

**Fort Jennings High School**

**Handbook Acknowledgement**

I hereby acknowledge that I have read the Fort Jennings High School Handbook and agree to abide by its terms and conditions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Student Internet Access Consent Form**

By signing below, I agree to follow the Internet Use Agreement and NOACSC Acceptable User Policy. I understand that use of the network is a privilege and may be revoked at any time for my misuse of the network. I agree to follow the guidance of my parent(s) and/or guardian(s) as well as that of school district personnel regarding access to materials of an offensive or inappropriate nature and pledge to restrict my usage of the Internet and or associated equipment to purposes consistent with my schoolwork.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I give my permission for my child to be granted access to the Internet through the NOACSC Acceptable User Policy. I understand that some material contained in the interconnected systems is inappropriate for school aged pupils. I agree to indemnify the NOACSC and my school district from any and all claims arising out of or related to the usage of this network of interconnected computer systems. A complete copy of the acceptable use agreement is available in the High School Technology Office or online at <http://jennings.noacsc.org/> .

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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Dear Students:

I would like to welcome you back to another year at Fort Jennings High School and hope that you are prepared to have an exciting and successful school year. Your hard work and dedication will provide you with many opportunities throughout your life, and the events from your days in high school will supply you with lasting memories.

Please take time to familiarize yourself with this student handbook and share it with your parents. The purpose of the student handbook is to provide you with written rules and guidance that will help make the school year simpler for everyone involved. As always, the administration and staff are here to help you with any questions or concerns that you may have, so feel free to allow us to assist you.

In closing, I wish all of you the best, and let's have a tremendous school year at Fort Jennings.

Sincerely,

Nick Langhals  
Principal

**ITEM #2 - - TIME OF ARRIVAL & DEPARTURES**

The school building will be open at 7:50 a.m. for all students. Students should use the time prior to the start of school to take care of any business in the office or to contact staff members about academic assignments. When the 8:05 a.m. bell rings, students are to report to their first period class. At 8:10 a.m., students are to be in their assigned seats in class. Teachers are to be in their room assignments at 8:00 a.m.

Students who ride the bus will be dismissed at 3:07 p.m. to go to their lockers and report to their bus. All non-bus students will remain in their last period class until the 3:10 p.m. bell rings. This is done for safety reasons.

T I M E S C H E D U L E

|              |              |            |                   |
|--------------|--------------|------------|-------------------|
| 8:05         | Warning Bell |            |                   |
| 8:10 - 8:53  | Period 1     | 12:21-1:01 | Period 6          |
| 8:56 - 9:36  | Period 2     | 1:03-1:43  | Period 7          |
| 9:39 - 10:19 | Period 3     | 1:45-2:25  | Period 8          |
| 10:22-11:02  | Period 4     | 2:27-3:07  | Period 9          |
| 11:05-11:45  | Period 5     | 3:07       | Bus Dismissal     |
| 11:45-12:18  | Lunch        | 3:10       | Non-Bus Dismissal |

**ITEM #3 - - A B S E N C E P R O C E D U R E**

A parent or guardian is required to notify the school between the hours of 7:30 a.m. and 9:00 a.m. on the day a student is absent unless previous notification has been given to the school. A note sent with a brother or sister in the same building on the day of an absence is also acceptable.

If the student is absent, and no notification is received, the Principal or his designee will notify the student's parents or guardians that the child is absent.

If a student misses school due to a medical appointment, that student needs to bring notification from the medical examiner when he/she returns to school. Failure to do so will result in an unexcused absence for the student.

Any absence of three or more consecutive days will require a physician's note explaining the reason for the absence. Failure to provide a note from the physician will result in unexcused absences during that period of time. In addition, after a student's fourth absence each quarter without a physician's excuse, that student will need to provide a physician's excuse to explain each absence after that. Exceptions to this rule would include family vacations or a family tragedy.

If a student participates in an extra-curricular activity, that student must sign in to the high school office by 10:19 following an illness to be eligible to participate in the activity or a practice relating to that activity. Exceptions include family emergencies, funerals, and/or previously scheduled appointments.

At the time of the parent or guardian's contact with the school concerning an absence, either by note or phone, the length and the reason for the absence shall be given.

Absence will be of two kinds: (1) excused (2) unexcused

#### **ITEM #4 - - EXCUSED ABSENCES**

1. Personal Illness
2. Illness in the immediate family
3. Death in the family
4. Medical, Dental appointments or driver license test  
(These should be for only one-half of a day, unless unusual circumstances are involved.)
5. Work, when it is of an emergency nature.
6. Family vacation (with prior authorization)
7. Legitimate family reasons receiving prior approval of the principal or superintendent

Students needed at home for personal reasons are not sufficient for you to receive an excused absence. WHY you were needed or WHAT was the personal reason becomes the determining factor, so please note this when you call or on your note.

In the event that no excuse is presented, a temporary warning will be issued to the student valid until the next morning when the student must present a written excuse for the previous day or receive an unexcused absence.

Vacation: Parents must notify the building principal prior to vacation. Students will have the same number of school days as days of vacation, plus one additional day to submit classwork and complete tests, to the satisfaction of the teacher.

#### **ITEM #5 - - UNEXCUSED ABSENCES**

Unexcused absences do not carry the privilege of making up missed work without some type of punishment. Students who have unexcused absences will not be given credit for make up work.

#### **ITEM #6 - - SCHOOL ATTENDANCE**

Ohio law specifically requires a student between the ages of six and eighteen to attend school. If a student has an attendance problem, the following steps will be taken:

- 1.) When ten or more days of absences have been accumulated, a letter will be sent to the parents or guardian notifying them of the number of absences.
- 2.) If the student continues to be absent, the county attendance officer will be notified.
- 3.) If the student accumulates fifteen days of absences, the attendance officer shall make a complaint before the judge of the Juvenile Court in Putnam County.

It is necessary for students to be in attendance at school at least one-half day to be eligible to attend and participate in school-sponsored extra-curricular activities that day.

New students entering the Fort Jennings High School must provide a birth certificate to the school at the time of registration. The school is required by law to notify the appropriate law enforcement agency that day if no copy of the birth certificate is provided by the parent or guardian.

Under the provision of Senate Bill 181, failure by a parent or guardian to make sure his/her truant child is attending school can result in a contempt of court charge. The penalties for a first offense would be up to \$250.00 and 30 days in jail. For a second and subsequent offense, the fine would increase up to \$1000.00 and 90 days in jail.

The bill expands the definition of delinquent child, and permits joint filings against both the child and parent/guardian if the child is found to be habitual (absent without an excuse for five or more days in a row, seven or more days in a month, or twelve or more days in a school year) or chronic (seven days in a row, ten or more days in a month, or fifteen or more days in a year) truant.

The parents or guardian of a student that accumulates three days of unexcused absences will receive a letter of concern about attendance. A copy of this letter will also go the County Attendance Officer, which may result in a home visit or a phone call from the County Attendance Officer.

Any student having four days in a row of unexcused absences will result in a warning letter from the County Attendance Officer.

The parent or guardian of any student that accumulates five days of unexcused absences will receive a home visit from the County Attendance Officer or a phone call and a warning letter from the County Attendance Officer. NOTE: One warning letter will be sent per student per school year.

Any student having five days in a row or seven days of unexcused absence will result in the County Attendance Officer filing a complaint with Juvenile Court.

Parents who wish to take students out of school must receive approval at least one week in advance and a note must be on file in the office. Any absence taken without prior approval will be considered unexcused.

**ITEM #7 - - DROPOUT LEGISLATURE**

Ohio Superintendents are required to notify the Registrar of Motor Vehicles when a student drops out of school. Once notified, driving privileges will be suspended or denied until the student becomes 18 years of age, returns to school, receives a GED certificate, or the privileges are otherwise restored due to evidence a student is working towards a GED certificate. The new legislation also permits notification in cases of suspension or expulsion due to use or possession of alcohol or drugs.

**ITEM #8 - - LEAVING THE BUILDING BEFORE THE CLOSE OF SCHOOL**

When a student enters the building, he is under the jurisdiction of the school until he is excused. A student is not to leave the building without permission before the end of the school day. Students who leave without permission will be considered truant and subject to penalties of truancy. (Teachers cannot give permission to leave the building.)

Students who know they will be leaving during the school day are required to present their excuses to the office immediately in the morning. This must be done so that the intended absence will appear on the morning absence list. Student must sign-in or out of the office upon arrival or departure.

**ITEM #9 - - TARDINESS**

Anytime a student is tardy to a homeroom, study hall, or class, the teacher will report that tardy student to the office. A student will receive a detention when he/she has accumulated three tardies. Additional tardies will be subject to punishment at the Principal's discretion. Chronic tardies to school could result in further disciplinary actions and could be handled by the County Attendance Officer.

**ITEM #10 - - TRUANCY**

When a student is absent from school, class, study hall or other assignments without previous knowledge or permission of parent, guardian, or proper school authorities, the student is truant. Truancy will result in students receiving zeroes, disciplinary action, and the County Attendance Officer may also handle cases of truancy.

**ITEM # 11 - - HOMEROOM (Period 1)**

Functions of the homeroom period include checking daily attendance, lunch count, the promotion of class activities, and daily announcements. Students should be attentive to the daily announcements over the public address system.

**ITEM # 12-- LOCKERS**

Each student is assigned a locker for personal use. Each student is responsible to keep the locker neat and clean at all times. Students are not permitted in other students' lockers. The administration is authorized by the Board of Education to search any locker, desk, or other equipment at any time they feel necessary for the good of the school system. All lockers are school property and are subject to search at any time by principals or their designees.

LOCKER FEES: Only school locks will be allowed on all gym and regular school lockers. Any locks put on a locker --- other than school issued locks --- will be cut off. Locks may be obtained in high school office upon payment of a \$5.00 deposit fee. No locks will be issued until the deposit fee is paid. Your deposit will be fully refunded when the lock is returned to the high school office in good condition. Fort Jennings High School will not be responsible for lost or stolen locks.

**ITEM #13 - SUPERVISION AND STUDENTS IN HALLS**

Students shall not be in areas during school hours or outside school hours where they have no legitimate business without permission of school administration or a teacher. During the time classes are in session, students will not be allowed in the halls without an excuse or hall pass from the teacher or study hall monitor.

**ITEM #14 - - TEST DATES**

**Ohio Graduation Test (ALL SOPHOMORES) - March 16-20**  
**Reading, Math, & Writing Achievement (ALL 7<sup>th</sup> GRADERS) – Apr. 20- May 8**  
**Math, Reading, Sci. & S.S. Achievement (ALL 8<sup>th</sup> GRADERS) – Apr 20- May 8**

| <u>ACT Dates 08-09</u> | <a href="http://www.act.org">www.act.org</a> | <u>Registration Deadline</u> |
|------------------------|--|------------------------------|
| October 25             |  | September 19, 2008           |
| December 13            |  | November 7, 2008             |
| February 7             |  | January 6, 2009              |
| April 4                |  | February 27, 2009            |
| June 13                |  | May 8, 2009                  |

**ITEM # 15 -- LUNCH TIME**

A closed lunch is observed in the high school building. All students are expected to eat in the auditoria. No food is to be consumed outside the dining area. All students are required to remain in the auditoria throughout lunch, unless they have permission to go



Students must obtain permission from the office in order to use the phone. Students will not be called out of class for a telephone call unless it is an emergency.

#### **ITEM # 21 - - ILLNESS & ACCIDENTS**

Students that become ill or sustain an injury while at school should report to the principal's office immediately. Students or parents should notify the school of any unusual medical problems so the school can provide the best assistance possible.

Students requesting to go home because of illness must first call home to see if the parents are there. If at all possible, parents are asked to pick up their child at school - - even if they live in town. In no case will a sick student be sent home without an adult being notified. If a student lives close to the school, and walks home, they are to notify the school of their safe arrival at home.

#### **ITEM # 22 - - FEES**

All students are responsible for paying required fees for workbooks, lab fines, etc. Grade cards and, eventually, graduation will be withheld until all financial obligations are met.

#### **ITEM # 23 - - SCHOOL SUPPLIES & ATHLETIC TICKETS**

School supplies, such as paper, pencils, pens, etc, as well as athletic tickets, can be purchased in the office before school (prior to homeroom), or during lunch.

#### **ITEM # 24 - - TEXTBOOKS**

Textbooks are the property of the school district and are provided free to each student. Students are accountable for the condition of their textbooks. Textbooks are to be covered. If textbooks have been abused, fines will be levied.

#### **ITEM # 25 - - ACTIVITIES**

Social activities and fund raising projects must not be planned as school activities until they have been discussed and approved by the principal. All activities must be properly chaperoned by members of the school staff.

#### **ITEM # 26 - - ACTIVITY FINANCES**

1. All organizations are required to use a standard bookkeeping and record system.
2. All monies must be deposited in the office using a "Pay-In" Form.
3. Before a bill will be paid, a "Pay Out" Form must be completed and signed by both treasurer and advisor. No money will be withdrawn without a signed form and a bill attached.
4. Each club, class, and advisor will be responsible for all items charged to that organization.
5. Before school is out in the spring, each organization's treasurer must balance his/her books with that of the office records.
6. All moneymaking projects must be in accordance with Board Policies.

#### **ITEM # 27 - - ASSEMBLIES**

Occasionally during the school year, assemblies will be held in the gym or auditoria. Students will be dismissed from classes to attend assemblies by class. Homeroom teachers are to sit with their homeroom students.

Courteous behavior is to be maintained at all times. There should be no talking, nor disorder during the program. The appearance of the chairman of the program, in the position to begin, is the signal for silence. Applause is only a compliment when it is sincere and some restraint is exercised. Whistling, shouting, and stamping of feet are rude and do not, in any way, show appreciation of approval.

**ITEM # 28 - - CHANGE OF ADDRESS**

Inform the office if you change your address or telephone number.

**ITEM # 29 - - COLLEGE VISITATIONS**

1. All arrangements are to be made through the guidance office.
2. Classroom teachers must be contacted in advance and assignments turned in prior to the visitation.
3. Parental or guardian approval must be turned into the office prior to the visitation noting their approval. This note is to be turned in at the school office.
4. No more than three days will be granted for visitations.
5. After the visitation, students must turn in paperwork from the university verifying their visit.
6. Parents or guardians are requested to accompany the student on college visitations.

**ITEM # 30 - - GRADUATION REQUIREMENTS**

Graduation Requirements:

In order to graduate from Fort Jennings High School, a student must earn a minimum of 21 credits, including the following:

| <u>Course</u>                            | <u>Number of Units</u>                         |
|--|--|
| English                                  | 4 units  |
| Science                                  | 3 units  |
| Mathematics                              | 3 units (4 units beg. w/ class of 2012)        |
| Social Studies                           | 3 units  |
| Bus/Tech, Fine Arts, or Foreign Language | 1 unit   |
| Health                                   | .5 unit  |
| Physical Education                       | .5 unit  |
| <u>Electives</u>                         | <u>6 units (5 units beg. w/ class of 2012)</u> |
| Total                                    | 21 units                                       |

\*\*Graduating classes of 2014 and beyond please refer to the current Curriculum Guide.

**ITEM # 31 - - POST-SECONDARY OPTIONS PROGRAM**

JENNINGS LOCAL SCHOOLS POLICY  
SENATE BILL 140

1. Eleventh and twelfth grade public high school students may enroll full or part time for nonsectarian courses for high school and/or college credit.

2. School districts must provide counseling services to tenth and eleventh grade students and their parents and/or guardians prior to participation in the Post-Secondary Options Program, including possible risks and consequences. This will follow the general session to be held in February of each year.
3. Parent must sign a form indicating appropriate counseling was provided and responsibilities understood prior to participation in the program.
4. Student must be accepted by the college in order to participate.
5. Options include high school credit only, college credit only, or both college and high school credit received.
6. School districts must award comparable credit for course work.
7. Jennings Local Board of Education has determined that grades at college will be included in grade point averages in the following manner:  
 Grades for courses taken in college for high school credit will be included in the student's GPA and used to calculate class rank. Letter grades and hours received from colleges will be converted to Fort Jennings High School's equivalents. A withdrawal will result in the parent assuming all financial liability for the course(s).
8. Colleges will give priority to their regular students. Once a high school student is accepted in the options program, he cannot be displaced by regular students.
9. Students will need to maintain passing grades in certain courses equivalent to five credits per nine weeks, including any college courses, to maintain athletic eligibility.

Semesters

|                  |   |             |
|------------------|---|-------------|
| 5 semester hours | = | 2.0 Credits |
| 4 semester hours | = | 1.6 Credits |
| 3 semester hours | = | 1.2 Credits |
| 2 semester hours | = | 0.8 Credits |
| 1 semester hour  | = | 0.4 Credits |

Quarters

|                 |   |             |
|-----------------|---|-------------|
| 5 quarter hours | = | 2.0 Credits |
| 4 quarter hours | = | 1.6 Credits |
| 3 quarter hours | = | 1.2 Credits |
| 2 quarter hours | = | 0.8 Credits |
| 1 quarter hour  | = | 0.4 Credits |

10. The state board of education will determine the method for calculating the percentage of a full unit of average daily membership that the participating student represents for the district
11. The college will be reimbursed for tuition, fees, materials, and textbooks for those students enrolled in college courses for high school credit. The amount to be reimbursed will be subtracted from payments to the student's school district.
12. Students who have not successfully completed graduation requirements because they are participating in the Post-Secondary Enrollment Options Program (which will need to be completed within one month of graduation) may participate in graduation exercises but will not receive a diploma.
13. It is clearly the college's responsibility under SB 140 to notify the school of any attendance concerns.
14. "Post-Secondary" students will need to adhere the Fort Jennings Code of Conduct when on school grounds or under the high school's supervision.

**ITEM # 32 -- DIPLOMA WITH HONORS (Graduating class of 2010 and before)**

Students who complete the college preparatory curriculum will qualify for an Honors Diploma by meeting any eight of the following nine criteria.

- a. four units of English
- b. three units of mathematics that include Algebra I, Algebra II, and geometry or complete a three-year sequence of courses that contain equivalent content.
- c. three units of science that develop concepts for physical, life, and earth and space sciences
- d. three units of social studies
- e. either three units of one foreign language or two units each of two foreign languages
- f. one unit of fine arts
- g. either one unit of business/technology and two additional units in (a) through (f) above or earn three additional units, in (a) through (f) above
- h. maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
- i. obtain a composite score of 27 on the America College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT)

**DIPLOMA WITH HONORS (Graduating class of 2011 and beyond)**

Students who complete the college preparatory curriculum will qualify for an Honors Diploma by meeting any seven of the following eight criteria.

- j. four units of English
- k. four units of mathematics that include Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four year sequence of courses that contain equivalent content
- l. four units of Science, including physics and chemistry
- m. four units of Social Studies
- n. either three units of one foreign language or two units each of two foreign languages
- o. one unit of fine arts
- p. maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
- q. obtain a composite score of 27 on the America College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT)

\*\*Please refer to the current Curriculum Guide for the most current requirements.

**ITEM # 33 - - GRADE PLACEMENT**

**GRADE PLACEMENT**

Students are classified by grade according to the number of credits accumulated. The minimum credits toward graduation for grade classification as follows:

|                      |  |                            |
|----------------------|--|----------------------------|
| Assignment to Grade: | 9  | Completion of Grade 8      |
|                      | 10   | Passed 5 Units of Credit   |
|                      | 11   | Passed 11 Units of Credit  |
|                      | 12   | Passed 16 Units of Credits |
| Graduation:          | Passed 21 Units of Credit, and all other requirements as adopted by the State of Ohio and the Jennings Local Schools |                            |

It is suggested that you discuss your program with your parents, counselors, or teachers if you have questions. We are all interested in your success in school and after you leave school.

**ITEM # 34 - - POSTERS & SIGNS**

Posters and signs may be attached to the walls only after permission has been obtained from the Principal. Tape is not permitted.

**ITEM # 35 - - VISITORS TO SCHOOL**

Every parent is welcome to visit school at any time. It would be appreciated if parents would call the office first. The Principal must approve the visitors of high school students. Visitors from other schools must report to the office first. Alumni visits are restricted to before and after school hours. Alumni may meet with teachers during their conference periods with prior arrangements. Upon entering the building, ALL visitors are to report to the office to sign in.

**ITEM # 36 - - GUIDANCE**

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

**DROPPING AND ADDING CLASSES**

Dropping a Class

1. The student must maintain the minimum required credit load of 5 credits per year.
2. Classes may not be dropped if it will cause a course to be cancelled due to a lack of students
3. No class may be dropped after the second week of school unless extenuating circumstances warrant it, and/or it is an educational improvement. This will require written consent from the parents and the principal will have the final determination.

Adding a Class

1. The time for adding an entire year class or first semester class is at the time current year schedules are picked up or no later than the end of the first week of school. The time for adding a second semester class is prior to the beginning of school or no later than the last day of the first semester.

**ITEM # 37 - HONOR ROLL**

The regular "Honor Roll" for Fort Jennings High School is released after each nine-week period and is determined in the following way:

Honor Roll I --- 3.667 – 4.000 (with no grade below a B-)

Honor Roll II --- 2.850 – 3.666 (with no grade below a C-)

All courses except Physical Education will be included in your grade-point average. Students should be reminded that a full-unit course carries more value than does a course that carries less than a full unit of credit and will affect their honor roll status.

### **ITEM # 38 - - DRESS & GROOMING**

The basic responsibility for the dress and grooming of students attending Fort Jennings High School rests with the parents. However, in order to provide for a proper, acceptable, healthful, undistractive, pleasant atmosphere, that is in the best interest of all students, the Fort Jennings Board of Education has adopted the following dress and grooming code:

- 1.) Outdoor clothing, such as jackets, will not be worn to class or study hall except in an emergency – such as lack of proper heating.
- 2.) Hats are not permitted to be worn in the building during school hours.
- 3.) Shoes or sandals must be worn at all times. No soft soled slippers.
- 4.) Midriff tops, see-thru blouses, tank tops, soffe shorts and mutilated (ripped or torn) clothing will not be worn during school hours. Tops and bottoms should overlap at all times, including when arms are raised.
- 5.) Girls' clothing, shorter than mid-thigh, will not be allowed during school hours unless for a specific class. An example would be gym class.
- 6.) Excessively tight and suggestive clothing will not be permitted.
- 7.) No students will be allowed to wear clothing, which features insignias, alcohol/tobacco advertisements, obscene printing, or suggestive printing.
- 8.) Hair should be neat, clean and well groomed at all times.
- 9.) Visible body piercing other than ears is not to be worn at school or school activities.
- 10.) Any attire deemed inappropriate by the school administration will not be permitted.

#### **SHORTS/SKIRTS MUST BE:**

- A. At least fingertip length when students are standing with arms hanging loosely by their side.
- B. No "cut-offs" – shorts must be hemmed.
- C. The following are specifically prohibited:
  - 1.) athletic shorts (gym shorts specifically designed to be worn during athletic activity). No soffe shorts.
  - 2.) bicycle shorts (skin tight, spandex material, regardless of length)
  - 3.) any short with split legs, sides, or holes
  - 4.) Boxer shorts or other garments considered to be underwear/sleepwear fulfill the listed obligations. If the need arises, school officials are authorized to send home (until the requirements are fulfilled), students who do not abide by these regulations, which are designated to benefit the whole student body.

### **ITEM # 39 - - EXTRA-CURRICULAR ACTIVITIES**

The Board of Education is responsible for establishing written policies, which control all activities. The Board assumes that all extra-curricular activities, including athletics, are strictly subsidiary to academic work. The following items constitute board policy on extra-curricular activities:

- a. The excusing of pupils from any class for an extended period of time to take part in extra-curricular activities shall not be allowed.
- b. At all times, the teacher designated to head the activity shall be present and responsible.

- c. Students should limit the number of activities in which they participate.
- d. The board of education reserves the right to limit the distance an individual student or group may travel to participate in any activity, contest, tournament, festival, parade or exhibition. Travel should be limited to a reasonable distance. All travel by participants must be by bus unless the activity sponsor designated otherwise.
- e. Every contest or activity must be educationally sound, worthwhile, and timely and not sponsored primarily for entertainment purposes.
- f. It must contribute directly to the educational, civic, social, physical, or ethical development of the students involved.
- g. Any contest or activity which excludes students because of race, color, or creed is not approved.
- h. An activity or preparation for an activity should not ordinarily involve the presence of students after 9:00pm on an evening preceding a school day.
- i. The supervision of any activity or contest should not infringe unduly on the teacher's assigned classroom time and responsibilities.
- j. A student's participation in extra-curricular activities should not be limited because of the inability of the student to achieve scholastically.
- k. No students should ever be excused from class for extra-curricular activities other than for emergency reasons.

#### ELIGIBILITY FOR EXTRA-CURRICULARS

**Grades 7 – 12:** To be eligible for extra curricular participation, you must have a grade point average of at least 1.0 for the preceding nine week grading period. A student enrolling in the seventh or ninth grade for the first time will be eligible regardless of previous academic achievement.

**Grades 9 – 12:** To be eligible, you must have received no more than one (1) failing grade during the preceding nine weeks grading period.

Provision for regaining eligibility - Students who lose their eligibility may regain eligible status provided they have at least a 1.0 GPA at mid term time or receive no more than one "F" at mid term time. Eligibility status can be regained (five) 5 days after terms are due from the teachers. **This does not apply to athletic activities.**

A student on an Individualized Educational Plan (IEP) is exempt from this portion of the policy, but not the OHSAA Policy.

#### **ITEM # 40 - - ATHLETIC REQUIREMENTS**

All candidates for any athletic team must not only be in good standing academically, but also in conduct, sportsmanship, and morals. Every athlete must – at all times – display a cooperative attitude with his or her coach, teachers, and school officials.

The athletic program of the Fort Jennings Schools, in its entirety, is intended to offer the students of the Fort Jennings Schools the opportunity to develop their individual skills, abilities, and knowledge to the fullest possible extent to instill and encourage self-discipline, cooperation, and a positive competitive attitude within and among team members. It is intended to function with the interest and support of both participant and observer, and of both the student body and the community in general.

Being a member of the Ohio School Athletic Association, our school may rigidly follow the eligibility rules set up by the OHSAA.

**ITEM # 41 - - SCHOLARSHIP REQUIREMENTS FOR ATHLETICS/EXTRA-CURRICULARS**

ATHLETICS - Eligibility for each grading period is determined by grades received the preceding grading period. **Semester and yearly grades have no effect on eligibility.**

**GRADES 9-12:** To be eligible, you must be currently enrolled at Fort Jennings High School and have received passing grades in a minimum of **five one credit courses, or the equivalent**, in the immediately preceding grading period.

**GRADES 7-8:** To be eligible, you must be currently enrolled at Fort Jennings High School and have received passing grades in **75 percent of subjects in which enrolled** the immediately preceding grading period.

In addition, students in Jennings Local Schools must maintain a minimum grade point average of 1.0 on a 4.0 scale during each grading period.

**ITEM # 42 - - SCHOOL DANCE POLICY**

- 1.) All students of Fort Jennings High School are encouraged to participate in school-sponsored dances.
- 2.) All Fort Jennings students at any dance are under the supervision of the Local Superintendent, High School Principal, and teachers.
- 3.) At any dance, all students in attendance will remain in the building until dismissal by the Local Superintendent or High School Principal.
- 4.) Anyone attending a school dance that is not a student at Fort Jennings High School will need to complete a Dance Guest Form to gain admittance to the dance.
- 5.) When student groups sponsor any dance, the Fort Jennings students are expected to set a good example by their conduct. They should also keep in mind their responsibilities as hosts.
- 6.) Those students not abiding by the rules will be subject to exclusion from future student activities and of holding offices within the school.
- 7.) All school dances will first be cleared through the class advisors and the High School Principal's office.

**ITEM # 43 - - NATIONAL HONOR SOCIETY**

The Fort Jennings High School Chapter of the National Honor Society is composed of outstanding students from the junior and senior classes. In order to be considered, members from the class of 2005 must have a 3.4 GPA through the first quarter of his or her senior year. Members of all other classes must have a 3.5 GPA through the first quarter of his or her junior or senior year. The student is then invited to submit an application which included three letters of recommendation, a personal essay, and evidence of service and leadership. A Faculty Council then determines membership by evaluating the student on Character, Leadership, and Service.

**ITEM # 44 - - SCHOOL BUS CONDUCT**

The State Department of Education demands that students who ride the bus must abide by the following rules:

- A. Immediate Seating - - pupils who enter the bus must sit down right away. If assigned seats by the driver, take these seats.
- B. Standing - - no pupil should stand up or move from seat to seat while the bus is in motion.
- C. Noisiness - - pupils should not be loud nor use profane language.
- D. Ventilation - - windows and doors should not be adjusted without the driver's permission.
- E. Wait for Stop - - no pupil should attempt to get on or off the bus until the bus has come to a full stop.
- F. Promptness - - pupils should be ready when the bus approaches.  
(Bus will only wait 2 minutes.)
- G. Waiting - - pupils should not stand in the middle of the road while waiting for the bus.
- H. Talking - - the pupils should not talk unnecessarily to the driver while enroute.
- I. Conduct - - pupils must conduct themselves on the bus as they would in the classroom. The driver is in full charge and must be obeyed cheerfully and promptly.
- J. Cleanliness - - waste paper and rubbish should not be dropped on the floor.
- K. Throwing - - objects should never be thrown within the bus.
- L. Pupils should never extend head or arms out of the window.
- M. No pupil should ever sit in the driver's seat.
- N. Any pupil persistently violating essential rules of conduct will be refused the privilege of riding the bus.

**ITEM # 45 - - GRADING SCALE**

|    |        |
|----|--------|
| A  | 100-95 |
| A- | 94-92  |
| B+ | 91-89  |
| B  | 88-86  |
| B- | 85-83  |
| C+ | 82-80  |
| C  | 79-77  |
| C- | 76-74  |
| D+ | 73-71  |
| D  | 70-68  |
| D- | 67-65  |
| F  | 64-0   |

**ITEM # 46 - - RULES IN REGARD TO CHEATING**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying other's assignments, quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses can result in the following:

- 1.) Any student caught cheating will be given a zero for the first offense.
- 2.) Second-time offenders will have their nine-week grade lowered by one grade level.
- 3.) Third-time offenders will be dismissed from the class for one nine-week grading period.
- 4.) Further offenses will be punished at the discretion of the Principal.

**ITEM # 47 - - WORK PERMITS**

Working permits for students under 18 are available in the high school office. Students must provide a birth certificate and have a current physical on file.

**ITEM # 48 - - PORTABLE RADIOS, CELL PHONES, PAGERS, WALKMANS, HAND-HELD GAMES**

Students during the school day in the halls, classrooms, study halls, or cafeteria are not permitted to use these items at any time. Items will be confiscated and given to the High School Principal. On the first offense the device will be returned to the owner at the end of the school day, provided there are not concerns with the contents. On a second violation, the device will be confiscated and kept by the administration until the parent claims it from the office. Cell phones must be turned off during the school day.

**ITEM # 49 - - STUDY HALL REGULATIONS**

- 1.) Upon entering the study hall, go directly to your assigned seat quietly and in a mannerly fashion. Do not leave your seat until the study hall teacher has taken attendance.
- 2.) If late, the study hall monitor will inform the office of your tardiness.
- 3.) Keep your assigned seat for each study hall. It is your responsibility to remember the seat assigned you.
- 4.) No talking is allowed in the study hall without permission, then no more than two students at a time. Students who have permission to talk should stand during their discussion with the seated student.
- 5.) Pupils should get up out of their assigned seats only with permission.
- 6.) To read magazines in the study hall, you must first obtain permission from the supervisor and have your work completed.
- 7.) Do not move desks around. Use care in getting in and out of desks.
- 8.) No more than one boy and one girl will be excused at the same time for the restroom. There will be a sign-out sheet.
- 9.) Student use of the library area is to be regulated by the study hall supervisor and the librarian. You must get permission to use the library.

**ITEM # 50 - - EARLY DISMISSALS**

There will be no early dismissal of students for work privileges.

**ITEM # 51 - - AUDITERIA REGULATIONS**

- 1.) Students should take their place in line and not reserve place in line for others.
- 2.) Students are not to purchase food for other students not in line - - only for themselves.
- 3.) All students should understand that no food of any kind is to be taken from the dining room.
- 4.) Students are expected to display proper eating manners at all times.
- 5.) All students are to return their trays to the "clean-up" area after eating. Students who repeatedly leave their eating area in disarray will be disciplined.
- 6.) Students may purchase a weekly or monthly meal ticket at current school rates.
- 7.) No charges are to exceed \$3.00. You will have three days to pay your bill. No charges will be issued until all previous bills are paid.
- 8.) Extra items such as milk and sandwiches may be purchased along with the regular meal.

### **ITEM # 52 - - POP AND JUICE MACHINE RULES**

There is a pop and juice machine located in the equipment room that may be used by students. The following rules MUST be followed or the machines will be discontinued.

- 1.) The beverage machine may be used at noon as long as all juice is consumed in the cafeteria and the bottles are disposed of in the proper containers.
- 2.) NO beverage in the gyms.
- 3.) NO beverage in any of the classrooms or study hall.
- 4.) NO beverage is to go home on the bus.
- 5.) NO beverage is to be consumed except during lunch and after school.
- 6.) If cans are found around in the building, spilled juice, or students consuming juice at inappropriate times - - the machine will be taken out.

### **ITEM # 53 - - SCHOOL LIBRARY REGULATIONS**

A continual effort is being made to upgrade your library. Many books are being added. Old, obsolete books are being discarded. Your library contains over 6000 volumes. They are arranged on shelves according to the Dewey-Decimal System. If you remove a book from the shelves, give it back to the librarian or student librarian, who will return it to the proper place. The following classification is used:

|            |                           |            |                  |
|------------|---------------------------|------------|------------------|
| 000 to 099 | General Works & Reference | 600 to 699 | Applied Science  |
| 100 to 199 | Philosophy                | 700 to 799 | Art & Recreation |
| 200 to 299 | Religion                  | 800 to 899 | Literature       |
| 300 to 399 | Social Studies            | 900 to 999 | History          |
| 400 to 499 | Linguistics               | Fiction    | Fiction          |
| 500 to 599 | Science                   |            |                  |

Fiction books do not have numbers. They have letters designating the author. If S.C. appears on a book, it is a story collection. The library performs many functions in a school. Among these functions are the enriching and vitalizing of the curriculum, the developing of independent habits of study, and the encouraging of exploratory experiences.

Besides performing a variety of functions, the library acts as the service center and unifying agency of the school. It is important that everyone take pride in the library. Exercise care in the handling of books and magazines.

#### **RULES OF THE LIBRARY**

There is a fine of \$.02 per day on all overdue books. If you lose a book, the purchase of the book is charged for replacement. SILENCE MUST BE OBSERVED AT ALL TIMES. The library is a place where the students of the school want to study, to do research work, and to prepare assignments for class. Talking and other disturbances interfere with the rights of others.

#### **INFOhio – [www.infohio.org](http://www.infohio.org)**

Whatever your homework is...think INFOhio. INFOhio is used to help Ohio students, educators and parents with their research needs.

**Username: INFOhio Password: explore**

### **ITEM # 54 - - STUDENT CODE OF CONDUCT**

The State mandates by law that all students have a basic right to an education. Education cannot proceed without an atmosphere of order and discipline necessary for

effective learning. Therefore, students in the Fort Jennings High School system have the responsibility to act in such a way as not to interfere with the rights of others to obtain the best education possible. When students accept the right to participate on or off school property, they must also accept the responsibility of conducting themselves according to the rules and regulations governing the operation of the school program.

The Board of Education believes that discipline in school provides each student with the most favorable atmosphere for learning. It also recognizes that it is necessary to establish and maintain rules and regulations. The intent of the rules and regulations is to create a positive educational environment, which holds young adults accountable for their behavior and teaches them to live with the consequences of their decisions. It is the responsibility of the faculty and administration to see that the rules and regulations are enforced fairly, firmly, consistently, and impartially.

Students shall be expected to observe and comply with the policies, rules and regulations of the Board of Education at all school events. Violations of these policies, rules and regulations will result in disciplinary action. The disciplinary action shall include, but not be limited to: Detention, Removal from Class, Suspension in School, Suspension out of school, Expulsion, or Other Disciplinary Action Deemed Appropriate by School Officials.

#### **ITEM # 55 - - STUDENT CODE AND VIOLATIONS**

Insubordination – A student should not willfully disobey any reasonable demand, instruction, or request by a teacher, administrator, or other school authorities. Continual back talk should also constitute insubordination.

Tobacco – No student shall smoke, use or possess any substance containing tobacco, including but limited to, cigarettes, cigars, pipe, a clove cigarette, or chewing tobacco in any form. As provided that in 3313.751 of the Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location.

Vandalism – A student shall not cause or attempt to cause damage to school property, including buildings, grounds, equipment, and materials, or to private property at any school-sponsored function on or off school grounds.

Assault – A student shall not assault or threaten school personnel, other students, or visitors, while on school property, or under school authority, including buses, or at any school-sponsored activity.

Profanity & Obscene Language – No student shall use profanity or obscene language, written or verbal directed toward school personnel or other students. This shall include use of obscene gestures, signs, pictures, letter, etc. Engaging in sexual acts on school premises is prohibited. Indecent exposure is prohibited.

Publication – No student shall publish obscene, pornographic or libelous material.

Disruption of School – A student shall not disrupt or interfere with the rights of school employees or other students to conduct curricular or extra-curricular activities in ordinary manner.

Theft – A student shall not cause or attempt to take into possession the public or private property of any other person on the school grounds or while under the authority of school personnel.

Truancy – A student is truant when absent from school without school authorization. Excuses from school must meet the State Board of Education’s condition for excused absences.

School Tardiness – Every student shall report to the office upon entering late to school. In addition, a note from the parent is required explaining the reason for being late. Students who fail to follow this policy will be considered truant.

Class Tardiness – Each student shall be under the policies set down by the classroom teacher in determining what constitutes a tardy to class. Excessive tardiness will result in Disciplinary Action.

Dangerous Weapons – 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.

Gambling/Games of Chance/Betting – Gambling is prohibited on school premises and debts incurred as a result, would not be collectable.

Fighting – A student shall not use threats of physical violence to intimidate or gain favors from other students. Students shall not provoke fights between other students or directly with other students at any time anywhere on school premises and/or at any school activity regardless of its location

Bullying - The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, psychological abuse, and cyber-bullying. A student shall not use any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct. This policy is in accordance with policy 5517.01

Harassment - It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Alcoholic Beverages – A student shall not use or possess alcoholic beverages in any form on school property, or while in attendance at any board sponsored activity.

Continued Class Disruption – A student shall not be repeatedly involved in actions, which disrupt the educational process of the other students in a classroom activity, or other organized function of the school.

Drugs – A student shall not possess, consume or show evidence of having consumed, or offer for sale, any illegal drug or other controlled substances or counterfeit controlled substances, while in the school building, grounds, or at any school activity.

Students may not buy, sell, transfer or use any drug, medication, inhalant, or other substance, which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance.

Controlled Substances & Counterfeit Controlled Substances (Look Alike Drugs)

- State and local laws concerning the use of controlled substances and look-alike drugs, including alcohol, are applicable for students on school property or while under the jurisdiction of the Fort Jennings Local Schools. Therefore, Fort Jennings Schools will cooperate fully with local, state and federal agencies in the detection, prevention, and prosecution of any and all violations of these laws.

Counterfeit controlled substance (look-alike drug) is defined as:

- (1) any drug of drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization
- (2) any unmarked or unlabeled substance that is manufacturing processed packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it
- (3) any substance that is represented to be a controlled substance, but is not a controlled substance, or is a different substance
- (4) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packing, distribution or the price for which it is sold or offered for sale.

Hazing – It is the policy of the Fort Jennings Local School Board of Education, which hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Forgery – A student shall not falsify in writing the name of another person, or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to school.

Violation of School Rules or Policies – A student shall not disregard or refuse to comply with reasonable school rules and regulations that are properly established for the efficient operation of school.

Dress Code – A student shall not dress or appear in a manner that does not comply with the Dress Code.

Repeated Violations – A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teachers’ aides, principal, or other authorized school personnel any time while under school jurisdiction.

Lockers – Students shall not use their lockers for illegal purposes or for storing illegal materials. Students shall not use their lockers or property in such a way as to interfere with school discipline or the normal operation of the school. Lockers are the property of the school. A general search may be conducted to repossess school property or searched if there is a suspicion of prohibited items.

Horseplay – Students shall not engage in immature acts such as pushing the halls, throwing erasers and similar offenses that often result in injury to others.

Disrespect – A student shall not willfully intimidate, insult, or in any manner, abuse verbally or in writing, any member of the school staff or student body.

Running in the Halls – Students shall not run in the halls at any time during the school day.

False Alarms – No student shall turn in false fire, tornado, bomb, or disaster alarms.

Signs & Slogans – The placing of signs and slogans on school property without the permission of the proper authorities is prohibited.

Driving – Students will adhere to all driving regulations while on school premises.

School Regulations – No student shall willfully aid another person to violate school regulations.

Distribution – Students are prohibited to distribute pamphlets, leaflets, buttons, insignia, etc., without the permission of proper school authorities.

Demonstration – Demonstrations by individuals or groups causing disruption to the school program are prohibited.

Detention – Students are prohibited in refusing to take detention or other properly administered discipline. Students are prohibited from skipping detention.

Communicable Disease – No student is allowed on school property with a communicable disease.

Supervision – Students shall not be in areas during school hours or outside school hours where they have no legitimate business without permission of school permission of school administration or teacher. Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.

This code and its provisions shall be applicable both during regularly scheduled school hours as well as at such other times, places, including – but not limited to – school sponsored events, field trips, athletic functions and the like, where the school has jurisdiction over students. This includes misconduct by a student that, regardless of where it occurs, is directed at a district employee or official or the property of a district employee or official.

There is recognized distinction between students of differing ages and maturity, and it is reasonable to expect more responsibility from a senior than a seventh grader. Thus, a senior may suffer more severe penalty than a younger student for the same offense. Second offenses will be treated more severely than the first offenses.

Ohio criminal code commission by a pupil of any crime in violation of the Ohio criminal code, Ohio traffic code, or the Ohio juvenile code on school premises or while in the control or custody of the school premises, or at a school related activity regardless of location is prohibited.

Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extra – curricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off school premises, or at a school related activity regardless of location, is prohibited.

The purpose of this handbook has been to set forth-specific kinds of action that are permitted and not permitted within the Jennings Local School System. At certain points in time, cases may arise of which there are no specific rules. With the help of the teachers, administrators, parents, students and the community, we hope that a feeling of good faith, and professional judgement can exist in all non-covered cases. It will be the intent of the school to enforce rules that relate directly to the achievement of a sound educational purpose and program for our schools. Any school regulations must have a reasonable connection with the successful operation of the educational system and with the maintenance of school discipline.

#### **ITEM # 56 - - DISCIPLINARY ACTIONS AND THEIR DEFINITIONS**

Detention – The assignment of a school for individual supervision during time other than the usual school day, usually after the end of the usual school day.

Removal from Class – The removal of a student from a class for an unspecified period of time in excess of 24 hours and reassigned in school for individual supervision.

In-School Suspension – The removal of a student from the normal schedule of classes and activities and reassignment to other special programming within the school, with daily school attendance still required.

Suspension – The removal of a student from the school premises and all related school activities for a period of time in excess of 24 hours.

Expulsion – The removal of a student from all curricular and extra-curricular activities of the school for a period of ten days or more, but may not continued beyond the semester in session at the time the student is expelled. The student is under the supervision of his parents, guardian or custodian and may not be in the school building during the expulsion period. The absences are unexcused and the student is not permitted to make up the work missed.

Driver License Suspension: The Superintendent of Schools may suspend a student’s driving privileges in accordance with Am. Sub. H.B. 204.

#### **ITEM # 57 – PROCEDURE FOR IMPLEMENTATION OF DISCIPLINARY ACTIONS**

##### **REMOVALS**

1. If a student’s presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, then the student may be removed from the curricular or extra-curricular activities or from the premises.

2. The superintendent or principal may remove the student from the premises, curricular or extra-curricular.
3. A teacher may remove a student under his or her supervision, but not from the premises. The teacher shall submit to the principal written reasons for the emergency removal from the premises.
4. All possible efforts to notify the parent, guardian, or custodian must be made when the student is removed as soon as practical after the removal.
5. Written notice of a hearing must be given to the student as soon as practicable. This notice must include the place, date and time of the hearing, the reason for removal, and the intended disciplinary action to be taken.
6. A due process hearing must be held within 72 hours after removal is ordered.
7. Within 24 hours of the hearing, a notice must be mailed to the parent, guardian or custodian and clerk of the board to notify them of the disciplinary action taken.
8. If a student is reinstated in his class, the teacher must be given a written notice of reinstatement.
9. In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of – either by reinstatement, suspension or expulsion.

#### SUSPENSION

1. The superintendent or principal may suspend.
2. No suspensions are to exceed 10 school days.
3. The superintendent or principal must give written notice of intention and the reasons why to the pupil.
4. The pupil must have an opportunity to appear at an informal hearing before the principal, superintendent or his designee, and has the right to challenge reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately.
5. Within 24 hours of suspension, notification in writing to the parent, guardian or custodian of the pupil and clerk of the board of the suspension must occur.
6. The notice must include the reasons for the suspension and the right of the student, parent or custodian to appeal to the Board of Education or its designee; the right to be represented at the appeal and to request the hearing on appeal to be held in executive session.

#### EXPULSION

1. Only the superintendent may expel.
2. The superintendent must give the student and his parent, guardian or custodian written notice of the intended expulsion.
  - a. This notice is to include reasons for the intended expulsion.
  - b. The pupil and parent or representative has the opportunity to appear on request before the superintendent or his designee to challenge his action or to otherwise explain the pupil's actions. The administrator cannot compel such a hearing in the event the pupil and parent chooses not to have a hearing.
  - c. The notice is to state the time and place to appear which must not be less than 3 days nor later than 5 days after the notice is given.
  - d. The superintendent may grant an extension of time; if granted, he must notify all parties of new time and place.
3. Within 24 hours of the expulsion, notify the parent, guardian or custodian of the pupil and clerk of the board of the action to expel. The notice must include reasons for the expulsion and the right of pupil, parent or custodian to appeal to the Board of Education or its designee; the right to be represented at the appeal and to request the hearing be held in executive session.

**ITEM # 58 - - APPEAL TO BOARD**

1. A pupil or his parent, or custodian may appeal his expulsion or suspension by a superintendent or principal to the Board of Education. Such student or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board of its designee in order to be heard against such suspension or expulsion.
2. A verbatim, word for word, record is required. (This may be tape recording, etc.)
3. No particular procedure for the hearing to follow is required by statute.
4. Formal action to affirm, vacate or modify the disciplinary action, on appeal may only be taken in "public session".
5. The decision of the Board is further appealable to the Court of Common Pleas.

**ITEM # 59 - - POLICE QUESTIONING AND APPREHENSION**

Schools should cooperate with law enforcement agencies in the interest of the welfare of all citizens. Concurrently, the school must protect the welfare of the students and parents while the students are at school or a school-sponsored activity.

1. If it is necessary to interrogate in school, parents may be notified prior to questioning, except in cases of suspected child abuse, or where notification may put the student in danger.
2. The principal or his designee should be present at all times during the questioning of students.
3. Any interrogation should be done in private, in strict confidence, preferably in the privacy of an office.
4. A student shall not be released from school unless a warrant for the student's arrest, or an order signed personally by the Judge of the Children's Court is presented.

**ITEM # 60 - - ALCOHOL & DRUG GUIDELINES AND PROCEDURES**

A student shall not possess, use, exhibit evidence of use, transmit, purchase or sell any narcotic drug, controlled substance (drugs), counterfeit controlled substances (look-alike drugs or alcohol), any intoxicant, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, anabolic steroid, prescription drug, alcoholic beverage, or mood altering chemical of any kind nor shall they attempt to persuade others to do so, while under the jurisdiction of the school. Neither shall they be in possession of any drug related paraphernalia. Students who have consumed/ingested alcohol, drugs, or look-a-like drugs or alcohol prior to attending school or school-sponsored functions and/or activities will be in violation of this policy. Federal and state laws also proscribe the possession, use, sale and delivery of alcohol substances and controlled substances. The Jennings local school district recognizes its responsibility to inform and involve the appropriate law enforcement officials of violations by adhering to the relevant provisions of the Jennings student code of conduct. Those found guilty of selling and/or transmitting alcohol, prescribed drugs, illicit drugs, and/or look-a-like drugs or alcohol will be prosecuted and/or referred to appropriate agencies. this policy covers:

1. any place on school grounds, or in the school itself at any time including school activities, functions, or events.
2. off school grounds at school activities, functions or events.
3. on board owned vehicles or board carriers.

Students who use, exhibit evidence of use, who have used drugs or alcohol prior to attending school, school sponsored event/activity, or coming onto school grounds, or who are in possession of a mood modifier (drugs or alcohol) or drug related

paraphernalia, will be immediately removed from school, or the activity/function/event, for the remainder of the day.

**DEFINITIONS:**

Anabolic steroid – any substance that artificially increases the testosterone level in a person’s body.

Drug (Controlled substance) – any mood altering chemical having a tendency to promote abuse or psychological dependence, or both. Specifically: alcohol and mixtures containing alcohol, amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant or depressant drugs.

Look-a-like Drug (Counterfeit controlled substance) – any substance that represents a controlled substance or which is represented in nature, appearance, or effect to be a controlled substance or if unpacked or packaged in a manner normally used in delivery of a drug. Any substance that is not labeled in accordance with the Federal Drug Administration. If a person says that a substance may be resold at a price substantially exceeding the actual value of the substance (example: a small measure of powdered sugar being sold for \$1.00).

Exhibit evidence of use – Manifesting one or more signs of alcohol and/or drug misuse such as: odor on breath, staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior unusual for the particular student which there is not other apparent explanation.

Paraphernalia – Drug paraphernalia means any instrument, device, article or thing that is used or intended for use of the following:

1. Preparing a controlled substance for ingestion, inhalation or other introduction into the human body;
2. Ingesting, inhaling or otherwise introducing a controlled substance into the human body.
3. Enhancing the effect of a controlled substance upon the human body.
4. Testing the strength, effectiveness or purity of a controlled substance.

Any equipment specifically for the production, preparation, and/or use of mood altering chemicals.

Examples of drug paraphernalia include but are not limited to: blenders, bowls, containers, miniature spoons, vials, hypodermic syringes/needles, pipes, tubes, roach clips, chillums and bongs.

Prescription Drug – when the student’s use of prescription drugs has been authorized by a licensed physician, the Principal or his/her appointed representative should be notified and written permission must be received from the parent(s) or legal guardian(s) of the student requesting that the school comply with the physician’s order.

The use of nonprescription (over-the-counter) drugs also requires written permission. The Principal or his/her representative should be notified and written permission must be received from the student’s parents(s) or legal guardian(s).

Use of a drug authorized for the student by a medical prescription from a licensed physician shall not be considered a violation of the rule so long as the parent’s statement, signed physician’s statement, and prescription label is presented to the

Principal's office, and the medication is taken in accordance with the physician's prescription. If the student exceeds the prescribed dosage, the disciplinary action described shall be carried out.

Possession – Under the control of the person; located on or about the person. (Includes, but not limited to: purse, wallets, lockers, desks, etc...).

Selling – distribution of drugs:

- a. for use and/or
- b. for profit.

School personnel may make a distinction between the two situations.

School Property/Jurisdiction –

1. Any place on school grounds or in the school itself at any time including school activities, functions, or events.
2. Off school grounds at school activities, functions, or events.
3. On Board owned vehicles or Board rented carriers.

Student alcohol and drug procedures:

Students who violate the student alcohol and drug guidelines of this code, will follow a progressive treatment in as much as the disciplinary action and educational alternatives are concerned. For example: a student who has a first offense in their eighth grade year, and subsequently violates the rules concerning student alcohol/drug guidelines their remaining years in the Jennings Local Schools, will be subject to a graduated continuum of disciplinary action, i.e., it is not considered a second and/or subsequent offense.

The following procedures will be followed in dealing with violations of the student alcohol/drug guidelines under two conditions:

- A. possession, use, exhibiting evidence of use\*
- B. sale/transmission of chemicals, marijuana, and/or alcohol

\*Violation of these guidelines could result in maximum fines ranging from six months to ten years. To emphasize the severity of the penalties involved, it should be noted that in order to be guilty of a serious felony, an individual need not be caught with a bulk amount.

**A. POSSESSION, USE OR EXHIBITING USE:**

First Offense

1. The designated person will be notified and emergency medical services may be contacted, if necessary.
2. The Principal and/or his designee will attempt to notify the parent(s)/guardian(s) by telephone immediately to explain the incident, and arrange a conference. The student will be removed from school for the remainder of the day.
3. The Principal will suspend the student for up to ten (10) days in compliance with the student due process procedures.
4. The Principal will notify the parent(s) or legal guardian(s) in writing, using the suspension form.
5. If the student in violation and his/her parent(s) or legal guardian(s) agrees to go through a Student Assistance Program and follow all recommendations made therein, then three (3) days of suspension plus participation in a highly structured Insight Class (part of the Student Assistance Program) may be

substituted for the above penalty depending on the consent of the student and the parent(s) or legal guardian(s). Refusal or failure to successfully complete the Student Assistance Program and/or follow any recommendations made by the Student Assistance Program (example: a recommendation to obtain a chemical evaluation by a professional chemical evaluator, such as a Certified Alcoholism Counselor, Certified Drug Counselor, Certified Chemical Dependency Counselor, or a licensed physician trained in chemical dependency) will result in the implementation of the remaining seven (7) days of suspension. Furthermore if the professional chemical evaluator makes a recommendation for the student to follow, then the student is obligated to successfully complete or follow that recommendation as a participant in the Student Assistance Program. (All financial obligations for a chemical evaluation by a professional evaluator outside of the school system, is to be assumed by the student's family.)

6. The police may be notified of the incident and, at their discretion, any conduct and investigation.

#### Second Offense

1. The nurse or designated person will be notified and emergency medical services may be contacted, if necessary.
2. The Principal and/or his designee will attempt to notify the parent(s)/guardian(s) by telephone immediately to explain the incident, and arrange a conference. The student will be removed from school for the remainder of the day.
3. The Principal will suspend the student for ten (10) days and recommend expulsion in compliance with the student due process procedures.
4. The principal will notify the parent(s) or guardian(s) in writing using the suspension form.
5. The police may be notified of the incident and, at their discretion, may conduct an investigation.
6. The Principal will recommend to the Superintendent of Schools that the student be expelled unless the following procedure is followed.
  - a. the student seeks an evaluation by a Certified Alcoholism Counselor, Certified Drug Counselor, Certified Chemical Dependency Counselor, or a licensed physician trained in chemical dependency for a professional opinion concerning the student's chemical use/misuse/dependency. (All financial obligations for a chemical evaluation by a professional evaluator outside of the school system, is to be assumed by the student's family.)
  - b. a written copy of the evaluation report is sent by the counselor or physician to school officials including findings and recommendations for the student. Refusal or failure to successfully complete the Student assistance Program and/or to follow recommendations made by the Student Assistance Program and/or Certified Alcoholism Counselor, Certified Drug Counselor, Certified Chemical Dependency Counselor, or a licensed physician trained in chemical dependency, if applicable, will result in the implementation of the recommendation for expulsion. Parental permission forms must be on file in the school.

#### Third and Subsequent Offenses

1. The nurse or designated person will be notified and emergency medical services may be contacted, if necessary.
2. The Principal and/or his designee will attempt to notify the parent(s)/guardian(s) by telephone immediately to explain the incident, and arrange a conference. The student will be removed from school for the remainder of the day.
3. The Principal will suspend the student for ten (10) days and recommend expulsion in compliance with the student due process procedures
4. The principal will notify the parent(s) or guardian(s) in writing using the suspension form
5. The police may be notified of the incident and, at their discretion, may conduct an investigation

B. POSSESSION OF DRUG PARAPHENALIA AND/OR INSTRUMENTS:

First, Second, Third and Subsequent Offenses

Carry the same penalty as section "A" Possession of Alcohol and Drugs

C. SELLING OR DISTRIBUTING INTOXICANTS, ALCOHOL, ILLEGAL DRUGS (Controlled substances or counterfeit controlled substances)

First Offense

1. The Principal and/or his designee will attempt to notify the parent(s)/guardian(s) by telephone immediately to explain the incident, and arrange a conference. The student will be removed from school for the remainder of the day.
2. Selling and/or distributing chemicals will result in a ten (10) day school suspension. A recommendation by the Principal will be sent to the Superintendent of Schools for expulsion of the student in compliance with student due process procedures.
3. The Principal will notify the parent(s) or guardian(s) in writing, using the suspension form.
4. The police may be notified of the incident, and at their discretion, may conduct an investigation
5. The Principal will recommend to the Superintendent of Schools that the student be expelled unless the following procedure is followed.
  - a. the student seeks an evaluation by a Certified Alcoholism Counselor, Certified Drug Counselor, Certified Chemical Dependency Counselor, or a licensed physician trained in chemical dependency for a professional opinion concerning the student's chemical use/misuse/dependency. (All financial obligations for a chemical evaluation by a professional evaluator outside of the school system, is to be assumed by the student's family.)
  - b. a written copy of the evaluation report is sent by the counselor or physician to school officials including findings and recommendations for the student. Refusal or failure to successfully complete the Student assistance Program and/or to follow recommendations made by the Student Assistance Program and/or Certified Alcoholism Counselor, Certified Drug Counselor, Certified Chemical Dependency Counselor, or a licensed physician trained in chemical dependency, if applicable, will result in the implementation of the

recommendation for expulsion. Parental permission forms must be on file in the school.

#### Second Offense

1. The Principal and/or his designee will attempt to notify the parent(s) or guardian(s) by telephone immediately to explain the incident, and arrange a conference. The student will be removed from school for the remainder of the day
2. Selling and/or distributing chemicals will result in a ten (10) day school suspension. A recommendation by the Principal will be sent to the Superintendent of Schools for expulsion of the student in compliance with student due process procedures
3. The Principal will notify the parent(s) or guardian(s) in writing, using the suspension form.
4. The police may be notified of the incident and, at their discretion, may conduct an investigation

### STUDENT ALCOHOL AND OTHER DRUG POLICY

#### Philosophy Statement

The JENNINGS LOCAL District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and other drugs in the school or students with alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary responsibility vested in the educational system.

JENNINGS LOCAL is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug related behaviors. The District is concerned about the health of its students. Students adversely affected by alcohol and other drugs in the schools increases the likelihood that the safety and well being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The JENNINGS LOCAL Board of Education recognizes student alcohol and other drug use as wrong and harmful. Student alcohol and other drug use is a community problem requiring a community solution. Since the JENNINGS LOCAL Schools is an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The District also recognizes that alcohol and other drug use may lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

#### Policy Statement

The JENNINGS LOCAL Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind altering substance while on school grounds or facilities: at school sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment. Students who need to take prescription or nonprescription medications must adhere to the policies described within the student handbook.

#### Education/Prevention

Opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness will be made available in order to enhance the consistent implementation and success of this policy.

#### Counseling and Rehabilitation Information

The Board of Education does not maintain a drug/alcohol rehabilitation program, but the following are programs within the area available to students who need help with a drug or alcohol problem.

#### Support/Guidance

The JENNINGS LOCAL Schools recognize the importance of guidance activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs such as individual guidance, support groups and mentorship programs will be utilized as a means of providing support and guidance to students within the school environment. Such activities may also be provided which promote drug free lifestyles and support for students who are concerned in regards to a loved one's alcohol or other drug use.

### **ITEM # 61--DANGEROUS WEAPONS IN THE SCHOOLS**

The Jennings Local Board of Education is committed to providing the students of the Fort Jennings Local Schools with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearms muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having propelling charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the students and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may expel the student from school, subject to the same conditions stated above.

**ITEM #62 – PERMANENT EXCLUSION**

The Jennings Local Board of Education may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any other following offenses:

1. conveying, transporting or selling deadly weapons dangerous ordinance onto school property or to a school function.
2. possessing deadly weapons on school property or at a school function.
3. carrying a concealed weapon on school property or at a school function.
4. selling, possessing or trafficking in drugs on school property or at a school function.
5. murder or aggravated murder on school property or at a school function if the victim is a school employee.
6. voluntary or involuntary manslaughter on school property or at a school function if the victim is a school employee.
7. assault or aggravated assault on school grounds or at a school function if victim is a school employee.
8. rape, gross sexual imposition or felonious sexual penetration on school ground or at a school function if victim is a school employee
9. complicity in any of the above offenses, regardless of location.

Any building administrator witnessing, or having knowledge of, one of the acts must report the incident to the Superintendent within 24 hours, whether or not the student is over 16 years of age.

If the Superintendent receives notification that a student has been found guilty of or is adjudicated delinquent for any of the listed offenses, he will determine whether the student's continued attendance in the District endangers the health and safety of other students or school employees or whether this attendance poses a danger of disruption to the Jennings Local School's graded course of study. If he determines that either danger exists, he may recommend that the Board adopt a resolution requesting the State Superintendent of Public Instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the Superintendent's recommendation for permanent expulsion will be provided to the student and his parent(s), guardian(s), or custodian(s).

The Board will act upon the Superintendent's recommendation within 14 days. Among the items the Board will consider will be information on:

1. academic and extracurricular activity of the student
2. disciplinary record of the student
3. social history of the student
4. response to prior discipline and sanctions
5. seriousness of the offense and any aggravating circumstances
6. any mitigating circumstances
7. evidence regarding the possible danger to other students and employees if the student remains in the District

8. evidence regarding the probable disruption of the graded course of study
9. availability of less serious sanctions that would permit the student to stay in the District without conflict with either (7) or (8)

The Board may allow for the hearing of witnesses and the presentation of additional evidence.

If the Board adopts the resolution to permanently exclude the student, the Board will:

1. forward the written resolution, together with the adjudication or conviction and a copy of the students entire school report, to the State Superintendent
2. promptly designate a representative to present the district's case for permanent exclusion to the State Superintendent
3. forward a copy of the resolution to the student and his parent(s), guardian(s), or custodian(s)

If the State Superintendent rejects the resolution, then the student shall be readmitted to the District's schools.

No employee of this District shall knowingly admit, or cause by inaction to be admitted, any student who has been permanently excluded.

#### Re-Admission

If, in the opinion of the Superintendent, a permanently excluded student no longer represents either a danger to the health and safety of other students or staff, the District may, in some instances, see the re-admission of the student.

On the recommendation of the Superintendent, the Board will consider a resolution requesting the State Superintendent to revoke the permanent exclusion. If the Board adopts the resolution it will be forwarded to the State Superintendent, along with the resolution and all relevant information.

#### PROBATIONARY ADMISSION FOLLOWING PERMANENT EXCLUSION

Under state law, a student permanently excluded from school may request probationary admission for 90 days in any public school district.

If a student requests consideration of probationary admission into the Jennings Local Schools, the Superintendent may enter into discussions with the student and his/her parent(s), guardian(s), custodian(s) or their designee to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the District.

If a satisfactory plan is developed, then the Superintendent will recommend the Board allow the student to attend classes within the District. The Board will act on the recommendation within 14 days.

If a student violates the terms of the readmission plan, then the Superintendent may immediately remove the student pending action by the Board. The Board's action must take place within five days from receipt of the Superintendent's recommendation to revoke the re-admission.

A student in compliance with his/her probationary readmission plan may request either an extension of the plan for an additional 90 days or for the Superintendent to recommend that the permanent exclusion be revoked.

**ITEM #63 – INTERNET – STUDENT ETHICS GUIDELINES AND PROHIBITIONS**

**PART ONE -- STUDENT CONDUCT**

The internet is a worldwide telecommunications network. There are hundreds of resources on the Internet. You will find libraries, government agencies, universities, discussion groups, software, technical information, as well as over 20 million people who are part of the worldwide network.

While working on the Internet, you are expected to follow the District's Rules of Student Conduct and Ethics which are available from your school. Your use of the network is a privilege and may be revoked at any time for misuse.

**PART TWO – MISUSE OF NETWORK**

The following is not presented as a comprehensive listing of prohibitions, but as examples of unacceptable use of the network.

1. Using someone else's network access is not acceptable
2. Using your network access for activities which are not related to education is not acceptable.
3. Transmitting offensive, harassing statements is not acceptable.
4. Developing or transmitting inappropriate graphics is not acceptable.
5. Soliciting other users is not acceptable.
6. Transmitting sexual or ethnic slurs and/or jokes is not acceptable.
7. Going into anyone else's files or directories is not acceptable and could result in losing your network access.
8. Your personal password is not to be given to anyone.

**PART THREE – PENALTY FOR MISUSE**

Violating the guidelines prohibitions, or the District's Student Conduct and Ethics Rules may result in you losing your network access.

**ITEM # 64 – SECURITY – SURVEILLANCE CAMERAS**

Surveillance cameras are used on the outside of school buildings at the entrances; they run 7 days/week, 24 hours/day.