
 - Maintain your document folder and remove outdated information.
 - Use of anonymous proxies to bypass content filtering is strictly prohibited and is a direct violation of this agreement.
 - Do not attempt to gain unauthorized access to another computer system (hacking) or to impair the operation of another computer system (For example, the transmission of computer viruses, worms, etc.)
 - Do not store or install executable files (*.exe), batch files (*.bat), command files (*.com), system files (*.sys), zip/compressed files or network files.
 - Obtain approval before retrieving information from a flash drive, CD, Internet location, or any other electronic media (students).
 - Do not use personally owned computers or other personal equipment on the network.
 - Do not install computer software or hardware. Only the IT department may install software or hardware.
 - Report security risks or violations to school or network administrator.
4. Respect and protect the intellectual property of others.
 - Adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Do not infringe copyrights or plagiarize.
 -

Failure to Follow Acceptable Use Policy

Use of the computer network and Internet is a privilege, not a right. It is the responsibility of the user to report misuse or violation of the network or Acceptable Use Policy to the school or building administrator. The above rules and regulations of network usage are subject to change at any time. Consequences for violations of the above policy will follow the District discipline policy and could result in the loss of a user's privilege to use the school's information technology resources.

Internet Safety and Training

- Despite every effort for supervision and filtering, all users and the students' parents/guardians are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the network and Internet and report inappropriate sites to a school or network administrator.
- In using the network and Internet, users should not reveal personal information such as home address or telephone number. Never arrange a face-to-face meeting with someone "met" on the Internet.
- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet. Users should never give out private or confidential information about themselves or others.
- The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene, pornographic, or harmful to minors. Teachers may request to have educational sites reviewed and made available for classroom use through application to the District Technology Department.
- The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of users, through direct observation and technological means.
- Internet Safety Training will be provided to students and staff in accordance with state guidelines.

Use of Web Tools

Online communication is critical to our students' learning of 21st Century Skills. Tools such as discussion forums, wikis, and podcasting offer an authentic, real-world vehicle for student expression. The District's primary responsibility to students is their safety. Hence, student participation in these types of classroom activities must follow all established Internet safety guidelines:

- The use of discussion forums, podcasts or other Web 2.0 tools is considered an extension of the classroom. Only web tools initiated, managed and monitored by teachers are permitted for use by students in classroom activities.
- When using discussion forums, podcasts or other web tools, users are required to protect safety by keeping ALL personal information (including, but not limited to, last names, personal details including address, phone numbers, photographs) out of their posts and account profiles.
- Any speech that is considered inappropriate in the classroom is also inappropriate in all uses of discussion forums, podcasts, or other Web 2.0 tools. This includes, but is not limited to profanity, racist, sexist or discriminatory remarks.
- Users who do not abide by these terms and conditions of the Acceptable Use Policy may lose their opportunity to take part in the project and/or be subject to consequences in accordance to the school discipline policy.

Teacher Responsibilities with Use of Computer Labs or Mobile Labs

- Provide appropriate opportunities to students using electronic information resources in support of the district curriculum **for educational purposes only**.
- Inform students of their rights and responsibilities as users of the district network prior to gaining access to that network.
- Circulate, supervise and monitor student activities and report student infractions of the Acceptable Use Policy to the school administrator.
- Provide alternate activities for students who do not have permission to use the Internet.
- Check parental AUP permission forms before submitting photos or artwork for publications (newsletter, websites, etc.). Do not publish student name with photos.

Principal Responsibilities

- Distribute the Acceptable Use Policy to all students.
- Keep **signed** Acceptable Use Policy forms on file.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide a list of students who do not have permission to use the Internet to the teaching staff and IT Department.

District Responsibilities

The Network Administrator and other authorized administrators will:

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Review requests from teachers for access to currently filtered educational sites and open access to sites which are deemed safe.
- Review the board approved Acceptable Use Policy annually.
- Monitor system resources to ensure that uses are secure and in conform to this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. This information can be used for disciplinary action and can be furnished as evidence of crime to law enforcement officials.



Sandusky City Schools

STUDENT AUTHORIZATION FORMS COMBINED CONTINUED

Please return this sheet completed. (Sections require initials, additional information, and a signature at the end.)

Student Name _____
(Please print)

20____ - 20____
(School Year)

Below are forms that have been combined for space and convenience. Please review and initial each section:

ACCEPTABLE USE POLICY AND INTERNET SAFETY AGREEMENT

I have read and understand the Acceptable Use Policy and I agree to the following:

Initial each to indicate acceptance:

- _____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access use a school computer or network software provided by the Sandusky City Schools.
- _____ As the parent or legal guardian of the student named above, I grant permission for my son or daughter to access Internet services provided by the Sandusky City Schools.
- _____ As a parent or legal guardian or the student named above, I grant permission for my son or daughter's school work to be published without identifying name or caption to appear on the any district school, or any website connected with the Sandusky City Schools.

REPRODUCTION OF STUDENT PHOTOS, VIDEO, AND LIKENESS

At times Sandusky City Schools reproduce photos, video, and likenesses of students for the benefit of the community. Some examples may be: annual calendar, newsletter, website, live or recorded audio and video broadcasts. This would include interactive and web based learning broadcasts sponsored by the district with or without the school district. Sandusky City Schools does not distribute the reproduction of student photos, video, and likenesses to any other entity, unless expressly approved by a parent or guardian.

Initial ONE to indicate acceptance:

- _____ I authorize the reproduction of my child's photo, video, and likeness for presentation by the Sandusky City Schools.
- _____ I do not authorize the reproduction of my child's photo, video or likeness.

REPRODUCTION OF ORIGINAL STUDENT ART WORK

At times Sandusky City Schools reproduces visual art and audios for the benefit of the community. Some examples may be: annual calendar, newsletter, website, live audio and recordings, and video broadcasts. Original Art Work is considered items that are physical, visual, and audio. Sandusky City Schools does not authorize reproduction of art work to any outside entity for the benefit of fund raising or entities outside the school district's jurisdiction unless expressly approved by the original artist's parent or guardian.

Initial ONE to indicate acceptance:

- _____ I authorize the reproduction of my child's original artwork for the purpose of presentation by the Sandusky City Schools.
- _____ I do not authorize the reproduction of my child's original artwork.

Please turn over and complete the back of this form.

Sandusky City Schools

STUDENT AUTHORIZATION FORMS COMBINED

(Continued)

EMERGENCY CLOSING AUTHORIZATION - KINDERGARTEN THROUGH SIXTH GRADE

In the event school is closed prior to the regular dismissal time, due to an unexpected emergency, I want my child to remain under the supervision of Sandusky City Schools until I can be contacted by school staff.

Initial ONE to indicate acceptance:

____ I authorize my child to remain under Sandusky City Schools supervision until I can be contacted.

____ I authorize my child to be dismissed without contacting me.

FIELD TRIP PERMISSION

My child has permission to participate in all field trips sponsored by Sandusky City Schools. I understand that I may withhold permission for any field trip in which I do not want my child to participate by notifying the school in writing."

Initial ONE to indicate acceptance:

____ I authorize this Field Trip Permission.

____ I do not authorize this Field Trip Permission. I understand that I may authorize my child in writing as trips become available.

CHILD PICK-UP AUTHORIZATION

If my child needs to be picked up from school the following names are the only people I authorize to pick up my child.

Name _____	Phone _____ - _____ - _____
Name _____	Phone _____ - _____ - _____
Name _____	Phone _____ - _____ - _____
Name _____	Phone _____ - _____ - _____
Name _____	Phone _____ - _____ - _____
Name _____	Phone _____ - _____ - _____
Name _____	Phone _____ - _____ - _____

PARENT/GUARDIAN SIGNATURE

As the parent or legal guardian of the above student, I have read, understand, and agree that my child shall comply with the terms of the Sandusky City Schools Acceptable Use and Internet Safety Agreement. In addition, I have initialed items in each of the above Student Authorization Forms.

Signature of Residential Parent/Guardian

Date

Please sign and return this form the first week of school.



Sandusky City Schools

407 Decatur Street, Sandusky, Ohio 44870-2442
419-626-6940

Family Educational Rights and Privacy Act (FERPA)

Certain directory information may be released to media, colleges, civic or school-related organizations, and state or governmental agencies as well as published in programs for the athletic, music and theater presentations of this District.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interests;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parent/Legal Guardian or Eligible Student if you do not want your child's (your) directory information shared, please complete the following and return it to the school your child attends.

Name of Student: _____

School: _____ **Date:** _____

I choose not to have my child's (my) directory information shared.

Parent/Legal Guardian or Eligible Student Signature: _____

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Sandusky City Schools

407 Decatur Street, Sandusky, Ohio 44870 ♦ 419-626-6940



Prescriber's Request for the Administration of Medication in School

(Prescriber's order for medication in accord with 3313.713 and 3313.716 of the Ohio Revised Code)

Student's Name _____ Date _____

Student's Address _____ City _____ Zip _____ - _____ Phone _____ - _____ - _____

School Building _____ Grade _____

Medication	Route	Dose	Time of Administration
------------	-------	------	------------------------

Starting date of this request _____ Termination date for medication _____

Special instructions (if any) _____

MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL (unless otherwise stated).

Adverse reactions that should be reported to the prescriber: _____

Adverse reactions school personnel should look for in an unauthorized use: _____

Prescriber Signature _____ Date _____ Emergency phone number(s) where prescriber can be reached _____

FOR ASTHMATICS ONLY

STUDENT IS ALLOWED TO CARRY MEDICATION AND SELF ADMINISTER PER PRESCRIBER'S ORDER: YES [] NO []

In the event the asthma medication does not provide the expected relief, please do the following: _____

If the inhaler malfunctions, please do the following: _____

Parent/Guardian Request for the Administration of Medication in School

I request the school staff to administer the medicine to my child as ordered above by the attending prescriber. I will submit to the school a revised "Request" form signed by the prescriber and myself if there is any change in the above orders. I understand that I am required by Ohio law to provide the school with the medication in the original container as dispensed by the prescriber or pharmacist.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Address _____

Home Phone # _____ - _____ - _____ Work Phone # _____ - _____ - _____ Cell Phone# _____ - _____ - _____

Reminder to Parents/Guardian:

Medication must be provided to school in original container dispensed by the prescriber or pharmacist.

Please ask prescriber or pharmacist for one extra labeled container for school.



Sandusky City Schools

Prescriber's Request for the Administration of Medication in School

(Prescriber's order for medication in accord with 3313.713 and 3313.716 of the Ohio Revised Code)

MEDICATION LOG

Student _____ School _____ Date Started _____ School Year _____

Medication _____ Strength _____ Dose _____ Time _____

Special Instructions _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															

Initials/Signature: _____

KEY

Initials = Medication taken within 1 hour of designated time

O = No medication available

X = No school

AB = Absent

ER = Error

COMMENTS



**Sandusky City Schools
407 Decatur Street
Sandusky, Ohio 44870
419-626-6940**



For calendar information, forms, and building events, and much more... please visit our website at www.scs-k12.net!

Questions or Comments?

Email: ASKDRSANDERS@SCS-K12.NET