

**SPENCERVILLE SCHOOLS  
2018 - 2019  
STUDENT HANDBOOK  
GRADES 9 - 12**

**Student handbooks are subject to change with revisions made to  
the District Policy Book.**

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Check for announcements, cancellations, calendars, sports schedules, grades\*

<http://spencervillebearcats.com>

[\*must have PIN to check grades]

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Information regarding graduation requirements and specific course requirements can be found in the Curriculum Guide.

Information regarding financial aid, scholarships, college credit plus (formerly post-secondary education options), and other guidance services is available in the Guidance Office.

## **SPENCERVILLE SCHOOLS PHILOSOPHY FOR GRADES 9 - 12**

We believe that education is the process by which an individual is stimulated to develop his or her personality, character, intellect, and morals to help further develop a philosophy of life through experiences.

We strive to accept the individual at his or her present level and attempt to encourage each person to succeed insofar as our facilities and capabilities will allow. We desire that students realize their potential to as great an extent as is possible.

We further believe that education should encourage each student to be mindful of the human values upon which our democratic ways were founded. Our schools share responsibility for mental, social, physical, and moral development; and as a part of our society, we must be prepared with firm values, attitudes and concepts to move progressively toward improving our everyday life.

# **STUDENT CODE OF CONDUCT**

## **I. STUDENT CODE OF CONDUCT**

The public school age young person is carefully taught reading, writing, and arithmetic, among other subjects, in a systematic manner. As students get older, they are taught more difficult concepts and are expected to assume more responsibility for their education in the form of homework assignments, studying for tests and so forth. So, it is with conduct. The Spencerville Board of Education sees the public school years as a period of development during which students must grow to assume more and more responsibility for their own conduct.

Thus, it is recognized that students will make mistakes, and will be penalized for those mistakes, but in such manner as to teach the students what the error was rather than to interrupt, except where necessary, the student's education. It is expected that a senior bear more responsibility for individual behavior than a younger student. Thus, a senior may suffer a more severe penalty than a young student for the same error. Second offenses will be treated more severely than first offenses. Discipline is vital if education is to go forward and if students are to profit from education. Discipline is, therefore, everyone's concern. The student must assume a greater share of the responsibility as the student gets older. In addition, teachers, administrators, and parents all have an important role to play in the disciplining of young people. When the student, teacher, administrator and parent partnership is formed, the student can only profit. Students will be given a copy of these standards of conduct and disciplinary sanctions. Compliance with these standards of conduct is mandatory.

**FAILURE TO COMPLY WITH SUCH POLICIES, RULES, AND REGULATIONS, HEREINAFTER SET FORTH, MAY BE CONSIDERED BY SCHOOL AUTHORITIES AS JUST CAUSE FOR DISCIPLINARY ACTION WHICH MAY INCLUDE ADMONISHMENT, PARENT CONFERENCES, DETENTION, EMERGENCY REMOVAL FROM CLASS, REMOVAL FROM SCHOOL AND /OR SCHOOL RELATED ACTIVITIES, SUSPENSION OUT OF SCHOOL, SUSPENSION IN SCHOOL, EXPULSION OR OTHER DISCIPLINARY ACTION DEEMED APPROPRIATE BY SCHOOL AUTHORITIES.**

**Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.**

### **Rule 1: Disruption of School**

A student shall not use violence, force, noise, threat, intimidation, fear or any conduct, which would cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the

school if such a disruption is reasonably certain to result. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

A student shall not cause or attempt to cause a situation before, during or after any school function, school event or official school business that could result in student or staff injuries. Any incident having a direct impact on the educational process being disrupted, as a result of such behavior, is considered inappropriate, and the school has the right to be involved in such case. School employees, while performing their duties to resolve the problem, will be covered by the provision dealing with the "Assault on a School Employee" rule in the Rights and Responsibilities Student Handbook.

While this list is not intended to be exclusive, the following acts — when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school — illustrate the kinds of offenses encompassed here: (1) occupying any school building, school grounds or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with the intent to deprive others of lawful access to or from or use of the building or corridor or room; (3) setting fire to, attempting to set a fire or damaging any school building or property; (4) inducing or causing panic; (5) firing, displaying or threatening use of firearms, explosives, including fireworks or other weapons, on the school premises for any unlawful or unauthorized purpose; (6) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or any lawful meeting or assembly on the school campus; (7) preventing students from attending a class or activity; (8) planning, encouraging or engaging in any hazing activities; (9) except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus; (10) continuously making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class; (11) gambling which is prohibited on school premises; (12) electronic or digital devices and any other nuisance items that are of no educational value and which interfere with teaching and learning or which disrupt any facet of the school day or after school activities are not to be brought to school. Such items may be confiscated; (13) obscene profane language/drawings/writings; (14) pornographic material; (15) sexual acts; (16) plagiarism, bribery, forgery, lying, cheating, extortion, stealing; (17) willful disobedience; (18) running from school authority; (19) threatening, intimidation and harassment.

## **Rule 2: Damage, Destruction, Stealing or Unauthorized Use of School and/or Private Property**

A student shall not cause or attempt to cause damage to property or steal or attempt to steal property either on the school grounds or during a school activity, function or event off school grounds. Damage, unauthorized use of or theft involving any property shall be a basis for a suspension up to ten (10) days or expulsion from school. Schools may not be held responsible legally for damaged, stolen or lost property of students.

Schools, however, will make a reasonable effort to recover the property or determine the party or parties responsible for the damage done. Parents are liable, up to the amount provided by law, for the willful destruction of property by a minor in their custody or control.

**Rule 3: Assault on a School Employee**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee:

1. on the school grounds before, during and after school hours or
2. on the school grounds at any other time when the school is being used by a school group or
3. off the school grounds at any school activity, function or event or
4. as identified in Scope of Jurisdiction.

**Rule 4: Physical Abuse of a Student or Other Person Not Employed by the School**

A student shall not cause or attempt to cause bodily injury to any person:

1. on the school grounds before, during and after school hours or
2. on the school grounds at any other time when the school is being used by a school group or
3. off the school grounds at any school activity, function or event or
4. as identified in Scope of Jurisdiction.

**A. Fighting:** A fight between individuals over a personal grievance between them and not directly involving other students is typical of most fights occurring in school. This type of fight nearly always has some type of provocation or a prior personal grievance between the parties. An individual whose deliberate behavior directly leads to a fight between two or more parties shall be considered a participant.

Disciplinary action:

Step 1: 3 school day suspension from school with a parent contact and possible police report

Step 2: 5 school day suspension from school with parent contact and possible police report

Step 3: 10 school day suspension from school with a recommendation for expulsion and possible police report

NOTE: Depending upon the investigation and the student's past discipline record, any steps may be waived by the administration.

**B. Assault:** An assault, by definition, is the type of altercation where one student, with little or no provocation, physically attacks another student. First violation penalty may be waived.

Disciplinary action:

Step 1: 10 school day suspension from school, parent conference, and possible police report

Step 2: 10 school day suspension from school with recommendation for expulsion and possible police report

### **Rule 5: Weapons and Dangerous Instruments**

Section 2923.12 ORC — states that “No person shall knowingly carry or have concealed on his/her person or concealed ready at hand any deadly weapon or dangerous ordnance.”

A student shall not possess, handle or transmit any deadly weapon or dangerous ordnance as defined by the Ohio Revised Code or Village of Spencerville ordinances, nor shall a student possess, handle or transmit any instrument or object capable of inflicting bodily harm that can be considered a weapon or dangerous ordnance; nor shall a student possess, handle or transmit an object that is indistinguishable from a deadly weapon or dangerous ordnance:

1. on the school grounds before, during and after school hours or
2. on the school grounds at any other time when the school is being used by a school group or
3. off the school grounds at any school activity, function or event or
4. as identified in Scope of Jurisdiction.

This rule does not apply to normal school supplies and other commonplace items; however, under certain circumstances, these objects may be used with the intent to inflict bodily harm and will be considered a dangerous instrument.

### **In Accordance with 3314.751 of the Ohio Revised Code:**

#### **Rule 6: Tobacco**

A student shall not smoke, use or possess tobacco or tobacco substitutes, including e-cigarettes and vapor pens, in any form within school buildings, on school grounds, school buses, field trips or at any extracurricular activity but not limited to sporting events, interscholastic activities or other school activities or programs.

#### **Rule 7: Narcotics, Stimulant Drugs, Counterfeit Drugs and Alcoholic Beverages**

In accordance with the applicable provisions in law, Chapter 2925 ORC drug offense, a student shall not possess, use, transport, purchase, offer for sale, give to another or be under the influence of narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, alcoholic beverages, anabolic steroids, intoxicants of any kind or possess, use, transport, purchase, offer for sale or give to another any known counterfeit controlled substances or substances which represent a controlled substance or which might be construed to be a controlled substance.

**A.** The following procedures will be followed in dealing with the chemical use or abuse situations:

- a. The principal may suspend up to 10 days and/or recommend to the superintendent of schools that the student be expelled up to 80 days and/or prosecuted.
- b. The principal will attempt to notify the parent(s)/guardian(s) by telephone to explain the incident and arrange for a conference.
- c. The principal will notify the parent(s)/guardian(s) in writing.
- d. The principal will notify the appropriate counselor, prevention coordinator, and school nurse.
- e. The student may be given the choice of becoming a part of an intervention group or getting an assessment from a trained chemical dependency counselor. The school assumes no financial responsibility for the assessment or treatment as a result of the assessment.
- f. The contacted agency or counselor will notify the school principal or superintendent that the client has made contact and is willing to comply with the appropriate assessment process. Based on the data the student is being evaluated and appropriate procedures agreed upon are being followed, a recommendation may be made to lower the student's original suspension or expulsion.
- g. If a student agrees to attend a chemical education program, suspension or expulsion may be lowered. A contract to ensure attendance and participation must be signed by the student, parent(s)/guardian(s), and administrator. If the student fails to meet his/her responsibility, the balance of the original suspension or expulsion will be reinstated. Compliance with the standard of conduct is mandatory.

**B.** Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs the superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion.

After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the superintendent notifies the registrar that the student has satisfied any conditions established by the superintendent.

**C.** Notification to the registrar of motor vehicles and the county juvenile judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

**D.** In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the county in which he resides. (Approval date 7-18-90) (Refers to new Ohio Revised Code 3321.13; 4507.061. See also Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g, 34 CFR Part 99.)

### **Rule 8: School Violations**

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, bus drivers, principals or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. **Students shall not act in a verbally abusive manner or in a disrespectful and demeaning fashion to either staff or fellow students.** Excessive class cutting and tardiness to school or class shall be considered school violations. (See unexcused absences.) No student shall **leave the school premises** while school is in session without the permission of the building principal and/or superintendent and/or principal's designee.

**\*\*\*Students shall not commit any other action not specifically mentioned above that is detrimental to the education of that student or to other students or that is detrimental to the proper atmosphere to insure sound education. It is the intention of the Board of Education to treat and punish severe offenses more severely than lesser offenses. \*\*\***

THE FINAL DISPOSITION OF ANY PROBLEM WILL BE DETERMINED BY THE ADMINISTRATION, WITH DUE CONSIDERATION FOR THE WELFARE OF THE STUDENTS AND ANY OTHER RELEVANT FACTORS INVOLVED.

# **DISCIPLINARY ACTIONS**

## **II. DISCIPLINARY ACTIONS**

### **SUSPENSION**

If the actions, behavior or presence of a student poses a continuing danger to persons or personal property, or an ongoing threat of disrupting the academic process and/or is in violation of the student conduct code, either within the classroom or elsewhere on the school premises or while the student is under the jurisdiction of the school authorities off the school premises, such student may be suspended for not more than ten days by the principal.

Before such action is taken the principal shall:

- A. Give the student written notice of the intention to suspend.
- B. Provide the student an opportunity to appear at an informal hearing before the principal and to challenge reasons for the intended suspension or to otherwise explain his actions.

If suspension is ordered, the principal shall:

A. Within twenty-four hours of the suspension, notify in writing the parent, guardian, or custodian of the student, the superintendent and the clerk of the board of education. Such notice shall be sent by registered mail and shall include:

1. The reasons for the length of suspension
2. Notification of the rights of the student, or his parent, guardian or custodian to appeal such action to the superintendent who shall act as the board's designee.
3. Notification of the right to be granted a hearing before the superintendent in order to be heard against such suspension.
4. Notification of the right to be represented in all such appeal hearings.
5. Notification of the right to request that the hearing be held in executive session.

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

### **EMERGENCY REMOVAL**

If the actions, behavior or presence of a student poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, either within the classroom or elsewhere on school premises or while the student is under jurisdiction of school authorities off school premises, the student may be temporarily removed from a

curricular or extracurricular activity by a teacher, superintendent, or principal under the following limitations:

- A. The superintendent or principal may remove the student from curricular or extracurricular activities or from the school premises.
- B. A teacher may remove a student from curricular or extracurricular activities under his supervision but not from school premises. The student thus removed by a teacher must be directed to the office and the teacher must follow up to see that the student has gone and is remaining in the office until the principal can dispose of the crime.
- C. The superintendent, principal or supervising teacher may arrange with a parent, guardian or custodian of with law enforcement authorities for the emergency removal of a student from a curricular or extracurricular activity being conducted under the jurisdiction of the school off school premises.

If a student is removed under the emergency removal provisions, the teacher shall:

- A. As soon as practicable, submit in writing to the principal, the reason for such removal.
- B. If a notice of removal by a teacher is submitted to the principal, or if the superintendent or principal act to remove a student under the emergency removal provision, the principal shall:
  - a. Reinstate the student, OR -
  - b. Provide the student with written notice of intention to suspend and follow the procedures specified for suspension except that such notice of informal hearing before the principal shall be given as soon as practicable after the removal. The hearing shall be conducted within seventy-two hours after the removal; OR-
  - c. Refer the matter to the superintendent for consideration or expulsion. If the superintendent or principal reinstates a student, who has been removed by a teacher prior to holding a hearing on the removal, reason in writing for such reinstatement must be given to the teacher upon request.

### **EXPULSION**

If the actions, behavior or presence of a student poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process and/or is in violation of the student conduct code either within the classroom or elsewhere on the school premises, such student may be expelled for up to 80 days by the superintendent. Before such action is taken the superintendent shall:

- A. Give the student and his parent, guardian or custodian written notice of the intention to expel. Such notice will be sent by registered mail.
- B. Notify the student and his parent, guardian, custodian or representative of the right to appear in person before the superintendent to challenge

the reasons for the intended expulsion or to otherwise explain the student's action. The notice shall include:

1. The reasons for the length of the expulsion.
2. Notification of the opportunity for the student and his parent, guardian, custodian or representative to appear before the superintendent to challenge the reasons for the intended expulsion or to otherwise explain the student's action.
3. Notification of the time and place to appear which shall not be earlier than three or later than five days after notice is given unless the superintendent grants an extension of time at the request of the student or his parent, guardian, custodian or representative. If an extension is granted after issuance of the original notice, the superintendent shall notify the pupil and his parent, guardian, custodian or representative of the new time and place to appeal.

If the superintendent determines after holding such hearing that the student should be expelled, the superintendent shall:

- A. Within twenty-four hours of the hearing, notify in writing, the parent, guardian or custodian of the student and the treasurer of the Board of Education of such expulsion. Such notice shall be sent by registered mail and shall include:
  1. The reasons for and the length of the expulsion.
  2. Notification of the right of the student, or his parent, guardian or custodian to appeal such action by the Board of Education.
  3. Notification of the right to be granted a hearing before the board of education in order to be heard against such expulsion.
  4. Notification of the right to be represented.
  5. Notification of the right to request that the hearing be held in executive session.

If such hearing is requested, the Board of Education shall:

- A. Hold a hearing within five school days after a receipt of the request for hearing by the treasurer of the Board.
- B. Hold the hearing in an executive session if so requested, but act upon the matter only at a public meeting.
- C. Make a verbatim record of all appeal proceedings.

## **OTHER DISCIPLINARY ACTION**

Notice and hearing shall not be required in the use of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for a period of less than twenty-four hours and is not subject to suspension or expulsion.

## **DETENTION**

Students may be assigned detention by the office or any member of the faculty and is for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems.

Each student is to have sufficient materials and books to study for the duration of the detention, and is to cooperate with the detention supervisor.

Teachers and principals will use their professional judgment in assigning detention, Saturday school, and out of school suspensions.

### Tardy to school or class:

5 tardies = Saturday School 8:00 a.m. to 12:00 noon

5 additional tardies = Saturday School 8:00 a.m. to 12:00 noon

### Detention assigned by the classroom teacher:

3 detentions = Saturday School 8:00 a.m. to 12:00 noon

3 additional detentions = Saturday School 8:00 a.m. to 12:00 noon

**Students who do not serve an assigned detention, will be assigned to a Saturday School 8:00 a.m. – 12:00 noon.**

**\*Any additional detentions see suspension progression rule.\***

## **SATURDAY SCHOOL**

1. Parents will be notified by mail and/or by phone of the students' assignment to Saturday School and its date.
2. Saturday School may also be used for other types of infractions at the principal's discretion.
3. Students are permitted three (3) Saturday Schools per school year. Additional infractions warranting a Saturday School may result in being suspended from school.

## **General Rules for the Operation of Saturday School & In-School Suspension:**

1. Students are expected to bring school supplies and books to work on assignments made by their classroom teachers while assigned to Saturday school and in-school suspension. Failure of the student to report with needed supplies, books and assignments may result in immediate removal from Saturday school or in-school suspension. Out of school suspension will be assigned and Saturday school and in-

school suspension will no longer be an option to that student or his/her parents.

2. Any disciplinary problem of any kind reported to the principal by the Saturday school or in-school suspension supervisors may result in out of school suspension for that student(s) and the loss of Saturday school and in-school suspension options.

Students who fail to serve in-school suspension, detention, or Saturday school may be required to produce a valid doctor's excuse, if they claim they missed because of illness. If the doctor's excuse is produced on the next school day, the Saturday school, in-school suspension or detention will be reassigned. If it is not produced on the next school day, the student may be suspended out of school.

### **DISRUPTION OF ADMINISTRATIVE DETENTION OR SATURDAY SCHOOL**

Student must not disrupt in any manner or any way detention or Saturday school.

Step 1 – Three (3) school day suspension from school

Step 2 – Five (5) school day suspension from school

Step 3 – Ten (10) school day suspension from school with possible recommendation for expulsion

Students not attending an assigned Saturday school may expect the above penalty.

Note: *Any steps may be waived by the administration.*

# **HAZING AND BULLYING**

### **III. HAZING AND BULLYING** **(Harassment, Intimidation and Dating Violence)**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy, the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both, mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 9 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other district employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the superintendent/designee and appropriate discipline is administered.

The superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the district's website.

The administration provides training on the district's hazing and bullying policy to district employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

[Adoption date: January 19, 1995]

[Re-adoption date: September 19, 2002]

[Re-adoption date: August 20, 2009]

[Re-adoption date: December 16, 2010]

LEGAL REFS.:        ORC    117.53  
                                  2307.44  
                                  2903.31  
                                  3301.22  
                                  3313.666; 3313.667  
                                  3314.03  
                                  3319.073

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the district. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

#### School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence 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. Hazing, bullying and/or dating violence 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 haze, 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 e-mail accounts and/or computers, on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening e-mails, website postings or comments and instant message;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and;
  - D. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

## **COMPLAINTS**

### **1. Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

### **2. Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

### **3. Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

### **4. False Complaints**

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

## **INTERVENTION STRATEGIES**

### **1. Teachers and Other School Staff**

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

### **2. Administrator Responsibilities**

#### **A. Investigation**

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complainant. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### **B. Non-disciplinary Interventions**

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

### C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

### Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

### Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

### Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The district must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of district policy or regulations, even if law enforcement and/or the public children's services are also investigating. All district personnel must cooperate with investigations by outside agencies.

[Approval date: August 20, 2009][Re-adoption date: December 16, 2010]

**ABSENCE/ATTENDANCE**

**POLICY**

**MAKE-UP WORK**

## IV. ABSENCE/ATTENDANCE POLICY/MAKE-UP WORK

### POLICY

PARENTS: Spencerville Local School District

SUBJECT: Senate Bill 321 Ohio's Missing Children's Act

Absence Reporting – Senate Bill 321

Requires notification of a student's parents, custodial parent, guardian, legal custodian, or other person responsible for the child when the student is absent from school.

State law requires all persons between the ages of six and eighteen to be in school. Regular attendance is vital to success in school and is an indication of the type of worker a person might become. Regular attendance is so important that if one should miss 7.5% or more of the class time the danger of failure and/or loss of credit exists. It should be evident that it is not possible to make up a class once it has been missed. Tests and other written work may be made up later with a valid excuse, but lecture, video presentations, etc. are lost by the absentee. It is our judgment that a large part of the value of a course is derived from classroom participation. A student who misses a large amount of school time is missing a vital part of his/her educational experience.

For High School credit, the Ohio State Department of Education has declared that a minimum of 120 clock hours must be spent in a class granting one credit toward graduation and 150 clock hours must be spent in a class listed as a laboratory class to receive one credit toward graduation. A student who misses a large amount of class is not meeting the standards established by the State Board of Education and therefore may be denied credit for the course. The hours for semester courses are 60 for regular courses and 75 for laboratory courses.

As stated before, development of good attendance habits and a good attendance record is extremely important in preparing for the world of work. Regular and punctual attendance of students enrolled in Spencerville Schools shall be required. This includes a minimum of tardiness to school and class. The following regulations are established to insure that students develop regular attendance habits.

Any student receiving high school credit having more than 7 periods of absence per semester class or more than 14 periods of absence per year long class may lose credit for the course.

The exceptions under this policy may include extended illness (5 days or more) as verified by a doctor's note, hospitalization, **death in the immediate family** (father, mother, brother, sister, grandfather, grandmother, or anyone living in the home). Death of other relatives will be treated on an individual basis by the principal. These absences will not count toward the 7/14 day limit. Absences due to death in the immediate family, not to exceed 5 days, will not count toward the 7/14 day limit, nor will school-planned activities such as field trips, school approved shadowing day(s) for the senior project, 2 days, or more with prior administrative approval, of pre-planned and

office approved college visits, conventions, etc. All other absences will be counted (including excused absences).

### **SPENCERVILLE'S PROCEDURE:**

#### **Spencerville's Procedure For Reporting an Absence**

Step 1: Parent/Guardian calls in or e-mails (using the building secretary's e-mail) reporting that their child will be absent, including reason for the absence.

- **Either call the school phone or e-mail the appropriate building secretary via their school e-mail. Personal text or social media outlets will not be accepted.**

Step 2: School calls parent after the teacher reports the student absent if a call/email has not been received from the parent.

Step 3: School mails out card if parent cannot be reached.

- **Note – If no contact is made on the day of absence and/or prior to the absence, the absence will be unexcused. There will be a 48 hour grace period upon the student's return to provide a note detailing the date(s) and the reason for the absence or the absence will remain unexcused.**

**If you have any questions, please call the office at 419.647.4111.**

#### **EXCUSED ABSENCES may be issued for the following:**

1. Personal illness – Doctor's note may be required.
2. Doctor's appointment, dental appointment, court appearance, etc. Proof of such appointment may be required.
3. Quarantine of the home.
4. Death of a relative. Limited to 5 days unless reasonable cause may be shown by the parent/guardian for a longer absence.
5. Illness in the family.
6. Vacation – Students who plan a vacation of 5 or more consecutive school days during the school year are required to complete a vacation approval form at least two weeks in advance and submit it to the office. Students are required to make up all work missed while they are gone. If possible, assignments can be collected from the teachers by the student prior to leaving. When doing assignments in advance is not possible, students will need to confer with each of his/her teachers to determine when make-up assignments are due.
7. College Visitations – The maximum number of days for college visitation during the junior and/or senior year will normally be two days, but the principal has the authority to grant additional visitation days at his discretion. The first two college visit days will not count toward the 7/14 day absences. Additional days may affect the student's attendance. Any part of a day will count as one college visit.

#### **TO RECEIVE AN EXCUSED ABSENCE:**

Parent contact must be made with an excused reason.

**Once a student reaches ten full days of absences, he/she may be required to provide a medical doctor's note in order for the absence to be excused.**

In the case of excused absences, students will have the same number of periods they were absent to make up the work missed. For example, if a student misses two periods of a class, that student will have two periods starting the period he returns to class, in which to make up all work missed. Failure of the student to make up the work in the time allowed will result in zeroes for the work. If a test was assigned while the student was absent, the one period for each period absent policy, will be in effect. A teacher or principal may grant an extension of time for make-up at his discretion if he feels there are extenuating circumstances.

**UNEXCUSED ABSENCES Include:**

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Shopping
5. Hair, beauty shop or tanning booth appointment
6. Baby sitting
7. Suspension from class or school
8. Expulsion from school
9. Truancy
10. Other absences not listed excused

**When a Student is Absent:**

The Board of Education believes in the importance of trying to decrease the number of **MISSING CHILDREN**. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility. Parent(s)/Guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or his designee, is also required to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her when the student is absent from school.

The parent or other responsible person shall be notified by telephone or written notice shall be mailed the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses as well as emergency telephone numbers.

**DISMISSAL DUE TO APPOINTMENT**

If a parent/guardian wishes to have their child leave school grounds during school hours, a written request or phone call is to be submitted to the school office prior to the dismissal. A student must sign out and sign in through the office when he/she leaves and returns.

**CHRONIC AND EXCESSIVE ABSENCES/HABITUAL TRUANCY**

**In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and**

truancy. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

### **CHRONIC ABSENTEEISM**

**Chronic Absenteeism**, as defined by the Every Student Succeeds Act, is missing 10 percent or more of the school year for any reason. It includes excused and unexcused absences. Schools and districts do not have to wait until a child has missed 10 percent of the school year to offer supports to the student and his or her family.

### **HABITUAL TRUANCY**

- **Ohio Revised Code Section 2151.011(B)(18) defines Habitually Truant** students as “any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year.”
- Districts should keep in mind that truancy is different from chronic absenteeism. Truancy only counts absences without a legitimate excuse. Also, when a child is habitually truant, the district is required to follow several administrative procedures and legal solutions to ensure the student attends school regularly.

### **EXCESSIVE ABSENTEEISM**

**Ohio Revised Code Section 3321.191(C)(1) defines Excessive Absences** as a child of compulsory school age who “is absent with or without a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.” A district should proactively utilize its intervention strategies with students who meet the standard for being excessively absent so that the district can get the student the support he or she may need to get to school every day to prevent the student from becoming truant.

	<b>Consecutive Hours</b>	<b>Hours per School Month</b>	<b>Hours per School Year</b>
<b>Habitual Truancy</b>	<b>30</b> <i>without legitimate excuse</i>	<b>42</b> <i>without legitimate excuse</i>	<b>72</b> <i>without legitimate excuse</i>
<b>Excessive Absences</b>	--	<b>38</b> <i>with or without legitimate excuse</i>	<b>65</b> <i>with or without legitimate excuse</i>
<b>Chronic Absenteeism</b>	--	--	<b>10%</b> <i>with or without legitimate excuse</i>

**Spencerville's Procedure:**

When a student is **excessively absent** from school, the following will occur:

1. The district will notify the student's parents in writing within 7 days of the triggering absence.
2. A letter will be mailed home and will require the student to write an improvement plan, a checklist for parents, signature lines, and a specific return deadline;
3. The student will follow the district's policy for addressing excessive absences; and
4. The district may refer the student and family to community resources as appropriate.

When a student is **habitually truant** from school, the following will occur:

1. Within 7 school days of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team;
  - b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

**ATTENDANCE REVIEWS FOR HIGH SCHOOL CREDIT**

The principal will notify the parent in writing when absences reach the level whereby the student loses credit for the course(s). Such notification shall advise the parent/student that they might apply for an attendance review. Parents or students wishing an attendance review due to excessive absences must make an appointment with the principal by the date stated within the letter. A date and time for the review will then be established by the principal.

Such a review may include the parent, the student, a representative of the student's choosing, teacher(s), counselor, two student council members, and principal. At this conference, reasons for absences, work habits, and class attitude will be reviewed; a decision on withholding of credit will be mailed to the student and parent in writing

within 48 hours of the conference. Only school personnel and student council members serving on the review committee are eligible to vote on the decision.

A truant student sent back to school by the court may apply for an attendance review upon his/her return to school. Any other student who has exceeded the limits may request an attendance review at any time.

Eighteen-year-old students are not exempt from this policy by virtue of their age. Excuses of any sort written by the eighteen-year-old will not be honored without prior approval from the principal. A married student living with his/her spouse may write his/her own excuses.

### **GETTING ASSIGNMENTS WHEN ABSENT**

Students, who have been absent for two days or more, can obtain assignments by contacting the office. **Parents should call by 9:00 a.m. in order to pick up assignments at 2:45 p.m. that day.** If homework is requested three (3) times and returned incomplete or not picked up, requests will not be honored again until the following school year.

### **MAKE-UP WORK FOLLOWING AN ABSENCE**

The basic rule to follow is that a student is given an amount of time to make up work missed during an absence which is equal to “the number of days absent plus one.”

The first day a student returns from an absence is to be considered a “contact day” with his teachers. It is the sole responsibility of the student to initiate contact with the teachers regarding work missed during an absence and appropriate arrangements for make-up.

If a student is absent only on the day a test or quiz is given, the student is to take the test or quiz the day he returns to school. If a student is absent at least one day prior to the day a test is given, he is to make arrangements for a make-up with the respective teacher(s) the day he returns to school.

Students not making up work missed during absences according to these guidelines may be given an “F” or “0” for work not completed.

### **PERFECT ATTENDANCE**

In order for a student to be awarded with perfect attendance at the end of the school year, he/she will need to be present all days without an absence and/or tardy, whether excused or unexcused. Field trips, college visits and/or school related events will not be considered as absences.

# GRADES/GPA/HONOR ROLL

## V. GRADES/GPA/HONOR ROLL

### GRADES

You can keep track of your child's progress in each of his/her classes by going to the district web page at [spencervillebearcats.com](http://spencervillebearcats.com) and click on Student Grades. You will need your child's ID Number and Pin Code to enter this program.

### HONOR ROLL/CLASS LOAD

The Honor Roll will be published at the end of each 9 week grading period. High school students eligible for the Spencerville Regular Honor Roll must carry a minimum of six classes per semester, a minimum of two and one-half units of credit per semester towards graduation, and a minimum grade point average of 3.0 (on a 4.0 scale) with no grade lower than a C-.

High school students eligible for the Merit Honor Roll must also carry a minimum of six classes per semester, a minimum of two and one-half units of credit per semester towards graduation, and have a minimum grade point average of 3.6 (on a 4.0 scale) with no grade lower than a C-.

Band, Choir, and Physical Education may be included in this minimum requirement. No student may have more than one or two study halls per semester.

Students taking College Credit Plus classes will be evaluated on an individual basis.

### GRADING PROCEDURES

The procedures concerning grading should be as follows:

**Use the following scale to determine the semester and yearly average:**

<u>Letter Grade</u>	<u>Percentage</u>	<u>Point Value</u>	=	<u>Point Range for GPA</u>
A	96 – 100	4.00	=	3.74 – 4.00
A-	94 – 95	3.58	=	3.46 – 3.73
B+	91 – 93	3.31	=	3.17 – 3.45
B	87 – 90	3.02	=	2.88 – 3.16
B-	84 – 86	2.73	=	2.59 – 2.87
C+	81 – 83	2.44	=	2.30 – 2.58
C	77 – 80	2.15	=	2.01 – 2.29
C-	74 – 76	1.86	=	1.72 – 2.00
D+	71 -73	1.57	=	1.43 – 1.71
D	67 – 70	1.28	=	1.14 – 1.42
D-	64 – 66	.85	=	.85 – 1.13
F	0 – 63	.00	=	.00 - .84

The following is an example of how a GPA is calculated:

<u>Class</u>	<u>Letter Grade</u>	<u>Credit Value</u>	x	<u>Point Value</u>	=	<u>Credit Point Value</u>
PE	B	.25		3.02		.755
Algebra I	B+	1.00		3.31		3.31
English I	A	1.00		4.00		4.00
Biology	C-	1.00		1.86		1.86
Business Law	A-	.50		3.58		1.79
Geography	C+	.50		2.44		1.22
Total Credits		4.25				
Total Credit Point Value						12.935

Total Credit Point Value divided by Total Credits equals the GPA (3.044).

To be consistent, do not round the grade off. All assigned work must be completed before a final grade is given. An incomplete grade becomes an F if not completed 2 weeks after the end of the grading period at a time specified by the instructor.

**Semester grades for grades 9 - 12 shall be determined by adding the nine week percentage together and dividing by two.**

Example:

1<sup>st</sup> 9 weeks: 75%

2<sup>nd</sup> 9 weeks: 88%

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Total  $163 \div 2 = 81.5$  C+

**Yearly grades for grades 9 – 12 shall be determined by adding all four nine week grades and dividing by four.**

Example:

1<sup>st</sup> 9 weeks: 93%

2<sup>nd</sup> 9 weeks: 75%

3<sup>rd</sup> 9 weeks: 82%

4<sup>th</sup> 9 weeks: 70%

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Total  $320 \div 4 = 80$  C

Eighth grade students taking Algebra, for high school credit, will be held to the high school attendance policy (students should not miss more than 14 school days in a year-long class as they may lose credit for the class).

## GPA COMPUTATION FOR STUDENT AFFECTED BY THE ATTENDANCE POLICY

The permanent record of the student losing credit, due to attendance, will show in the following manner:

English	Sem. 1	Sem. 2	Yr.	Credit
	A	C	BNC	0.00

If the student chooses to make up the credit, the grade earned for that work will be used in calculating his/her GPA.

## GPA CALCULATION

Accumulative Grade Point Averages are based on final grades and are, therefore, recalculated at the end of each semester to reflect grades earned up to that point.

## GRADUATION REQUIREMENTS

Curriculum and instruction in Spencerville Local School District should be consistent with approved courses of study pursuant to 3313.60 of the Ohio Revised Code and Minimum Standards for Elementary and Secondary Schools. Graduation requirements and required courses are located in the SHS Curriculum Guide.

## CREDITS EARNED OUTSIDE OF SPENCERVILLE SCHOOLS

Transfer units of credit will be accepted from other accredited high schools as shown on approved and/or official transcripts from those accredited high schools. Any credits earned while a student is enrolled in Spencerville Schools but taken outside the regular school must be approved by the principal before the class begins. There shall not be more than four units of credit toward graduation earned outside the regular school curriculum with the exception of students enrolled in the College Credit Plus program. All expenses incurred by the student in taking courses outside the curriculum offered at Spencerville Schools shall be the sole responsibility of the student. All of the procedures for earning credit as listed below will be undertaken only after a student has failed to meet the requirements for credit in a regularly scheduled program at Spencerville Schools.

- 1. Summer School:** Students may make up a course in summer school that meets all state minimum standards.
- 2. Tutorial Credit:** Students may receive credit for a course taught privately by a properly certified teacher, who is approved by the building principal and who is not a relative of the student, provided they meet with the teacher a minimum of (20) clock hours and be assigned an additional forty (40) hours of work for each ½ unit of credit. The tutor must submit a record of all work to the principal in writing showing the clock hours met and the quality of work accomplished.
- 3. Correspondence Courses:** Students may receive credit for principal-approved correspondence courses for which students complete and return assignments by mail. Testing is monitored by either the high school principal or the guidance counselor.

### **MAKING UP CREDIT LOST DUE TO ATTENDANCE/FAILURE**

The following methods have been established as acceptable means for making up credits lost to the attendance policy:

1. Summer School
2. Tutoring: 10 hours individual instruction; 20 hours outside work
3. Retaking the class during the school year

Any method chosen must be approved by the principal or guidance counselor in advance.

# **BUS REGULATIONS**

# **DRIVING PRIVILEGES**

## **VI: BUS REGULATIONS/DRIVING PRIVILEGES**

Bus transportation is provided to students as a convenience to parents and pupils alike. Therefore, bus transportation is a privilege. **Where the student is transported from/to on Monday of each week (AM or PM) is where they will be picked up and dropped off all week.** Since no student is under obligation to ride the school bus to and from school, certain guidelines established by the transportation department should be followed by all persons riding the bus for any reason.

1. Bus drivers have the authority and are required by the Superintendent to assign seats.
2. There shall be no smoking, eating, or drinking permitted on the bus.
3. Pupils will not move about while the bus is in motion.
4. Class projects such as glass objects, mobiles, large “box-like” wood – working projects and other objects of a hazardous nature will not be transported.
5. Groups of students with luggage or sleeping bags will not be transported for the purpose of slumber parties, or church parties.
6. Unscheduled pupils may not ride a bus without written permission from their principal.
7. No animals will be transported.
8. Items such as balls, cars, or other toys must be transported in a sack or other container while on the bus.
9. Pupils are not to be discharged at any place other than their regular destination without written permission from their parents and the principal.
10. Students must load and unload only at the building they attend unless they have a bus permission slip from their building principal.
11. Profanity, vulgarity or abusive language will not be permitted on the bus.
12. Excessive noise will not be permitted on the bus.
13. Students must be absolutely quiet at railroad crossings.
14. Alcohol, tobacco, or drugs will not be permitted on the buses.
15. Pupils shall not refuse to follow the instructions or be disrespectful of the driver.
16. Pupils will not put head, arms, or other objects outside the bus windows.
17. No student will interfere with a bus driver’s correction of another student’s conduct.
18. There will be no improper use of emergency exits.
19. There will be no knives, firearms, gunpowder, or other dangerous items permitted on the bus.
20. The students will not cause distractions that interfere with the driver’s ability to control the bus.
21. No student shall strike, push, or otherwise abuse another pupil while riding on the bus.
22. There will be no destruction of bus property.

23. Students are to wait in an orderly fashion at all bus stops and respect the property of others.

**Parents are responsible for their children's conduct at the bus stops.**

24. Students are not to push while loading or leaving the bus.
25. Each student shall wait for the driver's signal before crossing in front of the bus.
26. Band instruments that are transported on the bus must be of a size that can be held in students' lap. If an instrument is of a larger nature (EG: saxophone, trombone, etc.) the student should sit next to a window and instrument placed on the floor in a vertical position between the student's legs. Instruments in no way should be placed on a seat which otherwise could be occupied by another student. Instruments should not be placed in the aisle which would make bus evacuation hazardous. Instruments such as tubas or drums will not be transported.

If a disorder occurs on the bus, the driver shall safely stop the bus and not proceed until the situation is remedied. Any willful disobedience of the above safety regulations will be reported to the building principal for disciplinary action and/or suspension of bus privileges.

#### **STEPS OF DISCIPLINE:**

1. Assigned seat
2. Verbal Warning
3. Fill out bus conduct report and take to the principal/superintendent

#### **VIDEO CAMERAS ON TRANSPORTATION VEHICLES:**

As part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, the Board may utilize video cameras on all school vehicles transporting students to and from curricular, co-curricular and extracurricular activities.

The video cameras monitor student behavior and the recordings are hereby stipulated as admissible evidence in student disciplinary proceedings. The videotapes may be student records subject to confidentiality and are subject to Board policy and administrative regulations.

The Superintendent is directed to develop administrative regulations governing the use of video cameras in accordance with the provisions of law and this policy.

[Adoption date: September 19, 2002] [Re-adoption date: August 20, 2009]

Legal Refs: Family Educational Rights and Privacy Act; 20 US 1232g et seq.

Cross Refs: EEAC, School Bus Safety Program;

EEACC, Student Conduct on School Buses (Also JFCC); JO, Student Records

## **DRIVING PRIVILEGES**

Students shall not violate **traffic and parking regulations**, governing student use of automobiles or recklessly operate a motor vehicle on school premises or while under the jurisdiction of school.

The use of any motor vehicle in driving to and from school is a privilege that carries grave responsibility. It is the driver's responsibility to follow all laws and regulations regarding the vehicle under his charge.

Students who drive to school must remember:

- a. Vehicles will not be used at noon unless permitted to do so by the principal.
- b. Students will not be permitted to be in or on their vehicles in the parking area during the school day unless permission is granted by the principal.
- c. The driver is responsible to see that his or her driving is in keeping with State and Local laws and regulations. Exercising great caution is advised.
- d. Student parking is restricted to the last three rows of parking spaces in the back/west parking lot. Those students arriving late to school due to an appointment or returning from Apollo during the day may park in the front/east parking lot.
- e. All vehicles parked in the back/west parking lot **must** use the Kolter Road exit/entrance.
- f. Frequent truancy and/or tardiness to school may result in suspension of driving privileges.
- g. A student loaning his/her motor vehicle to another student is responsible for the car and its proper operation and is liable for any disciplinary action should the car be involved in a violation of the above rules.
- h. Failure to follow these rules will mean immediate suspension of driving privileges.
- i. All student drivers must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.

## **LOSS OF DRIVING PRIVILEGES--STUDENT WITHDRAWAL FROM SCHOOL**

When the superintendent of the Spencerville Local School District receives information that a student of compulsory school age has withdrawn from school, the superintendent must within two weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of the county in which the school district is located. Such notification is not necessary if a student has withdrawn because of a change of

residence, or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

After receiving such information from the superintendent the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under the Ohio Law.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he resides.

[Adoption date 7-18-90] LEGAL REFS: O.R.C. 3319.321, 3321.13; 4507.061, 20 USC 1232g, 34 CFR Part 99.

### **LOSS OF DRIVING PRIVILEGES--HABITUALLY ABSENT STUDENTS**

When the Superintendent of the Spencerville Local School District receives information that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester the following procedure will apply:

1. The superintendent will notify, in writing, the student and his parent, guardian or custodian and state that information regarding the student's absences has been provided to the superintendent, and as a result of that information, the student's driving privileges will be denied. Such notification will also state that the student and his parent, guardian or custodian may appear before the Superintendent or designee to challenge the information provided to the superintendent.
2. The notice from the superintendent to the student must include the scheduled time, place and date of the hearing, which must be scheduled between three and five days after the notification is given. The superintendent upon the request of the student, parent, guardian, or custodian may grant an extension. The Superintendent must then notify the student, and the parent, guardian or custodian of the new hearing time, place and date.
3. At the hearing before the superintendent or designee, the student will have an opportunity to present evidence that he has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but not be limited to:

- a. enrollment in another school or school district in Ohio or another state,
- b. possession of an age and schooling certificate,
- c. a bodily or mental condition that prohibits attendance under O.R.C. 3321.04, or 4) participation in a home instruction program under O.R.C. 3321.04.

4. If a habitually absent student does not appear at a hearing before the superintendent or designee, or if the student does not convince the superintendent or designee that the absences were legitimate, the superintendent must notify the registrar of motor vehicles and the juvenile judge of the county. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences, or, if a hearing for the student is held, within two weeks after the hearing.

5. Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

6. The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

7. Denial of privileges will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he resides.

[Adoption Date 7-18-90]

### **DRIVER EDUCATION AVAILABILITY**

Students under the age of 18 are required to successfully complete a driver education course before obtaining an Ohio driver's license. The course may be completed at a public school district or commercial driver training school.

**STUDENT ATHLETIC**

**EXTRACURRICULAR**

**CONDUCT CODE**

## **VII. STUDENT ATHLETIC/EXTRACURRICULAR CONDUCT CODE**

**Part I. Rights and Responsibilities:** Students attend Spencerville Schools under the direction of state law and with full benefits of constitutional protection for their rights as citizens. They therefore, can speak, act or behave as young citizens within a large scope of options. This code, published in conformity with Ohio revised Code 3313.66, specifies the school's expectations. Pupils have a right to reasonable treatment from the coaches and advisors. The school, in turn, has a right to expect reasonable behavior from student extracurricular participants. The following rules are for all students who participate in extracurricular activities. The rules are in effect while the student is representing Spencerville Schools during the sports season in which an athlete is involved, or during all other extracurricular meetings or events.

### **Part II.**

**Rule 1.** An athlete/extracurricular participant shall not cause any disruption of the educational process of the school by use of violence, force, coercion or threat. Any such act may bring about suspension or expulsion from the team or from the extracurricular activity. Furthermore, any athlete assigned a detention and/or Saturday School must serve the consequences, on the assigned date, prior to participating in extracurricular activities. A detention and/or Saturday School will NOT be rescheduled or altered to afford the athlete the ability to participate in a practice and/or game.

**Rule 2.** An athlete/extracurricular participant shall not behave in such an unseemly manner that could cause physical injury or damage to any person or any property. Any such act may bring about suspension or expulsion from the team or the extracurricular activity.

**Rule 3.** Students shall not possess, use, display evidence of use, or offer for others narcotics or look-alike on school premises or while under jurisdiction of school authorities. Students involved in athletics/extracurricular activities while in training during the given season, regardless of time or place who violate this rule may, if found guilty after the full exercise of due process, expect the following penalty:

1. Suspension from all athletic/extracurricular activities for the remainder of the current year. If the offense occurs less than three months from the end of school, the time will carry over to the succeeding August.

(Such as: August for football, cross country, or volleyball) where the remainder of the three-month period will be served out.

**Rule 4.** Students shall not possess, smoke or use tobacco products or possess, use, display evidence of use of alcoholic beverages on school premises or while under the jurisdiction of school authorities. Students involved in athletics/extracurricular activities while in training during a given season, regardless of time or place, who violate this rule, may, if found guilty after the full exercise of due process, expect the following penalty:

1<sup>st</sup> Offense:

Suspension from the activity (including practice and game(s) for seven calendar days from the date the student is determined guilty.

2<sup>nd</sup> Offense:

Suspension from all athletics/extracurricular activities for the remainder of the current year. If the second offense occurs less than three months from the end of school, the time will carry over to the succeeding August, (EXAMPLE: August for football, cross country, or volleyball) where the remainder of the three-month period will be served out.

**Rule 5.** The athlete/extracurricular participant shall not fail to comply with the directions of the coaches, advisors, or the principal during the sports season or during the extracurricular activity. This includes practice, attitude problems, appearance, curfew violations, and theft of equipment. Any such act may bring about suspension or expulsion from the squad.

**Rule 6.** All athletes will ride the bus to and from athletic events or extracurricular events unless otherwise specified procedures have been set up by the coach/advisor and the principal. Any athlete failing to comply with this rule would be subject to suspension.

**Rule 7.** All athletes must have the following forms in the office prior to beginning the practice:

1. A completed, cleared sports physical packet signed by the doctor, parent and student.
2. School insurance or athletic insurance waiver form (in duplicate).
3. Athletic Emergency Medical Authorization form signed by the parents. Until these forms are in, the individual cannot participate.

**Rule 8.** Athletes must be in school by **8:15 A.M.** on the day of a game or practice to be eligible to play in the game or practice. If the athlete comes in to school after 8:15 A.M., he/she is required to provide a doctor's note in order to play/practice. If the athlete fails to do so, he/she will not be permitted to play/practice.

In the event of a two (2) or three (3) hour delay of the school day, student athletes are expected to be at school at the assigned start time to participate. Being tardy or late on a 2 or 3 hour delay day, without providing a doctor's note, will disqualify the athlete from participating that day. In the event of a one (1) hour delay of the school day, the **8:15 A.M.** rule will apply.

Athletes may not leave school, on the day of a game or practice, after 8:15 A.M. unless the athlete's parent/guardian notify the principal, athletic director, or HS/MS secretary that an unexpected emergency has come up. Should the athlete need to leave after 8:15 A.M. due to an emergency situation, doctor's appointment, funeral, etc., and the athlete returns to school before the end of the school day, the athlete will be required to provide a doctor's note, or appropriate documentation for non-medical (determined by the principal, athletic director, HS/MS secretary) emergency situation,

to the office in order to participate. Should the athlete not be able to return on the same day of the event prior to the end of the school day, the athlete will be permitted to participate that day, but will be required to provide a doctor's note, or appropriate documentation the next school day at the start of the day. Should the athlete fail to provide the required documentation on the next school day, the athlete will not be permitted to practice or play on the returning day.

**Rule 9.** Each athlete facing a suspension or expulsion penalty has the right to a hearing with the principal.

**Rule 10.** The penalties under Rule 3 and Rule 4 for extracurricular participants are minimums.

According to Section 4 of the Ohio High School Athletic By-Laws for Scholarship, in order to be eligible, a student in grade 9, 10, 11 or 12, must be currently enrolled and must have been enrolled in school the immediately preceding grading period (six weeks, nine weeks, twelve weeks, semester) and received passing grades during that grading period in subjects that earn a minimum of 5.0 credits year toward graduation. Failure to comply with this would mean that a student would not be eligible for athletics for the next grading period. Please keep in mind that a student may use only two courses of Physical Education [.5 credits] and a maximum of 2 credits in Music/Band toward eligibility requirements. Students in grades 7 or 8 must have received passing grades in five classes in the preceding grading period in order to be eligible.

**THE FINAL DISPOSITION OF ANY PROBLEM WILL BE DETERMINED BY THE ADMINISTRATION, WITH DUE CONSIDERATION FOR THE WELFARE OF THE STUDENTS AND OF ANY OTHER RELEVANT FACTORS INVOLVED.**

**BELL SCHEDULES**

**CANCELLATIONS**

**SCHOOL CALENDAR**

# VIII: BELL SCHEDULES/CANCELLATIONS/SCHOOL CALENDAR

## BELL SCHEDULES

### **Regular Bell Schedule**

7:42	Warning Bell
7:45 – 8:33	1 <sup>st</sup> Period
8:36 – 9:21	2 <sup>nd</sup> Period
9:24 – 10:09	3 <sup>rd</sup> Period
10:12 – 10:57	4 <sup>th</sup> Period
11:00 – 11:45	5A/B Class
11:48 – 12:18	5C Lunch
12:21 – 1:06	6 <sup>th</sup> Period
1:09 – 1:54	7 <sup>th</sup> Period
1:57 – 2:45	8 <sup>th</sup> Period

### **One-Hour Delay Bell Schedule**

8:42	Warning Bell
8:45 – 9:25	1 <sup>st</sup> Period
9:28 – 10:06	2 <sup>nd</sup> Period
10:09 – 10:47	3 <sup>rd</sup> Period
10:50 – 11:28	4 <sup>th</sup> Period
11:31 – 12:09	5A/B Class
12:12 – 12:42	5C Lunch
12:45 – 1:23	6 <sup>th</sup> Period
1:26 – 2:04	7 <sup>th</sup> Period
2:07 – 2:45	8 <sup>th</sup> Period

### **Two-Hour Delay Bell Schedule**

9:42	Warning Bell
9:45 – 10:18	1 <sup>st</sup> Period
10:21 – 10:51	2 <sup>nd</sup> Period
10:54 – 11:24	3 <sup>rd</sup> Period
11:27 – 11:57	5A/B Class
12:00 – 12:30	5C Lunch
12:33 – 1:03	4 <sup>th</sup> Period
1:06 – 1:36	6 <sup>th</sup> Period
1:39 – 2:09	7 <sup>th</sup> Period
2:12 – 2:45	8 <sup>th</sup> Period

### Three-Hour Delay Bell Schedule

10:42	Warning Bell
10:45 – 10:49	1 <sup>st</sup> period – Attendance
10:52 – 11:22	5A/B Class
11:25 – 11:55	5C Lunch
11:58 – 12:19	1 <sup>st</sup> Period
12:22 – 12:43	2 <sup>nd</sup> Period
12:46 – 1:07	3 <sup>rd</sup> Period
1:10 – 1:31	4 <sup>th</sup> Period
1:34 – 1:55	6 <sup>th</sup> Period
1:58 – 2:19	7 <sup>th</sup> Period
2:22 – 2:45	8 <sup>th</sup> Period

### Early Release Bell Schedule

7:42	Warning Bell
7:45 – 8:25	1 <sup>st</sup> Period
8:28 – 9:06	2 <sup>nd</sup> Period
9:09 – 9:47	3 <sup>rd</sup> Period
9:50 – 10:28	4 <sup>th</sup> Period
10:31 – 11:09	6 <sup>th</sup> Period
11:12 – 11:50	5A/B Class
11:53 – 12:23	5C Lunch
12:26 – 1:04	7 <sup>th</sup> Period
1:07 – 1:45	8 <sup>th</sup> Period

### CANCELLATION AND DELAY OF SCHOOL

All weather information is reported to the media as soon as a decision is made. If a delay or cancellation is planned, we notify WIMA radio, WIMT radio, WDOH radio, WZOQ radio, WBUK radio, WZRZ radio, WMLX radio, WLJM radio and WLIO – TV. The first calls are usually placed by 6:00 A.M., but it is entirely up to the various stations as to when and how often announcements are made.

**Please remember we make every attempt to keep school phone lines open for emergency purposes in the event of a delay or cancellation. If you have no other way to access our current status you may call (419) 647-4111, 4112 or 4113 and press “2” when directed.**

**LISTEN TO THE RADIO OR TV. YOU MAY ALSO ACCESS OUR SCHOOL WEBSITE [www.SpencervilleBearcats.com](http://www.SpencervilleBearcats.com) and find the “Delays/Cancellations” link on the left-hand side.**

### TEXT / EMAIL ALERTS

You can sign up for email and /or text messages to your computer or cell phone at [http: // www.spencervillebearcats.com](http://www.spencervillebearcats.com) , clicking on the General Info link and selecting the Alerts-Sign Up Here link. **\*\*Please be sure to update any new phone numbers or new subscribers before the new school year begins.\*\***

**Spencerville Schools 2018 - 2019 Calendar**

**August 2018**

28: First Day of School

**September 2018**

3: No School -- Labor Day

**October 2018**

3: Two Hour Delay -- Teacher In-Service

26: End of 1<sup>st</sup> Quarter (43 days)

**November 2018**

15: Parent-Teacher Conferences, 5 -- 8:30 p.m.  
One Hour Early Release

19: Parent-Teacher Conferences, 5 -- 8:30 p.m.  
One Hour Early Release

20: One Hour Early Release

21: No School -- Teacher Work Day

22 & 23: No School -- Thanksgiving Break

**December 2018**

19: One Hour Early Release

20: Beginning of Christmas Break

**January 2019**

2: First Day Back in New Year

18: End of 1<sup>st</sup> Semester/2<sup>nd</sup> Quarter (48 days)

21: No School -- Martin Luther King, Jr.

**February 2019**

6: Two Hour Delay -- Teacher In-Service

15: No School -- Teacher Professional Development

18: No School -- Presidents' Day (1<sup>st</sup> Make-Up Day, If Needed)

**March 2019**

6: Two Hour Delay -- Teacher In-Service

22: End of 3<sup>rd</sup> Quarter (42 days)

**April 2019**

17: One Hour Early Release

18: No School -- Easter Break

19: No School -- Good Friday

22: No School -- Easter Break

**May 2019**

**26: Graduation**

**27: No School -- Memorial Day**

**30: End of 4<sup>th</sup> Quarter & Last Day of School (45 days)**

**31: (2<sup>nd</sup> Make-Up Day, If Needed)**

**JUNE 2019**

**Make-Up Days, If Needed**

**#3: June 3**

**#4: June 4**

**#5: June 5**

# **FAMILY EDUCATIONAL RIGHTS**

**And**

**PRIVACY ACT**

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day that Spencerville Local Schools receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Spencerville Local Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement

unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Spencerville Local Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

**Family Educational Rights and Privacy Act (FERPA)  
Model Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Spencerville Local Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Spencerville Local School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Spencerville Local Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. <sup>1</sup>

If you do not want Spencerville Local Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by the first day of school. Spencerville Local Schools has designated the following information as directory information:

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

**[Note: an LEA may, but does not have to, include all the information listed below.]** Student's Name, Address, Telephone Listing, Electronic Mail Address, Photograph, Date and Place of Birth, Major Field of Study, Date of Attendance, Grade Level, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Degrees, Honors, Awards Received, The Most Recent Educational Agency or Institution Attended, Student ID Number, Used ID, or Other Unique Personal Identifier Used to Communicate in.

# **MISCELLANEOUS ISSUES**

## **VIII. MISCELLANEOUS ISSUES**

### **ACTIVITIES CALENDAR**

A school calendar is kept in the principal's office. Dates for activities both evening and during school hours should be cleared through the principal to avoid conflicts. If a conflict does occur, the event cleared through the principal will have priority.

### **APOLLO CAREER CENTER**

Students may elect a more specific job training at the Apollo Career Center. Student may to elect to apply for admission to Apollo for their junior or senior years or for their senior year only, depending on the program. Students who attend Apollo are eligible to participate in most extracurricular activities offered by Spencerville Schools. Transportation to and from Apollo is provided and students are encouraged to use it. More detailed information regarding Apollo is located in the Curriculum Guide.

### **ASSIGNMENT OF STUDENTS**

In compliance with state requirements, the Superintendent of Schools may assign any pupil to school irrespective of the place of resident of the pupil, if in the superintendent's judgment, the welfare of the child or of other children requires such assignment. Students entering the Spencerville Public Schools from other schools accredited by the Ohio State Department of Education or the Department of Education in another state will have transcripts and records evaluated and be placed in grade level accordingly. Credits awarded in Junior High and High School, and work accomplished in the elementary grades will be recognized and accepted by the Spencerville Board of Education in accordance with the minimum standards at the given grade level. Students entering the Spencerville Public Schools from non-chartered schools whether in state or out, shall be evaluated by grade level teachers and/or subject area teachers and placed accordingly to the student's demonstrated ability to pass tests designed by teachers to evaluate the student's knowledge and skills in the given grade or subject. Thus a student must demonstrate a proficiency in freshman math before a credit in freshman math will be awarded. A student must be able to do third grade work before the student can continue with fourth grade or higher work.

The building principal will assign a teacher or teachers to carry out the evaluation which may include oral discussions of subject matter and written tests which may be the semester exams used by the teacher the preceding year in a given subject. Elementary level teachers must be satisfied through the use of oral discussion and reading and written tests used in the classroom the preceding year that the student can satisfactorily handle the work required. The student will have the first semester of the year entering the Spencerville School to complete all evaluations. A conference will be held with the parents at which time the results of the evaluation and resulting grade/credit assignment will be explained.

## **CLUBS/ORGANIZATIONS**

A student or group of students shall not establish or attempt to establish any club or organization within the school, or while under the jurisdiction of the school, without the approval of the principal and the assignment of a faculty advisor.

## **DAMAGE TO SCHOOL PROPERTY**

Administrators and instructors shall make every effort to minimize the opportunity for vandalism or theft of school or personal property. However, when it appears that property has been vandalized or theft of property has occurred, it shall be immediately reported to the principal who shall conduct an investigation to determine the extent of such damage, or theft and, when possible, fix responsibility for such act. If in judgment of the principal, the damage or theft is of such magnitude as to justify investigation by law enforcement authorities. The principal shall request the assistance of such authorities. Pupils guilty of defacing or injuring school property shall be required to pay in full for all damages. **IF THE DAMAGE RESULTS IN THE REPLACEMENT OF A PIECE OF EQUIPMENT, BOOK, ETC., THE STUDENT CAUSING THE DAMAGE WILL BE REQUIRED TO BEAR THE REPLACEMENT COST OF THE EQUIPEMNT.** Notice of such damage shall be sent to the parent or guardian of the pupil by the principal and in default of satisfactory settlement the case shall be reported to the Superintendent of Schools. In addition to full payment for damages done, students are liable for appropriate disciplinary.

## **DANCES AND PARTIES/SCHOOL RELATED**

Dances and parties are to be held in the school cafetorium. All dances must be scheduled through and approved by the principal.

## **DELIVERIES**

All student deliveries from the outside, including balloons, cards, flowers, candies, etc, are not permitted during school hours.

## **DRESS CODE**

The primary purpose of this code is to maintain a high degree of decency and safety within our school. If you suspect that something you are wearing is inappropriate, then it probably is. Let common sense be your guide.

- A. All students must wear shoes or sandals.
- B. All apparel with inscriptions of the following is unacceptable:
  1. Obscene or profane words or pictures.
  2. References to drugs, alcohol, or tobacco.
  3. Sexually suggestive materials.
  4. Any clothing gang related.
- C. The following types of clothing and dress are considered inappropriate:
  1. Hats and caps-includes wearing hoods up.
  2. No sagging pants.
  3. Sunglasses (unless prescribed by a physician).
  4. No mid-drift shirts or plunging necklines.
  5. All shirts must have sleeves that cover the shoulders.

6. Shorts must be an appropriate length reaching the individual student's mid-thigh or longer.
- D. No leggings, yoga pants, or skin tight, spandex-type material, regardless of length or design may be worn as pants. **Leggings are permitted only when worn with a dress or skirt.**
- E. The final decision regarding the appropriateness of dress, will be made by the school administrators, since no dress code can be all-inclusive.
- F. A student that shows a disregard for appropriate dress and refuses to abide by this set of guidelines will be considered insubordinate and asked to change.

### **EARLY GRADUATION**

In an effort to provide the best possible circumstances to meet the unique educational, social and vocational needs of individuals, different patterns of education, such as early graduation may be indicated. To develop an orderly, sound method of meeting at least the minimum requirements for graduation as prescribed by state standards and local Board of Education policy a grade level early, the following procedures are required:

1. A student must formally apply for graduation by May 1 of the sophomore year. The application must include a justification educationally, vocationally and socially of the decision to graduate a year earlier. Application must be in writing to the high school principal through the high school counselor.
2. At least one and preferably two parent conferences must be held with the high school counselor and/or the high school principal.
3. The student must have an accumulated 3.0 grade point average at the end of the first two years of high school.
4. Special needs students shall not be permitted to graduate early.
5. A student who has been approved for early graduation shall at the beginning of the second semester of the third year review in at least one meeting between parent, student, principal and counselor the provisions in number 1 above in terms of applications to post high school institutions and other plans the student might have. The student must maintain at least a B average, at the end of each semester, in order to maintain the student's status as a candidate for early graduation.
6. A student approved for participation in the early graduation program shall not be penalized by dropping a course or courses with parental knowledge and consent and with the permission of the principal. In no case may the student drop below a course load totaling four credits.

### **EARLY RELEASE/WORK RELEASE**

In addition to State Board of Education Standard 3301-51-13, students may be permitted by the principal and/or the superintendent to leave school early for the purpose of working at a job under the following conditions:

1. Only seniors are eligible for released time under this policy section.
2. Seniors may be released from the 8th period only.

3. The senior requesting release under this policy section may not be in a DH/LD program.
4. The senior requesting release under this policy section must carry a full academic load of classes.
5. Seniors may not request schedule changes in order to be eligible for release under this policy section.
6. The senior who is released under this policy section must have a report, signed by the employer, every two weeks indicating that the student is still employed.
7. The senior who has been released under this policy section who loses or quits the job must return immediately to study hall.
8. A form containing these rules must be signed by the principal, the student, and the student's parents.
9. Passing grades must be carried.
10. Students in the special needs and vocational programs with a work component are exempt from this regulation as long as the work situation is an integral part of the vocational program. Any work request beyond the vocational program requirements would not be exempt. Students in the Vocational Agriculture Occupational Experience program must be passing all subjects in order to qualify for the work program. No freshman is permitted to be in the work program. Agriculture students may only be released from Vocational Agriculture or study hall, not other classes, to be in the work program.
11. Athletes during their sports seasons will not qualify for early release.

### **ELECTRONIC DEVICE POLICY**

Cell phones/iPod/iPad/any other electronic devices may ONLY be used with prior approval of the administration for educational use during the school day. If students choose to bring these items to school, they must be kept in his/her assigned locker and secured with the assigned school-issued lock. The school is in no way responsible and/or liable for any lost/stolen/misplaced/damaged electronic device.

Violation of any of the above rules will lead to disciplinary action. The following steps will serve as a guide. Any step may be waived or altered by administration.

**1<sup>st</sup> offense – Saturday School 8:00am – 12:00 noon**

**2<sup>nd</sup> offense – Saturday School 8:00am – 12:00 noon**

*After the 1<sup>st</sup> offense a parent will be required to pick up the electronic device.*

**3<sup>rd</sup> offense – Saturday School or out of school suspension (number of days depending on offense)**

### **EMERGENCY DRILLS**

Periodically, fire, severe weather and/or intruder drills are conducted to make people aware of the methods employed during emergency situations. They are required by law and are very important for your safety. Directions for evacuation of the building are posted in each room. Exit as quietly and efficiently as possible after closing windows, turning off all energy sources and closing the door. In the event of severe

weather, an announcement will be made or “runner” (if no electricity) will be dispatched. Students are to proceed in an orderly fashion to an interior wall to stand or sit. Classes will be kept intact and silence maintained. Due to the important significance of these activities, students are to explicitly follow teachers (or other board employees) directions. Failure to fully cooperate may result in severe disciplinary actions.

### **FALSE ALARMS**

Deliberately initiating a false fire alarm or some type of emergency/disaster alarm is a serious matter.

Penalty: A student who is known to have initiated a false alarm may be suspended immediately from school while further investigation is being conducted. If the investigation establishes guilt, the student will be recommended for expulsion. In addition, referral will be made to civil authorities.

### **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, issuance of work permits, career information, study help, help with school, home and/or social concerns or any question the student may feel he would like to discuss with the counselor.

### **HALL PASSES**

Students should not be in the halls during class unless they have a pass from a teacher or other staff member. A student’s first responsibility is to the teacher and class to which he is assigned. Hall passes are issued by classroom teachers and office personnel to students who need to be in the halls during class time. Students are asked to obtain passes from the person in charge of that area before class begins. Don’t be late for class.

### **HOME INSTRUCTION**

A student meeting the required criteria as stipulated by the Ohio Department of Education and approved for such can receive home instruction.

### **INTERNET USE/MISUSE**

Students have the opportunity to access a world-wide computer network called the Internet. We have established an agreement with the Northwest Ohio Area Computer Services Cooperative (NOACSC) to enable us to provide this service. Students will be able to reach this world-wide network through a computer link to NOACSC. Parents will sign at the beginning of each school year refusing their student to have access to the internet at school, if they so choose.

Student conduct when on the internet will include the following:

While working on the Internet, you are expected to follow the district’s rules of Student Conduct and Ethics. Using your internet access for activities which are not related to

education is not acceptable. Your use of the internet is a privilege and may be revoked at any time for misuse.

Each offense of our internet policy will be dealt with by the principal. However, the following minimal penalties may be enforced:

1<sup>st</sup> Offense – 4 weeks (20 school days) without internet access at school

2<sup>nd</sup> Offense – 10 weeks (50 school days) without internet access at school

3<sup>rd</sup> Offense – 1 calendar year (180 school days) without internet access at school

Parents will receive written notification of any violation of the Internet Usage Agreement.

### **LIBRARY**

Students must have a permission slip from subject teacher checked by the study hall teacher and brought with them to work in the library. They are to remain all period. Students may come to the library to check out a book or magazine to read with the permission of the study hall teacher. The main purpose of the library is to provide materials to support the school curriculum and to offer personal enrichment. Opportunities are offered for class and individual study of print and non-print materials that are listed in the public card catalog by Dewey Decimal Classification. Hours are from 7:30 A.M. to 3:00 P.M. during the school week.

### **LOCKERS**

The locker and lock is the property of the Spencerville Local Schools. Each student is assigned a locker. **You are to use only the locker assigned to you and it should be kept locked at all times.** A locker fee will be charged to each student in order to maintain the locks. Students are asked to keep their lockers neat and orderly and all personal items, when not being used, are to be kept in their lockers. Authorized school officials may open and inspect student lockers when evidence points to the concealment or storing therein of materials forbidden by school policy or regulations or are believed to constitute a clear present danger, such as alcoholic beverages, illegal narcotics, firearms, and explosive materials or other dangerous devices of this nature or when evidence points to concealment of stolen property.

### **LOST AND FOUND**

A lost and found area is maintained in the office and in the athletic wing. Items lost or found should be reported to the secretary in the office. Large sums of money and/or valuable items should not be brought to school.

### **LUNCH/BREAKFAST**

Students should do their part to help keep our cafeteria clean. Be courteous to our cafeteria workers (adults and students). Anyone creating a problem in the cafeteria may be assigned cafeteria cleanup duty. Students may pack their lunch or purchase lunch in our cafeteria.

**Lunch/Breakfast prices are subject to change year to year.**

There will be one charge allowed for students.

### **MEDICATION POLICY**

Students needing medication are encouraged to receive the medication at home if possible. When this is not possible, school personnel (the school nurse or persons designated by the principal) may administer medications during school hours if a **Medication Authorization Form is completed and signed by the parent/guardian and the prescribing physician for any prescription medication.**

All prescription medication must be dropped off by a parent, guardian, or other authorized adult along with the completed and signed Medication Authorization Form. All medication will be inventoried and kept locked in the clinic and administered at the appropriate time.

**Note:** Tylenol (Acetaminophen) and/or cough drops are provided by the school and may be administered by the school nurse or other licensed health professional throughout the school year to students who have written parental permission for Tylenol and/or cough drop administration as noted on the back of the student's emergency medical form.

Students needing over-the-counter (OCT) medication throughout the school day will need to see the school nurse at the beginning of the day. A Medication Authorization Form will need to be completed and signed by the parent/guardian.

### **PLEDGE OF ALLEGIANCE**

All students and staff shall stand and recite the Pledge of Allegiance each school day. Students or staff, who have a religious or moral conviction which prevents them from participation in this activity, shall supply a written statement to that effect to the building principal, who shall excuse them.

### **POLICE/LAW ENFORCEMENT INTERROGATION OF STUDENTS WHILE AT SCHOOL**

- A. School authorities shall demand all law enforcement officers present credentials to the satisfaction of the school authorities before any action is taken toward interrogation.
- B. It can only be done in the presence of the principal or the principal's designated representative.
- C. If a police officer, with a warrant for the arrest of a student, proceeds to remove the student from school premises, reasonable efforts must be made by school authorities to notify the parents of the student being removed.
- D. Parents, if at all possible, shall be requested to be present during the interrogation by law enforcement officials.

### **POSTERS**

Any posters placed in the building must be **approved** by the principal. Posters may be placed on the bulletin boards. Posters are the responsibility of the person placing them.

## **SALES**

School Board policy prohibits selling or soliciting on the school premises without specific permission to do so.

## **SEARCH AND SEIZURE/ SEARCHES OF STUDENT PROPERTY BY POLICE**

The right of inspection of student's lockers is inherent in the authority granted the board of education and school officials and should be exercised so as to assure parents that the school, in fulfilling its', "in loco parentis" relationship with their children, will use every safeguard to protect the well-being of those children. The following guidelines shall apply:

- A. Authority to inspect lockers will be limited to supervisors, the principal and the superintendent. The authority to open and inspect lockers shall be exercised when a clear and present danger to other students and personnel are indicated.
- B. Authorized school officials may open and inspect student lockers when evidence points to the concealment of storing therein of materials forbidden by policy or regulations to be in the school or are believed to constitute a clear and present danger, such as alcoholic beverages, illegal narcotics, firearms, and explosive materials or other dangerous devices of this nature or when evidence points to concealment of stolen property.
- C. Officers of the law, appearing with search warrants, must be accorded the right to inspect. When this occurs, the board's legal advisor should be informed as soon as possible by the superintendent and consulted concerning any question of legality.

A proper search warrant is required for any search of a student's personal property kept on school premises; however, if the police have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

## **STUDENT ENTRY & ASSIGNMENT**

A pupil, at the time of initial entry to Spencerville Schools, shall present to the person in charge of admissions a copy of his original certificate of birth and any information provided by the school that he most recently attended. The receiving school must initiate contact with the sending school within 24 hours, requesting the student's official records. Records must be received within 14 calendar days of the student's admission to the school. If the sending school, upon contact, indicates no record of the student or after the 14 day waiting period, no records are received, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and the possibility that the pupil may be a missing child, as this term is defined in Section 2901.30 of the Revised Code.

## **SURVEILLANCE CAMERAS/BUILDINGS & GROUNDS SECURITY**

The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. Carefully weighing the rights of privacy of students and staff against the District's duty to maintain order and discipline, the Board authorizes the use of electronic surveillance systems.

### **Cameras**

1. Cameras are not positioned in areas where individuals have a reasonable expectation of privacy.
2. The administration provides prior written notice to staff, students and parents/guardians that electronic surveillance may occur on school property or in school vehicles. In addition, appropriate signs are posted in building entrances and at other locations deemed appropriate by the administration to inform visitors that electronic surveillance may occur on District property.
3. The use of cameras in transportation vehicles is supervised by the building principals and the transportation supervisor.
4. The use of cameras is subject to District policies concerning the confidentiality of student and staff records.
5. Surveillance cameras are used only to promote the order, safety and security of students, staff and property.

### **Portable Metal Detectors**

Notices are posted at each main doorway and in student handbooks explaining that weapons are not permitted at school and that students may be required to submit to a metal detector check.

1. Prior to beginning metal detector checks, an administrator or law enforcement officer explains the process to the student body, emphasizing that checks are intended to maintain a safe school environment.
2. The administrator or officer checks each student by visually searching his/her locker and having them bring contents to a checkpoint.
3. The administrator or officer will ask the student to remove all metal-containing objects from his/her clothing and personal effects. The administrator/officer scans the student without touching him/her, as well as the student's personal effects. If the student refuses to cooperate, the administrator/officer may proceed with the check in the presence of another adult.
4. If the metal detector is activated during scanning of the student's effects, the administrator/officer opens the student's bag, purse, etc., and looks for weapons. If the detector is activated during scanning of the student's person, the student is given a second opportunity to remove any metal-containing object from his/her person.
5. If the metal detector is again activated, a same-sex administrator/officer conducts a pat-down search of the student's outer clothing in the area where the metal detector was activated. If the administrator/officer feels an object on the student's person, the student is given an opportunity to remove the object. If the student refuses, the administrator/officer escorts the student

into a private room and removes the object from the student in the presence of an adult witness of the same sex.

6. If a properly conducted search yields a weapon or any other illegal material, it is turned over to the proper legal authorities for ultimate dispositions.

### **SUBSTITUTE TEACHERS AND GUESTS**

A substitute teacher and/or guest are an important visitor whose impression of our school will be carried into the community. It is important to make a good impression by being polite, helpful, and considerate, just as you would be to your regular teacher. Students who do not cooperate for substitute teachers and/or guests may face more severe consequences for inappropriate behavior.

### **TELEPHONES (OFFICE/SCHOOL)**

The office telephone is a business phone and should be used by pupils for emergencies only. Parents should not call the school except in cases of real emergency. Students may use the phone **before school, during lunch, or after school**. Do not come to the office during the day to use the phone.

### **TEXTBOOKS**

Textbooks are the property of the taxpayers of our school district and are furnished to all students free. This is done with the hope that this major investment will be properly safeguarded. For this reason and because responsibility for the maintenance of items of this type is a worthy educational objective, students are asked to be accountable for the condition of their textbooks. All books must be protected by book covers and can be secured free from the office. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN FINES.**

### **USE OF BUILDING**

The building is open from 7:30 A.M. to 3:00 P.M. week days during which time the students are under supervision of faculty and administration. **No student or group is to be in the building at any time without a sponsor.** Those using the building after hours are responsible for its care by leaving it clean and in order as it was found. **No student is to be in the building after 3:00 P.M., unless under the supervision of an employee.**

### **UNDERGROUND STUDENT PUBLICATIONS**

The school principal shall have authority to control the distribution by students of non-school publications on school property. Such publications must meet with requirements for responsible journalism (they may not be libelous); where and when they may be distributed is under the authority of the principal.

### **VANDALISM AND THEFT**

Administrators and instructors shall make every effort to minimize the opportunity for vandalism or theft of school personal property. However, when it appears that property has been vandalized or that theft of property has occurred, it shall be

immediately reported to the principal who shall conduct an investigation to determine the extent of such damage, or theft, and when possible, fix responsibility for such act. If, in the judgment of the principal the damage of theft is such magnitude as to justify the investigation of law enforcement authorities, the principal shall request the assistance of such authorities. In instances of a lesser magnitude, and when responsibility may be fixed, the principal shall take such disciplinary action as the principal deems appropriate, including initiation of action to suspend or expel if such action is judged to be the most appropriate recourse. Provisions of Section 3109.09 of the Ohio Revised Code, fixing the liability of a parent for acts of a child, may be used to recover costs incurred in repair of vandalized property.

### **VISITOR PROCEDURES**

The safety of students and staff is always a top priority. To help maintain safety, all outside entrances are locked throughout the day. When arriving at school, you will need to push the button outside of the main entrance (on the left-hand side). At this time, a school employee will respond. You will need to identify yourself and your purpose for being at the school. If the employee does not know you, you will be required to show your driver's license. Once you have been properly identified, you will be buzzed into the school office. Parents and visitors are not to go to classrooms unless granted permission by school staff. **Students may not bring visitors to school without prior permission from the principal.**

### **WEBSITE PHOTO USAGE PERMISSION**

During the course of the school year, pictures may be taken of students to be used on the Spencerville Local Schools website as created by staff/students. To use a student's picture(s) on the school website, a parent or legal guardian must grant permission. Parents will be given the option to grant or refuse the use of their student's photo at the beginning of each school year. Spencerville Local Schools cannot be held responsible and has not control over photographs used by other media outlets.

### **WORK PERMITS**

Work permits are prepared by the high school secretary. Signatures of parents, the employer, and a physician are required.

Please keep in mind you are always welcome to stop in the office with any questions you may have that have not been addressed, or are unclear, within the contents of this handbook.