

SPENCERVILLE HIGH SCHOOL

STUDENT HANDBOOK

2008--2009

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

Information regarding financial aid, scholarships, post secondary enrollment options, and other guidance services is available in the SHS Guidance Office.

Check for announcements, cancellations, calendars, sports schedules, grades*
<http://spencervillebearcats.com>
 [*must have PIN to check grades]

**SPENCERVILLE HIGH SCHOOL
MISSION STATEMENT AND OBJECTIVES**

We believe that education is the process by which an individual is stimulated to develop his or her intellect and character for the purpose of achieving his or her role within the local and global community.

We believe that as educators we have the responsibility to offer each individual an innovative and stimulating learning program which maximizes his or her potential and performance.

We further believe that educational success can only be achieved through a cooperative effort of students, parents, educators, and community members.

It is our goal at Spencerville High School to achieve the following:

1. Provide an atmosphere in which each student will recognize and solve problems and assume responsibilities in both curricular and co-curricular activities.
2. Provide a curriculum that challenges each student to achieve success in his or her field of interest and vocation.
3. Provide an educational and social environment which encourages leadership and cooperation in the achievement of acceptable social behavior.
4. Provide a structure which encourages cooperation among students, parents, educators, and the community.

--Spencerville High School Staff--
Adopted Fall, 1993
Approved Winter, 2008

I. ABSENCE AND ATTENDANCE POLICY

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.

The Ohio State Department of Education has declared that a minimum of 120 class 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 the Spencerville schools shall be required. This includes a minimum of tardiness to school and class. The following regulations are established to insure that student develop regular attendance habits.

Any student having more than 7 periods of absence per semester may lose credit for the course.

The exceptions under this policy may include **extended illness** (5 days or more) as verified by a physician's certificate, 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, 1 shadowing day for the Senior Project, 2 days of pre-planned and office approved college visits, conventions, etc. All other absences will be counted toward the total permitted before there is a loss of credit.

There will be two types of excuses issued for a student's absence. One type of excuse is an excused absence which allows the student to make up the work missed.

Excused absences may be issued for the following:

1. **Personal illness.** Physician's certificate may be required.
2. **Doctor's appointment, dental appointments, court appearances, and driver's license tests.** Proof of such appointment shall be required.

3. **Quarantine** of the home.
4. **Death of a relative.** Limited to 5 days unless reasonable cause may be shown for a longer absence.
5. **Illness in the family.**
6. **Vacation.** Students who go on vacation with their parents or guardian during the school year are required to make up all work missed while they are gone. Students and/or their parents or guardians must notify the building principal of their intent to go on vacation at least two weeks in advance of the intended vacation so that assignments can be made and completed in advance when possible. When doing assignments in advance is not possible, students should have their assignments to be completed during the vacation period. Upon return, the student will need to confer with each of his/her teachers to determine when make-up assignments are due. All vacation days will be excused but **will count** toward the 7/14 days of absence.
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 college visitation days at his discretion. The first two college visit days will not count toward the 7/14 day absences. Additional days will affect the student's attendance. Any part of a day will count as one college visit.

To Receive An Excused Absence:

A valid **written** excuse from the parent or guardian will be required for verification. The absence will be considered unexcused until the parent or guardian has contacted the principal or the principal's designee. This contact must be made within 48 hours or the unexcused absence will stand. Notes from parents may or may not be accepted at the principal's discretion. The student may be required to have a medical doctor's excuse for any or all absences in order to have the absence counted as 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 class periods starting the period he/she returns to class, in which to make up all work missed. It is the student's responsibility to see each of his/her instructors to determine what make-up work needs to be completed. 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/her discretion if he/she feels there are extenuating circumstances.

Unexcused Absences include the following:

1. oversleeping
2. car trouble
3. missing the bus
4. shopping
5. hair, beauty shop or tanning appointment
6. baby sitting
7. suspension from class or school
8. expulsion from school
9. truancy
10. other absences not listed as excused

An unexcused absence will result in a 2% reduction in grade for each unexcused absence in each course during the grading period. A student is expected to complete all work assigned or due during an unexcused absence and to turn it in to each teacher.

It is important to understand that the above policy applies on a period by period basis. It is therefore the responsibility of each classroom teacher to notify the office and parents when a student has accumulated 3 periods of absence [excused and/or unexcused] in a semester; letters will also be sent at 5 and 7 days of absence for semester classes. Attendance letters will be sent at 7, 10, and 14 days of absence for year-long classes.

Attendance Reviews:

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 within three days of the mailing date on the school 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 given 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.

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.

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.
A married student living with his/her spouse may write his/her own excuses.

II. STUDENT CODE OF CONDUCT

The public school-aged person is carefully taught reading, writing, and arithmetic, among other subjects, in a systematic, step-by-step 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 to teach the students what the error was rather than to interrupt, except where necessary, the student's education. 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.

All 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, ASSIGNMENT TO ALTERNATIVE SCHOOL, SUSPENSION OUT OF SCHOOL, SUSPENSION IN SCHOOL, EXPULSION OR OTHER DISCIPLINARY ACTION DEEMED APPROPRIATE BY SCHOOL AUTHORITIES.

A. A student shall not **willfully disobey** any reasonable demand, instruction or request by a teacher, administrator or other school employee while such student is under the jurisdiction of school authorities.

B. Student shall not willfully act in a manner intended to **deface, damage, destroy or vandalize** school property or the personal property of school employees, other students or other persons.

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 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 or theft is of 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.

Pupils guilty of **defacing school property** shall be required to pay in full for all damages. IF THE DAMAGE RESULTS IN THE REPLACEMENT OF A PIECE OF EQUIPMENT, BOOKS, ETC., THE STUDENT CAUSING THE DAMAGE WILL BE REQUIRED TO BEAR THE REPLACEMENT COST OF THE EQUIPMENT. 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 action as provided in Section 10.5.1 through 10.5.5 inclusively.

C. A student shall not steal or otherwise **remove school property or personal property of others** from its intended location on the school premises or from its intended location while off the school premises.

D. A student shall not **assault, harass, abuse or indicate intent to do physical harm** to a school employee, other students or other persons at any time. Students shall not disrupt or otherwise interfere with the rights of school employees or other students to conduct curricular or extracurricular activities in an orderly manner.

1. **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 other parties shall be considered a participant.

Disciplinary action:

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

Step 2: 5 school day suspension from school with parent conference 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.

2. **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

3. Exception: In the event that a student becomes involved in a fight or first offense and later becomes involved in an assault, it will be the judgment of the administration if the student is to be expelled in the second incident. The student's past disciplinary record will be a deciding factor in the final decision.

If it can be clearly established that a student in a fight was merely defending himself/herself, he/she may receive a lesser penalty or no penalty, depending on the circumstances. There are many ways for students to resolve their differences without resorting to a fight. Classroom teachers, parents, counselors, and administrators are available and may be used by students to prevent a fight.

Students who are involved in fights which occur off school grounds but are in the "line of sight" of Spencerville High School may be subjected to the rules and regulations of Spencerville High School.

E. A student shall not knowingly possess, use, or threaten to use **firearms, explosives, or other weapons or dangerous devices** on school premises or while under the jurisdiction of school authorities.

F. Because the use of **illicit drugs and the unlawful possession and use of tobacco and other drugs** is wrong and harmful, a student shall not:

1. Possess chemicals (includes but not limited to...)
 - a. in personal apparel;
 - b. in school lockers, desks, etc.;
 - c. in automobiles.
2. Buy chemicals.
3. Sell chemicals.
4. Use chemicals.
5. Make chemical-like substances.
6. Display evidence of use of chemicals.
7. Possess **look-alikes**, to include drugs, alcohol and tobacco.
8. Chemicals include, but are not limited to the following mood-altering chemicals and their look-alikes:
 - a. narcotic drugs;
 - b. hallucinogens;
 - c. central nervous system stimulants;
 - d. central nervous system depressants;
 - e. prescription drugs;
 - f. any mood-altering chemical of any kind;
 - g. any substance reported to be a mood altering chemical.
9. Possess any tools or paraphernalia associated with drug use.
10. These rules are in effect as follows:

- a. during school;
- b. during any school-sponsored activity/event/program at school;
- c. on school grounds;
- d. on a school bus, or at a bus stop;
- e. in transit to and from school;
- f. at any other time when the school is being used by any school group
- g. during any school-sponsored activity/event/program off school grounds.

11. Discipline will be imposed and help may be offered independently of court action when indicated by the discipline policy. A student possessing, displaying evidence of use, or selling chemicals will be subject to a hearing followed by immediate suspension or expulsion.

12. In the event that an individual is identified as possessing, selling, or displaying evidence of use of any chemical substance, that individual shall be removed from the school environment until a satisfactory course of action has been determined by the building administrator. Due process procedures will be utilized in the above action. The welfare and rehabilitation of the student will be the primary concern when legal action is recommended.

13. The following procedures will be followed in dealing with the chemical use/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/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.
- 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.

14. 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.

15. 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.

16. 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.)

17. **Medication Policy:** High school students are permitted to carry or store in their lockers over-the-counter [OTC] medication such as Tylenol, Ibuprofen, Midol, etc. Only a **daily** amount of OTC medication may be brought to school, not bottles or packages. Students are **not** permitted to share these medications with other students. Violation of this rule may result in disciplinary actions, such as termination of the OTC medication privilege or law enforcement drug charges. **All prescription medication must be turned into the office or clinic at the beginning of the school day along with a medication authorization form signed and completed by the parents and the physician.** Prescription medication will be kept locked in the clinic and administered to the student at the appropriate time by the school nurse or school personnel as designated by the principal. Administration of prescription medication during school hours will be supervised by authorized school personnel.

Note: Tylenol (Acetaminophen) is provided by the school and may be administered throughout the school year to high school students who have written parental permission for Tylenol administration as noted on the back of the student's emergency medical form. Emergency medical forms are distributed at the beginning of each school year and kept on file for one school year.

18. 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.

19. 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. A driver's permit must be filled out and returned to the principal in order to drive a vehicle to school. A list of regulations concerning this privilege is available in the principal's office.

All students (Apollo students included) who drive a vehicle to school are required to register the vehicle in the school office. The use of a motor vehicle in riding to and from school is a privilege and not a right.

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.

20. Students shall not violate **safety regulations, or requirements for grooming and attire**, established by the principal, board of education and the instructional staff for the operation of machines, appliances, vehicles and equipment used in curricular or extra-curricular activities.

DRESS CODE

The primary purpose of this code is to maintain a high degree of decency and safety within our school. If a student suspects that something being worn is inappropriate, then it probably is.

- 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 comments/ innuendos/materials.
- c. Any student missing class time due to a problem with inappropriate dress may have to make up time in detention.
- d. The following types of clothing and dress are considered inappropriate:
 - 1] Hats and caps, except on days approved by the principal
 - 2] Spaghetti-strap tops or dresses; backless tops or dresses; bare midriffs; clothing which is too tight
 - 3] Sunglasses (unless prescribed by a physician)
 - 4] Chains
- 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 who shows a disregard for appropriate dress and refuses to abide by this set of guidelines will be considered insubordinate.

21. Students shall not commit any **act of immorality** while under the jurisdiction of school authorities, including the following:

- a. Use of **obscene and profane language** (such use may result in a Saturday School).
- b. Possession of **pornographic material**
- c. **Sexual acts**
- d. Defacing school property or destroying school property with **obscene drawings or writings**

22. Students shall not be guilty of any of the following offenses while on school premises or under the jurisdiction of school authorities:

- a. **Incorrigibility**
- b. **Cheating**
- c. **Lying**
- d. **Gambling**
- e. **Extortion, bribery and forgery**
- f. **Silent contempt**

23. 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.

a. Students who do so are subject to the following actions:

Step 1: one (1) day assignment of Saturday School

Step 2: two (2) day assignment of Saturday School

Step 3: progressive suspension from school

b. If the student's absence leads him/her to participate in any action which may **disrupt the school setting, endanger other students,** or to participate in activities in violation of school rules, the following rules apply:

Step 1: three (3) day suspension from school

Step 2: progressive suspension from school

NOTE: Any step may be waived by the administration.

24. 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.

In order that students may know which offenses are considered more serious than others, the following is provided as a guideline of possible punishments for given offenses.

a. Offenses that may result in expulsion include the following:

1] Willfully acting in a manner to **deface, damage, destroy or vandalize school property,** or the personal property of school employees, other students or other persons.

2] **Stealing** school property or the personal property of others.

3] **Assaulting, harassing, abusing or indicating an intent to do physical harm** to a school employee, other students or other persons while under the jurisdiction of school authorities.

4] Possession, use or threatening to use **firearms, explosives or other weapons or dangerous devices** on school premises or while under the jurisdiction of school authorities.

5] Possession, use, being under the influence of, or offering for the use of others, **hallucinogens, narcotics, alcoholic**

beverages or other dangerous drugs on school premises or while under the jurisdiction of school authorities.

6] **Acts of immorality** including the following:

- a] Use of **profane language**
- b] Possession of **pornographic matter**
- c] **Sexual acts**
- d] Defacing school property with **obscene drawings or writings**

7] **Incorrigibility**

8] **Extortion, plagiarism, bribery or forgery**

b. Offenses that may result in suspension out of school:

1] **Willful disobedience** of any reasonable demand, instruction or request by a teacher, administrator or other school employee while under the jurisdiction of school authorities.

2] **Disrupting or otherwise interfering with the rights of school employees or other students** to conduct curricular or extracurricular activities in an orderly manner.

3] Possession, smoking or using **tobacco products** on school premises or while under the jurisdiction of school authorities. Students also should not be in possession of matches and lighters.

4] Establishing or attempting 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.

5] Violation of **traffic and parking regulations**, governing student use of automobiles by recklessly operating a motor vehicle on school premises or while under the jurisdiction of school authorities.

6] Violation of **safety regulations** or requirements for **grooming and attire**, established by the principal, board of education, and the instructional staff for the operation of machines, appliances, vehicles and equipment used in curricular and extracurricular activities.

7] Violation of **grooming, attire and sanitation** regulations adopted by the board of education.

8] **Leaving the school premises**, while school is in session without the permission of the building principal and/or the superintendent.

In addition, the offenses listed under "offenses for which expulsion may result" are also offenses which in lesser degrees may result in suspension. Conversely, offenses which might normally result in suspension might result in expulsion depending on the severity of the offense. Disciplinary action other than suspension or expulsion will be used where the severity of the offense allows. 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.

III. DISCIPLINARY ACTIONS

A. 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

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

If a suspension is ordered, the principal shall within forty-eight hours of the suspension notify by phone the parent, guardian, or custodian of the student, the superintendent and the treasurer of the board of education. In addition, written notice shall be sent within twenty-four hours; 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.

B. ALTERNATIVE SCHOOL

Parents or guardians of a student being suspended may be offered an Alternative School assignment for their son/daughter by the building principal. Although still suspended, a student attending Alternative School will benefit from supervised instruction, attendance credit, and credit for work completed. Additionally, the days the student is assigned to Alternative School, he/she is not permitted to participate or attend school-sponsored activities.

The number of days assigned to alternative school will be equivalent to the number of days of suspension.

C. EMERGENCY REMOVAL

If the actions, behavior or presence of a student appears to pose a 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 the 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:

1. The superintendent or principal may remove the student from curricular or extracurricular activities or from the school premises.
2. 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 determine what actions need to be taken.
3. The superintendent, principal or supervising teacher may arrange with a parent, guardian or custodian or 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.
4. If a student is removed under the emergency removal provisions by a teacher, the teacher shall as soon as practicable thereafter submit in writing to the principal the reason for such removal.
5. 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 do the following:
 - a. Reinstatement of the student OR
 - b. Assign detention OR
 - c. Assign Saturday School OR
 - d. Give the student 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 with the hearing to be conducted within seventy-two hours after the removal OR
 - e. 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, the reason in writing for such reinstatement must be given to the teacher upon request.

E. 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 not more than the remainder of the current semester or 80 days by the superintendent. Before such action is taken the superintendent shall do the following:

1. Give the student and his parent, guardian or custodian written notice of the intention to expel. Such notice will be sent by registered mail.
2. 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 the following:
 - a. The reasons for and the length of the expulsion.
 - b. 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.
 - c. 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 within forty-eight hours of the expulsion 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 the following:

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.
6. 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 to 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.

F. **OTHER DISCIPLINARY ACTIONS/PENALTIES**

Notice and hearings 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.

Teachers and principals will use their professional judgment in assigning detention, Saturday schools, in school suspension, Alternative School, and out of school suspensions. It is the teacher's responsibility to file detention notices with the SHS office.

1. **DETENTION**

- a. Students may be assigned detention by the office personnel or any member of the faculty and is for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems.
- b. Each student is to have sufficient materials and books to study for the forty-five minutes and is to cooperate with the detention supervisor.
- c. NOTE: Detentions accumulate from all teachers, with Saturday School resulting after the third detention.
- d. Detentions given by classroom teachers:
 - 1] 3 detentions = 1 Saturday School 8:00 a.m. - 12:00 noon
 - 2] 3 additional detentions = 1 Saturday School
- e. There will be a maximum of 3 Saturday Schools issued per student per school year. After three Saturday Schools, a student will be suspended.

2. **TARDIES**

- a. Tardy to school or class:
 - 1] For first period, a tardy student must report in at the SHS office, but the tardy record is also maintained by the student's first period teacher. The high school secretary will notify the principal of accumulated tardies.
 - 2] A tardy to school and/or class is defined as coming to class after the bell. **Any tardy beyond**

one-half of the class time is considered an absence in that class.

3] 3 tardies = 1 Saturday School

b. Each additional accumulation of 3 tardies will result in assignment of a Saturday School.

c. NOTE: Disciplinary actions for tardies and detentions are BY SEMESTER, with the student beginning the new semester with no record of offenses.

d. Teachers will report 3+ tardies on a Discipline Referral Form.

3. SATURDAY SCHOOL

a. Assignment to Saturday School is by the principal only.

b. Students who do not serve an assigned detention will be assigned to a Saturday school 8:00 a.m.-- 12:00 noon.

c. Parents will be notified by mail and/or by phone of the student's assignment to Saturday school and its date.

d. Saturday School and in-school suspension are of approximately equal value on the disciplinary scale.

e. Saturday School may logically be assigned in cases where the student has missed some school time. Saturday School may also be used for other types of infractions at the principal's discretion.

f. Students must do schoolwork while in Saturday School and the work will count towards their grade.

4. IN-SCHOOL SUSPENSION

a. In-school suspension is an option to out of school suspension.

b. Parents will be notified, by mail and/or by phone of the student's assignment to in-school suspension and its date.

c. In-school suspension and Saturday school are of approximately equal value.

d. In-school suspension will be held one day per week whenever there are six or more students assigned to such in-school suspension.

e. Substitute teachers will be employed to supervise the in-school suspension.

f. Students assigned in-school suspension will not be allowed out of the room except for restroom needs. Students may be required to bring their own lunch (brown bag) from home.

- g. Students assigned in-school suspension are expected to work on assignments made by their classroom teachers while assigned to in-school suspension. Work done, tests or quizzes taken will be counted towards the student's grade.
- h. In-school suspension does not affect a student's grade unless he/she fails to make up the work missed during his/her absence.
- i. In-school suspension does not affect a student's attendance record.

5. GENERAL RULES FOR OPERATION OF SATURDAY SCHOOL AND IN-SCHOOL SUSPENSION

- a. Students are expected to bring school supplies and books to work on assignments made by their classroom teachers while assigned to Saturday School or in-school suspension. Failure of the student to report with needed supplies, books, and assignments will result in immediate removal from Saturday School or in-school suspension.
- b. Any disciplinary problem of any kind reported to the principal by the Saturday School or in-school suspension supervisors will result in out of school suspension for the student(s) and the loss of Saturday School and in-school suspension options.
- c. Saturday School Discipline problems will result in the following:
 - 1] First Offense: 3 days out of school suspension
 - 2] Second Offense: 5 days out of school suspension
 - 3] Third Offense: 10 days out of school suspension with a recommendation for expulsion

6. SUSPENSION OUT OF SCHOOL

- a. Three separate suspensions, for any reason, will result in filing unruly in-school charges against the student in juvenile court.
- b. Two additional suspensions will result in a recommendation from the principal to the superintendent for the expulsion of the student.
- c. ALL days of suspension out of school will count toward the 7-day limit after which credit is lost.
- d. Doctor's excuse: 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 will be suspended out of school.

7. **SEARCH AND SEIZURE**

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.

a. **Searches of student property by school personnel:** The following rules apply to the search of school property assigned to a specific student [locker, desk, etc.] and that seizure of items in his/her possession:

- 1] There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk or other storage space, possession of which constitutes a crime or rule violation.
- 2] Search of an area assigned to a student should be for specifically identified items.
- 3] General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
- 4] Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

b. **Search of a student's person or personal property by school personnel:**

Principals and their designees are permitted to search the person and personal property [purse, book bag, gym bag, etc.] of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

- 1] There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the student's violation of the law or school rules.
- 2] Searches will be conducted by a member of the same sex as the student when deemed appropriate.
- 3] Searches will be conducted in the presence of another administrator or staff member of the same sex as the student being searched.
- 4] Parent[s]/guardian[s] of a minor student who is the subject of a search will be notified of the search and will be given the reason[s] for the search as soon as feasible after completion of the search.

5] When evidence is uncovered indicating that a student has violated the law, law enforcement officials shall be notified.

6] Strip searches by school personnel are forbidden. In cases in which school officials believe a strip search is necessary, law enforcement officials will be called to conduct the search.

c. **Searches of Student Property by Police:** 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.

d. **Interrogations by Police:** The school has legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps will be taken:

1] School authorities shall demand all law enforcement officers present credentials to the satisfaction of the school authorities before any action is taken toward interrogation.

2] It can only be done in the presence of the principal or the principal's designated representative.

3] 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.

4] Parents, if at all possible, shall be requested to be present during the interrogation by law enforcement officials.

8. 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. Rules

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 squad or from the extracurricular activity.

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.

Rule 3. Students shall not possess, use, display evidence of use, or offer for others narcotics or look-alikes. 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: 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 (for example: August for football, cross country, volleyball, or band) 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. 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:

1st Offense: Suspension from the activity [including practice and game(s)] for seven calendar days from the date the student is determined guilty.

2nd 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 or band) where the remainder of the three month period will be served.

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 and/or school.

Rule 6. All athletes and other extracurricular participants 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 one failing to comply with this rule will be subject to suspension.

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

- 1] Physical card signed by the doctor, parent and student.
- 2] School insurance or athletic insurance waiver form (in duplicate).

3] Emergency medical form signed by the parents. Until these forms are in, the individual cannot participate.

Rule 8. Athletes and all other extracurricular participants must be in school by 9:30 A.M. on the day of a game or practice to be eligible to play in the game or practice. Athletes and other extracurricular participants may not leave school on the day of the game after 9:30 A.M. unless they notify the principal or guidance counselor before school if they are to be absent for a doctor or dental appointment, funeral, or an emergency. If the principal or guidance counselor is not notified, the student may not play in the game or practice. Proof of such appointment or emergency shall be required.

Rule 9. Each student 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.

9. CLASS, STUDY HALL OR NOON HOUR CUT

- a. "Cut" is defined as being absent without a proper pass from any study hall, class or at the noon hour.
- b. First offense in the school year: one detention per class missed
- c. Second offense: conference with the principal, two detentions with a letter to the parents requesting a conference with the principal.
- d. Third cut in the school year: suspension from school and/or Saturday School.

10 . SMOKING POLICY

- a. "No student shall possess, smoke, or use tobacco products."
- b. Suggested penalties:
 - 1] First offense in the school year: 3-day suspension
 - 2] Second offense in the school year: 5-day suspension
 - 3] Third offense in the school year: 10-day suspension
 - 4] Fourth offense in the school year: expulsion
- c. **Lookouts** are treated the same as someone actually using or possessing tobacco products.

11. RUNNING FROM SCHOOL AUTHORITY/REFUSAL TO IDENTIFY SELF OR FALSELY IDENTIFYING SELF

- a. Students are expected to cooperate with school authorities by following reasonable instructions and correctly identifying themselves in the school, on school grounds, at all school-sponsored activities in and off campus, in the non-instructional as well as the instructional areas.
- b. Step 1: Three (3) school day suspension from school

- c. Step 2: Five (5) school day suspension from school
- d. Step 3: Ten (10) school day suspension from school with possible recommendation for expulsion

NOTE: Any steps may be waived by the administration.

12. DISRUPTION OF ADMINISTRATIVE DETENTION OR SATURDAY SCHOOL

- a. Students must not disrupt in any manner or any way detention or Saturday School.

- 1] Step 1: Three (3) school day suspension from school
- 2] Step 2: Five (5) school day suspension from school
- 3] Step 3: Ten (10) school day suspension from school with recommendation for expulsion

NOTE: Any steps may be waived by the administration

- b. Students not attending an assigned Saturday School may expect the above penalty.

13. MISCONDUCT IN NON-INSTRUCTIONAL AREA

a. Student conduct in restrooms, corridors, cafeteria, on school grounds and at school sponsored activities in and off campus is expected to reflect the rules of good taste and a respect for the welfare, rights and safety of others. Some kinds of behavior are out of order. Running, boisterousness, horseplay, and extreme loudness are not acceptable; nor is the school setting the place for kissing or embracing, or other **signs of affection** beyond hand holding. **CD players, iPods**, etc., are not to be brought to school. **Loitering** in restrooms is prohibited inasmuch as it prevents those who need the facility to have free access, interferes with supervision, and is not conducive to the fulfillment of the goals of the school.

b. Students are expected to comply with **reasonable requests** made by staff in all non-instructional areas as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of the teacher does not end at the classroom door but extends to every inch of the building and grounds. Students are also expected to cooperate with custodians, secretaries, hall monitors, bus drivers, security persons, and cafeteria workers.

c. The school cafeteria is a place where students must be particularly concerned with the rights of others and be sensitive to the image and reputation of their school. Specific guidelines for proper behavior in the cafeteria include the following:

- 1] Students should not cut in line.

2] Students should deposit refuse from lunch in the provided waste cans.

3] Students should return trays and silverware to the collection stations.

4] Students should not throw food.

5] Students should not carry food outside the cafeteria. Lunches brought from home or elsewhere are to be eaten in the cafeteria. Drinks are to be consumed in the cafeteria. The corridors, restrooms, lawn, and classrooms are not to be extensions of the cafeteria. Therefore, eating and/or drinking outside of the cafeteria are prohibited.

6] Step 1: warning

Step 2: two (2) detentions

Step 3: two (2) assignments of Saturday School

Step 4: three (3) school day suspension from school

Step 5: progressive suspension from school

7] Spencerville Schools operate under a "**closed lunch**" policy. Every student has a 30-minute lunch period which must be used in school. Students can carry their lunch or buy a "Class A" lunch, or ala carte item, in the cafeteria.

8] Following lunch, or during the lunch period, if students elect not to eat, they may go to the gymnasium for planned activities. Students can simply sit in the section of bleachers provided or participate in the activities under the direction of the teachers in charge.

9] Students can only be in the halls with a **hall pass**.

14. **PLAGIARIZING CHEATING, LYING**

a. In cases where a student is suspected of plagiarizing and/or cheating, the case will be reviewed with the student by the teacher and administrator.

b. If the student is found to be in violation of this rule the following procedure may be implemented:

1] Step 1: Student will be warned and will receive a "zero" on the assignment and parents will be phoned.

2] Step 2: Student will be warned, will receive a "zero" on the assignment, his/her parents will be called in for a conference, and a Saturday School will be assigned.

3] Step 3: Student may be withdrawn from a course with an "F" and/or progressive suspension may be implemented.

15. FALSE ALARMS

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

16. FRAUDULENT SIGNATURES/IMPROPER USES OF PASSES AND NOTES

- a. Students shall not fraudulently affix or have affixed parents' or other authorities' signatures on notes or official school forms; nor shall students falsify times, dates, grades, addresses or other data on school forms and/or related items of correspondence or to any school personnel.
- b. Step 1: three (3) administrative detentions
- c. Step 2: two (2) day assignment of Saturday School
- d. Step 3: progressive suspension from school

IV. OTHER STUDENT ISSUES

A. APOLLO CAREER CENTER

Students may elect a more specific job training area at the Apollo Career Center. Students may elect to apply for admission to Apollo for their Junior and 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 High School. Transportation to and from Apollo is provided and students are encouraged to use it. More detailed information regarding Apollo is located in the SHS Curriculum Guide.

B. ASSIGNMENTS WHEN ABSENT

Students who have been absent for two days or more can obtain assignments by contacting the SHS office at 647-4111, ext. 3200. Parents should call before 9:00 a.m. in order to be able to pick up assignments at 2:46 p.m. that day.

D. BELL SCHEDULES 2008-2009

Regular Schedule

1st Bell:	7:43
Period 1:	7:46--8:35
Period 2:	8:38--9:28
Period 3:	9:31--10:21
Period 4:	10:24--11:14
Period 5:	11:17--12:27

5A: Lunch 11:14--11:44
Class 11:47--12:27

5B: SH 11:17--11:37
Lunch 11:37--12:07
SH 12:10--12:27

5C: Class 11:17--11:57
Lunch 11:57--12:27

Period 6: 12:30--1:20
Period 7: 1:23--2:03
Period 8: 2:06--2:46

One Hour Delay Schedule

1st Bell : 8:43
Period 1: 8:46--9:23
Period 2: 9:26--10:01
Period 3: 10:04--10:39
Period 4: 10:42--11:14
Periods 5--8 on normal schedule.

Two Hour Delay Schedule

1st Bell : 9:43
Period 1: 9:46--10:15
Period 2: 10:18--10:45
Period 3: 10:48--11:14
Period 5: 11:17--12:27--Regular Schedule
Period 4: 12:30-- 1:02
Period 6: 1:05-- 1:37
Period 7: 1:40-- 2:11
Period 8: 2:14-- 2:46

Three Hour Delay Schedule

1st Bell : 10:43
Period 1: 10:46--11:15
Period 2: 11:18--11:45
Period 3: 11:48--12:14
Period 5A: 12:17--12:24
5B: 12:37--1:07
5C: 12:57--1:27
Period 4: 1:30-- 2:02
Period 6: 2:05-- 2:37
Period 7: 2:40-- 3:11
Period 8: 3:14-- 3:46

Early Dismissal Schedule

1st Bell: 7:43
Period 1: 7:46--8:25
Period 2: 8:28--9:07
Period 3: 9:10--9:49

Period 4: 9:52--10:31
Period 6: 10:34--11:14
Period 5: 11:17--12:27--Regular Schedule
Period 7: 12:30--1:07
Period 8: 1:10--1:46

D. BUS TRANSPORTATION/STUDENT BUS REGULATIONS

Bus transportation is provided to students as a convenience to parents and pupils alike. Therefore bus transportation is a privilege. 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. The Spencerville Board of Education has made significant efforts of time and resources to provide safe, efficient bus transportation for most students. Therefore, in the interest of health and safety of all concerned the following regulations have been adopted:

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 will not be transported for the purpose of slumber parties or church parties, with luggage or sleeping bags.
6. Unscheduled pupils may not ride a bus without written permission from their principal. (No luggage or sleeping bags.)
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 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 on the student's lap. 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.
27. 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.
28. STEPS OF DISCIPLINE:
 - a. Verbal warning.
 - b. Bus conduct report filed with the principal/superintendent.
29. Violations of the above regulations, depending on the nature and severity of the infraction, may lead to the full range of punitive measures including temporary or permanent exclusion from busing.

30. Students attending Apollo Career Center have three transportation options:

- a. The student may drive to Spencerville High School, park his/her vehicle, ride the bus to and from Apollo. All driving regulations, including a Spencerville Driving or Riding Permit, are applicable.
- b. The student may drive to and from Apollo in accordance with Apollo's driving policy.

E. 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, WOWO radio, WDOH radio, 92 ZOO radio, WCIT 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. Cancellations and delays are also posted on the school website: <http://spencervillebearcats.com>

Students and parents are asked to not call the school. The telephone lines are needed to deal with the weather emergency. Many times calls cannot be made to media and other personnel because of calls to the school to ask questions. **LISTEN TO THE RADIO OR TV.**

F. CLASS LOAD

Every high school student must carry a minimum of two and one-half units of credit and six classes per semester which are applicable towards graduation. Band, Choir, and Physical Education may be included in this minimum requirement. No student may have more than 2 study halls per semester.

G. COMPLETION OF CREDIT CERTIFICATE

Only students who have passed all portions of the Ohio Graduation Test for which they have not been exempted and have successfully completed 21 units of credit outlined by The Spencerville Board of Education and Minimum Standards of the State of Ohio will be issued a Graduation Diploma by the Spencerville High School. For those students who have not passed all portions of the OGT for which they are not exempted from taking, but have successfully completed 21 units of credit outlined by the Spencerville Board of Education and Minimum Standards of the State of Ohio, shall receive a Completion of Credit Certificate and shall be permitted to participate in the graduation ceremony. Anyone who has completed the high school curriculum, but has not passed all parts of the test, may retake the test free at any school district and, upon successfully passing all required tests, will earn a diploma from that district. Students who have passed all portions of the OGT but have not successfully completed 21 units of credit as outlined by the Spencerville Board of Education and Minimum Standards of the State of Ohio will not be permitted to participate in the graduation ceremony.

H. CREDITS EARNED OUTSIDE OF SPENCERVILLE HIGH SCHOOL

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 High School 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 post secondary options program. All expenses incurred by the student in taking courses outside the curriculum offered at Spencerville High School 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 High School.

1. **Summer School:** Students may make up a course in summer school that meets all state minimum standards. Maximum number of credits earned in summer school shall be no greater than three toward graduation.
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.

I. 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.

J. EARLY DISMISSAL

Whenever a student finds it necessary to be excused early, a permission slip signed by a parent must be brought into the office before school and an early dismissal pass will be issued. Leaving school without permission is classified as truancy. A student must sign out and sign in through the office when he leaves and returns.

1. Excuses must be presented in the office prior to 7:55 a.m.
2. No calls to leave school or for an early dismissal will be made by the school after 7:55 a.m. unless it is an emergency or an illness.
3. Students leaving school during the school day for illness may be required to have a doctor's permission slip to be excused if the requests exceed 5 times in a semester.
4. Exceptions to the above may be made upon an appeal to the principal for special consideration.

K. 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.

L. EMERGENCY DRILLS

Periodically fire and severe weather drills are conducted to make people aware of the methods employed during emergency situations. They are required by law and are very important for safety. Directions for evacuation of the building are posted in each room. Students are expected to exit as quietly and efficiently as possible.

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.

M. GPA COMPUTATION FOR STUDENT AFFECTED BY THE ATTENDANCE POLICY

In order to allow a student to benefit from the grade earned in a class, even though he has lost credit due to the attendance, the following system will be used.

The permanent record of the student losing credit will show the following:

English	Sem. 1	Sem. 2	Yr.	Credit
	A	C	NCB	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.

N. GRADING PROCEDURES

The following points concerning grading should be followed:

1. The semester examination grade counts as 1/5 of the semester average.
2. The following scale is used to determine the semester and yearly average:

Letter Grade	Percentage	Value		Point Range for GPA
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

3. Semester grades shall be determined by doubling the nine weeks percentages and adding them to the semester test percentage and dividing by five.

Example:

1st 9 weeks:	75 x 2 =	150
2nd 9 weeks:	88 x 2 =	176
Exam:	63 x 1 =	63
TOTAL		389 ÷ 5 = 77.8 = C

4. To determine yearly averages, all grades [each nine weeks and the two exams] are used. Do not average the two semester grades to arrive at the yearly average.

Example:

1st 9 weeks	93 X 2 =	186
2nd 9 weeks	75 X 2 =	150
Exam	98 X 1 =	98
3rd 9 weeks	82 X 2 =	164
4th 9 weeks	72 X 2 =	144
Exam	88 X 1 =	88
TOTAL		830 ÷ 10 = 83 = C+

5. In addition, a student must pass the last quarter of a course in order to pass the course for the semester/year. Students may request an appeal to this procedure.

6. The permanent record of the student losing credit due to the conditions in rule #5 will show the following:

English	Sem. 1	Sem.2	Yr.	Credit
	A	F	NCB	0.00

For required classes, the student must make up the credit. For an elective class, the student may choose to make up the credit. If the credit is made up, the grade earned for that work will be used in calculating his/her GPA.

7. 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 grade period or at a time specified by the instructor.

8. Exams will be given in all classes at the end of each semester.

O. GPA CALCULATION

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

P. 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.

Q. HALL PASSES

A student should not be in the halls during class without his/her student planner properly signed by 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.

R. HOMEWORK

The classroom teacher will determine the kind and amount of homework that is to be given to each student. The homework may be for enrichment, reinforcement of a newly introduced skill or for simple practice or drill as needed. Parents are asked to provide a quiet time and place for working on lessons.

S. HOME INSTRUCTION

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

T. HONOR ROLL

The Honor Roll will be published at the end of each 9-week grading period. Students eligible for the Spencerville Honor Roll are to have a 3.0 grade averages (on a 4.0 scale) with no grade lower than a C.

Students eligible for the Merit Honor Roll must have a 3.6 average with no grade lower than a C.

U. 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]

V. 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.

W. LOCKERS

Lockers are the property of the Spencerville Board of Education. Each student will be assigned a locker. Students are asked to use only the locker assigned and to keep it 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 to be in the school by policy or regulations 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.

Other items, not mentioned above, which are prohibited by school officials, are also not permitted in lockers. Penalty at the discretion of the principal may include suspension or suspension with recommendation for expulsion for violation of locker policy. Local law enforcement authorities shall be notified if a student has possession of material prohibited by federal, state or local law.

School officials must approve all locks not issued by the school, and a key or combination should be given to the principal.

X. LOST AND FOUND

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

Y. 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.

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, the student is to take the test or quiz the day he returns to school.

If a student is absent more than one day prior to the day a test is given, he is to make arrangements for 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.

Z. MAKING UP CREDIT LOST DUE TO ATTENDANCE

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 high school principal in advance.

AA. PLEDGE OF ALLEGIANCE

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

BB. RELEASED TIME FROM SCHOOL/WORKING

In addition to State Board of Education Standard 3301-51-13, students may be permitted by the High School 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 or Vo Ag 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.

CC. SCHOOL 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.

DD. SCHOOL DANCES AND PARTIES

Dances and parties are to be held in the school cafetorium except for the homecoming dance which is held in the gymnasium or other location approved by the principal. The dances must be scheduled through Student Council at the beginning of the school year and approved by the principal.

EE. SIGNS/POSTERS

No signs or posters may be exhibited by students in or about school buildings unless permission has been granted by the school administration. Posters may be placed on the bulletin boards or on the ceramic tile with masking tape. Posters are the responsibility of the person placing them.

FF. STUDENT ATHLETES

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.

HH. STUDENT ENTRY & ASSIGNMENT/Grade Level/Credit Evaluation and Placement

A pupil at the time of initial entry to the Spencerville Schools shall present a copy of his/her original certificate of birth and any information provided by the school 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 of the possibility that the pupil may be a missing child, as this term is defined in Section 2901.30 of the Revised Code.

Assignment of Students:

In compliance with state requirements, the Superintendent of Schools may assign any pupil to any school irrespective of the place of residence 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, including those students who are home-schooled, 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.

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. 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 the resulting grade/credit assignment will be explained.

II. STUDENT STUDY HALL RULES

It is recognized that students be provided with in-school study time as well as systematic home study. A majority of the student body will be assigned to one or more study halls during the school day. When a student's schedule designates a study hall, he/she is to report to the area. Each student will be assigned a seat when the class begins. Students who arrive late or are absent without authorization are subject to disciplinary action.

Study hall is to be a quiet time and an atmosphere which promotes study should be maintained. Therefore, the following rules should be known and abided by:

1. Talking should be kept to a minimum and only with the teacher's permission.
2. Consuming food or beverages is not permitted in study hall.
3. Games such as cards, chess, checkers, etc. are not permitted in study hall.
4. Students are to bring homework to do or other appropriate reading materials to use.
5. Obviously, nothing should be thrown around the room. Articles should be handed to someone with the permission of the teacher.
6. Seating arrangements will be determined by the teacher in charge and can be subject to change at the teacher's discretion.

JJ. TELEPHONES/CELL PHONES/BEEPERS

The office telephone is a business phone and should be used by pupils for emergencies only. What qualifies as an emergency will be determined by the principal, guidance counselor, or high school secretary. Parents should not call the school except in cases of real emergency.

CELL PHONE POLICY:

With technological advances growing at an exponential rate, SHS has witnessed an increase in the number of cell phones being brought to school. With the capability of many cell phones to text message and/or take pictures, they potentially present opportunities for students to unfairly assist each other on assignments. This, coupled with the fact that cell phones have created problems in the classroom, has led to the decision that there is no educational value for students to have them in the high school building. **Therefore, cell phones will not be permitted during regular instruction hours.** Students have the option of leaving cell phones in their lockers [with the ringer turned off] or in their automobiles if they are necessary for after-school use. The school will not be held liable for lost or damaged property kept in lockers nor for such property in the school parking lot.

If a cell phone is taken from a student, the phone will be held by the principal until the student's parent[s] comes in to retrieve it. Additional offenses will be handled by the principal on an individual basis.

The above policy also applies to beepers.

LL. TEXTBOOKS

Textbooks are the property of the taxpayers of our school district and are furnished to all students free of charge. 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, which can be secured free from the office. UNREASONABLE DAMAGES TO TEXTBOOKS WILL RESULT IN FINES.

MM. UNDERGROUND STUDENT PUBLICATIONS

The school principal shall have authority to control the distribution by students of nonschool 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.

NN. USE OF BUILDING

the building is open from 7:25 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 direct supervision of a school employee.

OO. WORK PERMITS

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

**Spencerville High School
2008–2009 Calendar**

August 2008

26: First Day of School

September 2008

1: No School—Labor Day

October 2008

24: End of first quarter

November 2008

20: Parent-Teacher Conferences, 5—8:30 p.m.

24: Parent-Teacher Conferences, 5—8:30 p.m.

26: No School--Teacher Work Day

27 & 28: No School—Thanksgiving Break

December 2008

22: Beginning of Christmas Break

January 2009

5: First Day Back in New Year

16: End of first semester/2nd quarter

19: No School—Martin Luther King, Jr., Birthday

February 2009

16: No School—Presidents' Day

March 2009

27: End of third quarter

April 2009

10: No School-Good Friday

13: No School-Easter Break

May 2009

25: No School—Memorial Day

29: End of fourth quarter and last day of school

31: Graduation

Make-Up Days, if needed

#1: February 16

#2: June 1

#3: June 2

#4: June 3

#5: June 4