

**Field Local Schools
2009-2010**



Field High School

2900 St. Rt. 43
Mogadore, OH 44260
330-673-9591
Michael Harris –Principal
Ben Cowgill –Assistant Principal
Ron Swearingen –Guidance Counselor
Blair Stockley –Guidance Counselor

Administrative Offices

2900 St. Rt. 43 Door 5
Mogadore, OH 44260
330-673-2659
Dr. David Brobeck –Superintendent
Beth Coleman- Assistant Superintendent
Mike Woods –Special Services Director

Brimfield Elementary School

4182 St. Rt. 43
Kent, OH 44240
330-673-8581
Pam Way –Principal
Ellen Hefty-Assistant Principal

Field MiddleSchool

1379 Saxe Rd.
Mogadore, OH 44260
330-673-4176
Susan Blake -Principal
Craig Nettleton –Assistant Principal
Jerry Evans –Guidance Counselor

Central Elementary

1473 Saxe Rd.
Mogadore, OH 44260
330-673-4514
Mike Woods-Principal

Suffield Elementary School

1128 Waterloo Rd.
Mogadore, OH 44260
330-628-3430
Shawn Bookman –Principal
Ellen Hefty–Assistant Principal

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SECTION I: INTRODUCTION

FOREWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because this handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with its contents. It is a valuable resource for both you and your parents. This 2006-2008 edition of the student handbook replaces all prior handbooks and other written material on the same subjects.

MISSION STATEMENT

The professional staff of Field Local Schools believes that education, above all, is learning. Therefore, the prime mission of the school is to help students gain the skills that will enable them to become informed, self directed learners who will be productive members of society and ultimately contribute in a positive manner to its future.

EQUAL EDUCATION OPPORTUNITY

This district provides an equal educational opportunity for all students. Any person, who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin, has the right to file a complaint. Complaints and/or questions should be directed to the school district's compliance officer.

***Mandy Gillis - Central Administrative Office
330-677-2509***

Complaints will be investigated and a response provided to the person filing the complaint in a timely manner. The compliance officer can provide additional information concerning equal access to educational opportunities. Under no circumstances will the district threaten or retaliate against anyone who raises a complaint.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies both to the student, and also to all individuals who have access to the district's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact Mandy Gillis at (330) 677-2509.

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules.

The staff expects students to come to school prepared to learn. It is the student's responsibility to arrive on time and to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the guidance counselor.

STUDENT WELL-BEING

School safety is the responsibility of both students and staff. Field Local School District has in place an Emergency and Crisis Response Plan which addresses all emergency situations. The plan is provided to all staff members and is posted in each room. If a student is aware of any dangerous situation or accident, he/she must notify a staff member immediately.

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State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, and on file in the school office. Students with specific health care needs should alert the school regarding those needs, in writing with proper documentation by a physician, to the school office.

SECTION II: GENERAL INFORMATION

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. It is important to note that some courses requested by the student may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

HIGH SCHOOL BELL SCHEDULE

Homeroom Tardy Bell:	7:55 a.m.
Homeroom/1st period	7:55-8:55
2nd period	8:59-9:45
3rd period	9:49-10:35
4th period	10:39-11:25
5th period	11:29-12:15
6th period	12:19-1:05
7th period	1:09-1:55
8th period	1:59-2:45

MIDDLE SCHOOL BELL SCHEDULE

Homeroom/1 st period	7:45-8:45
2nd period	8:49-9:45
3rd period	9:49-10:45
4th period	10:49-11:45
5th period	11:49-12:45
6th period	12:49-1:45
7th period	1:49-2:45

SCHEDULING CHANGE REGULATIONS

Requests for schedule changes without penalty will be considered as follows:

Acceptable reasons for schedule changes:

- Mechanical or computer error
- Changes necessary to meet graduation requirements
- Changes to adjust for physical health conditions (health care provider's note required)
- Changes to adjust for summer school credit
- Addition of a class to replace a study hall (same period)
- To reduce overload (minimum 5 credits required; no course substitutions)
- Reasons deemed necessary by principal and/or designee

All requests for schedule change must be submitted in writing to the guidance office. High school students must provide a written request within **10** school days from the beginning of the course. Middle school students must provide a written request within **5** school days from the beginning of the course. Special permission from the principal and/or designee is required for schedule adjustments after **15** school days. If a course is dropped from a student's schedule as a result of disciplinary action and/or poor attendance, a study hall will be assigned. Replacement courses will not be added until the next semester. Schedule changes that do not comply with the standards listed above will be subject to academic penalty (withdrawal/failure).

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than those listed on the emergency medical authorization form.

VISITORS

Visitors, especially parents, are welcome at the school. To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the principal.

STUDENT FEES AND FINES

Field Local Schools charge specific fees for certain activities and courses. This includes a fee for participation in extra-curricular activities. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees or damage to school property. The school and staff do not make a profit. A listing of fees and charges for the current school year is available in the school office. Fees may be waived where there is financial hardship. Contact the building principal for information regarding the waiving of fees.

Students using school property and equipment can be fined for excessive wear and abuse. Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

LOCKERS

Each student is assigned a locker on the first day of school. Lockers are provided as a convenience for students to store books, coats, and school supplies. Lockers should be kept clean and in good order at all times. The lockers are property of the Field Board of Education and are subject to search at any time.

Locker Guidelines

- Nothing is permitted on the outside of lockers unless approved by an administrator.
- Permanent marking is not permitted inside of lockers.
- Students are responsible for removing decorations at the end of the school year.
- Offensive materials are not permitted.

STUDY HALL GUIDELINES

- Study hall is to be used for its intended purpose: to study.
- Come prepared to work with all necessary materials.
- Be in the study hall prior to the tardy bell.
- No talking without permission from the study hall monitor.
- Remain in your assigned seat.
- Radios, tape players, MP3 players, CD players, electronic games, games, cards, food and drink are not permitted.
- Students going to another room must first present an approved pass to the study hall monitor.

ELECTRONIC DEVICES

The school supplies most electronic equipment necessary in school. Students should not bring non-educational electronic equipment or communication devices to school. Students using any of these devices during school hours without consent of the principal or his/her designee will be subject to confiscation and disciplinary action.

STUDENT VALUABLES/LOST AND FOUND

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like should be left at home. The school is not responsible for their safekeeping and will not be liable for any loss or damage to personal valuables. Check for lost and found locations with each school office. Unclaimed items will be given to charity at the close of the school year.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in emergency situations, parents calling for students will be asked to leave a message to be delivered to the student. The student will be able to return the call when they receive the message.

Students are not to use personal telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Pay phones are available before school, after school and during lunch periods with written permission from a staff member.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian. In order to avoid late fees, all materials checked out of the library must be returned according to the building library policy.

PARKING PRIVILEGE

Students in grades 11-12 are permitted to drive to school and park in the school parking lot provided they have purchased a parking permit and received permission from the administration. Each permit is assigned a designated area. If the student accumulates tardies or parking lot violations he/she may lose the parking privilege.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students. Regular lunch and la carte items are available. Students may also bring their own lunches to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's free and reduced-priced meal program are available in each school office.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State Law. Specific instructions on how to proceed will be provided to the students. The staff will oversee the safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a buzzer.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. In addition, there are also other trips that are part of the school's co-curricular and extra-curricular program. Medications normally administered at school will be administered while on field trips. The student code of conduct applies to all field trips. Attendance rules apply to all trips. While the district encourages the student's participation in trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate school rules may lose the privilege to go on trips. Arrangements for make-up work must be made in advance of the trip.

EMERGENCY CLOSING, DELAYS, OR EMERGENCY DISMISSAL

If the school must be closed, the opening delayed, or students must be dismissed early because of inclement weather, emergency situations, or other conditions, the school will notify the following radio and television stations:

<u>Television</u>		<u>Radio</u>	
WKYC - Channel 3	(www.wkyc.com)	WSLR -	AM 1350
WEWS - Channel 5	(www.newsnet5.com)	WKDD -	FM 98.1
WJW - Channel 8	(www.fox8cleveland.com)	WNIR -	FM 100
WOIO - Channel 19	(www.woio.com)	WQMX -	FM 94.9
		WHBC -	FM 94.1
			AM 1480

STUDENT FUND RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
- A student will not be allowed to participate in a fundraising activity for a group in which he/she is not a member without the approval of the coordinator.
- Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.

ENROLLING IN THE SCHOOL

Students are required to enroll in the school district in which they live unless enrolling under the district's open enrollment policy.

Students who are new to Field Local Schools are required to enroll with their parents or legal guardians. When enrolling, the following must be provided:

1. An original birth certificate with raised seal
2. Court papers allocating parental rights and responsibilities, or custody (if applicable)
3. Two (2) proofs of residency
4. Proof of immunizations
5. Copy of social security card

Under certain circumstances, temporary enrollment may be permitted. If that is done, the parents or guardians will be told what records are needed to make the enrollment regular.

Students enrolling from another school must have an official transcript from the previous school in order to receive credit from that school. The office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves; but if residing with their parents/guardians, are encouraged to include them in the process. Adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools. The period of expulsion or removal will last for the duration of time as proscribed by the school board guidelines. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to

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review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents or guardians and in compliance with state law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if he/she is under the age of 18.

If a student plans to transfer to another school, the parent or guardian must notify the principal. School records will be transferred within fourteen (14) days to the new school district.

STUDENT RECORDS

Teachers, counselors, and administrative staff keep many student records. Student records include directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the release of such information.

Unless specified otherwise in these guidelines, student records shall be considered to be no longer needed by this district for educational purposes when:

- A. the student graduates or receives a certificate of completion; or
- B. the student has reached his/her twenty-second (22nd) birthday.

When certain records within a student's file are considered no longer needed, the school shall assure that in the event certain records are to be destroyed, the following minimal data be permanently maintained:

- A. student's name, address, and phone number
- B. birth date;
- C. classes attended and grades;
- D. attendance record including building attended; and
- E. grade level completed and year completed.

If a student is identified as a student with a disability in special education, the school shall ensure:

- A. records are maintained for five (5) years after termination of special education programs, services, and/or graduation.
- B. parents/adult students are notified when information is no longer needed to provide educational services and will be destroyed.

The personally-identifiable information on a disabled student shall be retained permanently unless the parents/adult students request that it be destroyed as specified in these guidelines. The COR should remind them that the records may be needed by the student or the parents for Social Security benefits or other purposes.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying cost may be charged to the requestor. To review records, please contact the school principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

SECTION III: ACADEMIC INFORMATION

HOME/SCHOOL COMMUNICATIONS

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery to ensure contact. Parents/guardians are encouraged to check the Field Local Schools web site regularly at www.fieldschools.com. Parents and guardians are also encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Report Cards: Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

GRADES

Field Local Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary knowledge and/or skills. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas whereas 75% of the assessment is formal in nature and 25% is informal. Students will be informed of a teacher's individual expectations at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

To pass a semester a student must achieve a minimum grade average of a 60% (D-). Students may be required to take semester exams.

At the middle and high school levels, parents and guardians can check student grades online through Parent Internet Viewer (P.I.V.). Personal identification numbers for accessing P.I.V. will be distributed at the beginning of each school year.

GRADING POLICY

The object of taking a course is attaining knowledge and proficiency of the subject matter. Assessments and awarding of grades show a benchmark of understanding of the subject matter at certain times during the term of a course (nine weeks and semester grades). In school these benchmarks are reviewed at the end of a course to determine if there has been sufficient progress in knowledge and in proficiency to award credit. Most of the time this process works but with the assigning of numeric values to grades (A=4.00, B=3.00, etc.), it is possible to pass a course by attaining a certain grade at the semester and then not working toward mastery of a subject during second semester. An example would be student who attained a passing grade of C- or better the first semester and refused to continue to work toward mastery of the subject matter the

second semester. This student could pass the course without attaining the necessary skills and knowledge outlined in the goals for the class. In an effort to ensure that students will continue to learn and to become proficient, a process will be instituted for a student who is not working toward mastery of a subject. When a student is not turning in class assignments, not participating in class activities, and through observable documented behaviors, not seeking to work toward mastery of the subject matter, course credit may be denied. This could mean a student might be denied credit for the course even with a numeric passing value.

The process of credit denial will be as follows:

The teacher will:

1. Begin the process by documenting assessments, class work, homework, and observable documented behaviors that show the student is not working toward mastery in the course.
2. Involve parents or guardians.
3. Inform the principal of the situation and an intervention will be arranged with the student and parents.
4. Continue to carefully document observations and assessments that indicate that the student is not working toward mastery of the subject matter.
5. Recommend to a faculty academic review committee that credit will be withdrawn for the course.

The committee will:

1. Review the documentation on the student's progress toward mastery of the subject matter.
2. Through the principal give written notification to the student and parents of the process and the consequences.
3. Review written statements from the students and/or parents if they wish to respond.
4. Meet to review and discuss and decide upon a recommendation.
5. Recommend to the principal the committee's decision.

The principal will:

1. Review the committee decision.
2. Take appropriate action and inform the student and parent through written communication.

**GRADE POINT AVERAGE
GRADING SCALE**

The school uses the following grading system:

A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	50-59	0.0
I	incomplete	
P	acceptable achievement	

SEMESTER, YEAR AVERAGE AND GRADE POINT AVERAGE

Semester averages will be calculated using the **percentage** earned in each grading period and the exam in that semester. Each grading period counts as 40% of the semester average (total of 80%) and the exam counts as 20%. The year average will be the **percentage** average of the two semesters.

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of a C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

AP AND HONORS PROGRAM INCENTIVES

(Class of 2009 and 2010 only)

Any student who participates in Advanced Preparation or Honors classes will be awarded incentive points for each class completed and will have the points calculated into the final GPA. Students who successfully complete an Advanced Preparation class or classes will be awarded with a 0.1 quality point add-on for each class, and those who participate in any Honors class or classes will be awarded with a 0.05 quality point add-on for each class. Any student, who fails a class in which quality points are awarded, will not earn the quality point add-on.

PROMOTION, ACCELERATION, AND RETENTION

Middle School: Promotion to the next grade (or level) is based on the following criteria:

- current level of achievement
- potential for success at the next level
- emotional, physical, and/or social maturity

A student will be retained if he/she is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two or more of the required curriculum subject areas in the current grade.

A student meeting the above conditions may still be promoted if the principal and the teachers of the classes that the student failed agree that the student is academically prepared. No student will be promoted to the ninth grade unless he/she has completed a one-year course in American history.

Upon recommendation of his/her teacher(s) and the consent of his/her parents, a student may be promoted to a grade other than the next succeeding one or to enroll in a course other than the next one in the academic sequence.

High School: High school grade status is based on the number of credits earned at the end of each school year. Contact the high school guidance department for more information.

Freshman	fewer than 4.75 credits
Sophomore	5 – 9.75 credits
Junior	10 –14.75 credits
Senior	15 or more credits

GRADUATION REQUIREMENTS

Regular Diploma - normally a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to pass all state-mandated tests, meet the school requirements for basic course-work, and earn the total number of minimum credits. For a student enrolled in special education, the requirements of the state-mandated tests and the extent of participation in those tests will be determined by their individualized education plan.

Specific course requirements **for the class of 2009 and 2010** are:

English	4 units	
Mathematics**	3 units	
Science**	3 units	<i>(must have 1 unit biological and 1 unit physical sciences)</i>
Social Studies*	3 units	<i>(must have ½ unit American history and ½ unit American government)</i>
Electives	5½ units	<i>(must have 1 unit or 2 half units in business/technology, fine arts, or foreign language)</i>
Health	½ unit	
Physical Education	½ unit	
Career Development	½ unit	
<u>4th year of Mathematics or Science**</u>	<u>1 unit</u>	
Total	21 units	

Specific course requirements **for the class of 2011 and beyond** are:

English	4 units
Mathematics**	4units

Science**	4units	<i>(must have 1 unit biological and 1 unit physical sciences)</i>
Social Studies*	4units	<i>(must have ½ unit American history and ½ unit American government)</i>
Electives	3½ units	<i>(must have 1 unit or 2 half units in business/technology, fine arts, or foreign language)</i>
Health	½ unit	
Physical Education	½ unit	
Career Development	½ unit	
Total	21 units	

*Maplewood Career Center and special education students may be exempt from some courses. The guidance department will provide specific information to these students.

** One additional Mathematics or Science unit is required during the senior year.

Students attempting to graduate before their expected graduating class must meet certain guidelines. The guidelines are:

1. **Minimum 3.0 Grade Point Average**
2. **Thirteen (13) completed credits at the end of the 10th grade.**
3. **Passed ALL state-mandated testing by the end of the 10th grade.**
4. **An academic plan in place prior to the junior year.**
5. **Principal approval.**

In addition to the course requirements listed above, a student must pass the state-mandated test in each of the following areas: Mathematics, Reading, Writing, Social Studies, and Science. **Students who complete the Field High School curriculum but do not meet all the requirements regarding state-mandated testing will not graduate with their class. Participation in commencement exercises will be denied.**

HONORS DIPLOMA

Field Local Schools will award the Diploma with Honors to any student who has fulfilled the following requirements:

- Demonstrated at least the required grade level of literacy and basic competency on the state-mandated tests
- Meet all state and local graduation requirements:

College Preparatory Program

Met at least eight (8) of the following nine (9) criteria:

1. Four (4) units of English
2. Three (3) units of mathematics which shall include Algebra I, Algebra II, and Geometry or complete a three-year sequence of courses that contains equivalent content
3. Three (3) units of science that develop concepts for physical, life, and earth and space science
4. Three (3) units of social studies
5. Either three (3) units of one foreign language or two (2) units each of two foreign languages
6. One (1) unit of fine arts
7. Either one unit of business/technology and two additional units in (1) through (6) above or earn three additional units in (1) through (6) above
8. 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
9. Obtain a composite score of twenty-seven (27) on the American College Testing Program's (ACT) Tests or an equivalent composite score of 1210 on the Scholastic Aptitude Test (SAT) with no regard for its new writing portion

Vocational/Technical Program

Met at least seven (7) of the following eight (8) criteria:

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- Four (4) units English (may include one (1) unit of applied communication)
 - Three (3) units of mathematics which shall include algebra, geometry, or the equivalent in applied mathematics
 - Three (3) units of science including at least one (1) unit of applied science with an emphasis in biology
 - Three (3) units of social studies
 - Two (2) units of a foreign language or two (2) units of computer science
 - An overall high-school grade point average of at least 3.5 on a four (4) point scale up to the last grading period of the senior year
 - A career passport including proficiency in ninety-five percent (95%) of the occupational core competencies as judged by two (2) content experts
10. A composite score of twenty-seven (27) on the American College Testing Program's (ACT) Tests or an equivalent composite score on the Scholastic Aptitude Test (SAT)

It is the student's responsibility to maintain contact with his/her counselor to ensure that his/her graduation requirements are being met. **Note: All supplemental make up courses must be completed by May 25. The student is responsible for getting transcripts to the guidance department for verification of credit and to complete the graduation requirements.**

STUDENT ASSESSMENT/STATE-MANDATED TESTS

Unless exempted, each student must pass the appropriate state-mandated test to be eligible to receive a diploma. Students graduating in 2007 and beyond are required to pass the Ohio Graduation Test. The tests are administered once or twice a year. Students only need to retake those parts of the test they did not pass. Make-up dates are scheduled, but unnecessary absences should be avoided. State-mandated tests are usually administered in October and March.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interests or talent. The guidance staff often gives these surveys. College entrance testing information can be obtained from the guidance office.

EDUCATIONAL OPTIONS

Field Local Schools provides alternative means by which a student can achieve his/her personal educational goals as well as the goals of the district. Inquire about approved educational options in the guidance office.

In order to participate in an educational option, the student must first submit an application for approval by the principal. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the school office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript. Student performance shall be evaluated as either pass or fail, or by awarding letter grades.

POST-SECONDARY ENROLLMENT

Any student in grades 9 through 12 may enroll in a post secondary program providing he/she meets the requirements established by law, by the district, and by the post secondary institution. A student may be denied high school credit for any portions or for the entire class if taken during a period of expulsion. Any interested student should contact the high school guidance department to obtain the necessary information.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

HONOR ROLL AWARDS

4.00	Principal's List
3.60-3.99	Falcon Scholar
3.40-3.59	Honor Roll
3.00-3.39	Merit

ATHLETIC AWARDS

Each head coach, with the approval of the athletic director, develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach.

SPECIAL AWARDS

Some examples are listed below:

High School: Academic Letter Program, Brimfield Chamber of Commerce Scholarship Award, Brimfield Lions Scholarship, Buckeye Boys State/Girls State, DAR Good Citizen Award, FLTA Joan Dolbow Memorial Scholarship Award, FLTA Scholarship, Press of Ohio Scholarship, Dr. Hefty Memorial Scholarship, Manhood/Womanhood Award, National Merit Scholarship Semi-Finalist Award, National Council of Teachers of Mathematics Awards, Ohio Student Aid Commission Scholarship, Ohio Council of Teachers of Mathematics Awards, Outstanding Senior Male/Female Athletic Awards, Field Band Boosters Instrumental Music Excellence.

Middle School: Academic Letter Program (grade 9), Academic Recognition Awards, American Mathematics Competition, Boy's and Girl's Leadership, Future Problem Solving, Midwest Talent Search, Good Citizenship Awards, Portage County Language Arts Festival, Power of the Pen, Presidential Academic Fitness Awards, Archie Griffin Sportsmanship Awards, Spelling Bee, Portage County Art Show Awards, Editorial Cartoon Awards.

OUTSTANDING STUDENT AWARD

High School faculty members present Outstanding Student Awards each grading period. Each faculty member selects one student from all students that he/she teaches. The standards for outstanding student are not directly linked to academic accomplishment. Selection may include a student who has demonstrated significant improvement during the grading period, good attendance, improved attitude, outstanding performance on a report or project or other criteria as determined by the teacher.

The program is designed to provide recognition for worthy students in grades 9-12 who have less opportunity for honors and commendations. Selected students are treated to a special luncheon in the library. Certificates of commendation signed by the faculty are presented. Letters of commendation are mailed to the parents of each qualifying student. A summary listing is posted. Summary listings are distributed to the faculty and the news media.

PORTAGE COUNTY TEENS OF THE MONTH

The Portage County Teen Board presents this recognition monthly. Portage County high schools nominate a senior boy and senior girl each month for review by the teen board. Nominees are selected by the school administration and must have recommendations from two faculty members. Board membership includes a senior representative from each county high school and county office personnel. Selection is based on scholarship, activities, and service to the community. Selected students receive a commendation letter from the county superintendent and publicity in the Record Courier. Teens of the month are recognized at a formal luncheon in May. The board seeks a teen of the year from a listing of monthly award winners.

TOP TEN

This award is presented at the end of the school year at an awards program and at the commencement ceremony. For any student to become eligible for the honor of being named to the Top Ten at Field High School he/she must attend classes, on campus, for at least three (3) consecutive semesters before the end of the first semester of the senior year and earn at least five (5) credits toward graduation. A student transferring during the above-described time period to Field High School from a program or high school not Field Local School District – All Rights Reserved

accredited by the Ohio Department of Education will not be eligible for Top Ten recognition. Students that accumulate five (5) or more credits evaluated by a non-numeric grade (pass/fail, satisfactory/unsatisfactory, etc.) will not be granted a class rank. A student who transfers from an appropriately accredited or chartered high school and enrolls in Field High School because student and his/her parents have moved into the school district, is exempt from meeting the three (3) semester residency requirement as discussed above. All other provisions of this policy will apply to such students.

VALEDICTORIAN/SALUTATORIAN AWARDS

This award is presented at the end of the school year at an awards program and at the commencement ceremony. Valedictorian selection is based on the highest accumulated G.P.A. rounded to three decimal places (all subjects included) after seven semesters of academic record. All members of the senior class are rated equally. Salutatorian selection is based on the second highest accumulative G.P.A. rounded to three decimal places (all subjects included) after seven semesters of academic record. All members of the senior class are rated equally. Selected students are given special recognition at an end of the year awards ceremony and commencement. Their pictures are installed in the Academic Hall of Fame. For any student to become eligible for the honor of being named Valedictorian or Salutatorian at Field High School he/she must attend classes, on campus, for at least three (3) consecutive semesters before the end of the first semester of the senior year and earn at least five (5) credits toward graduation. A student transferring during the above-described time period to Field High School from a program or high school not accredited by The Ohio Department of Education will not be eligible for Valedictorian or Salutatorian recognition. Students who accumulate five (5) or more credits evaluated by a non-numeric grade (pass/fail, satisfactory/unsatisfactory, etc.) will not be granted a class rank. A student who transfers from an appropriately accredited or chartered high school and enrolls in Field High School because the student and his parents have moved into the school district, is exempt from meeting the three (3) semester residency requirement as discussed above. All other provisions of this policy will apply to such students.

SECTION IV: ATTENDANCE

INTRODUCTION

Attending school is necessary and required by law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents or guardians taken to court. Field Local Schools has an attendance policy to avoid these negative consequences.

ATTENDANCE PROCEDURES

Students are expected to be in all classes, study halls, or other assigned areas during the school day. Attending classes regularly helps students to receive the full academic benefit of the school program. Frequent absences results in a disruption of the continuity of the educational process and time lost can never be fully regained even through make-up work. The following procedures should be followed if it is necessary for a student to be absent.

A parent or guardian must call the school office between 7:15 A.M. and 8:00 A.M. the day of absence reporting the name of the absent student, the reason for absence, and when the student is expected to return to school. A note, signed by a parent or guardian stating the date(s) and reason for absence must be submitted when the returns to school. If a note is not received within 1 day after the student returns to school, the absence will be recorded as unexcused. **Make-up work is permitted only if an absence is excused.**

Students who arrive at school after 7:55 A.M. are marked tardy and must report directly to the office. A note from a parent or guardian, stating the reason form late arrival is required. **Students who arrive after 9:30 A.M. are marked absent one-half day.** A decision to excuse or unexcuse a tardy will be made by the Principal and/or his designee. A transportation problem is not an excused tardy. **Students who leave prior to 11:25 P.M. are marked absent one-half day.**

Absences and tardies due to medical and dental appointments must be substantiated by a note from a physician or dentist when the student returns to school.

If a student, under the age of 18, is truant and meets certain guidelines defined by the State of Ohio, the Field Local School District may refer a student to Juvenile Court for truancy and to the Bureau of Motor Vehicles for suspension of his/her license.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up work will be permitted. Disciplinary action will follow.

The school may require a student to be in attendance for a minimum of one-half day (4 periods) to be eligible to participate in an athletic event, practice, or other school activity that day. The decision to allow participation is left to the discretion of the building administrator.

AUTHORIZED ABSENCE

Field Trips/School Business: Treated as an extension of the classroom. Work is given for credit. A student is not academically penalized.

Excused Absence: Work is given for credit. The following categories are recognized by the State of Ohio as excused absences from school:

11. Three college days for Juniors and Seniors
12. Personal illness
13. Quarantine of the home
14. Death of a relative
15. Observance of a religious holiday
16. Other emergencies or set of circumstances, which constitute good and sufficient cause as determined by the principal or his/her designee.

Out-of-School Suspension: Work is assigned.

****A student may accumulate up to 5 days excused absence (per semester) with a parent or guardian telephone call for illness.** Any absences after 5 excused absences will require a medical note from a physician, dentist, therapist, or other professional health care provider for each absence in order for the absence to be considered excused. **The medical note must be in the school office within 24 hours of the return of the student to school.** Absence for illness will be unexcused without a medical note. Projects (assignments) that are given during the absence will be due with arrangement of the instructor, not to exceed the number of days absent.

UNAUTHORIZED ABSENCE

In the event of an unauthorized or unexcused absence, work is given but credit is denied. We encourage all students to keep current with assignments even if there can be no credit given. Examples of unauthorized absence and tardiness include but are not limited to oversleeping, car trouble, missing the bus, haircut/beauty shop appointments, babysitting, errands, etc. Cutting class is an unauthorized absence. Three (3) tardies to class equals one (1) unauthorized absence to that class.

STUDENTS LEAVING DURING SCHOOL DAY

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

TARDINESS

Students who are not in class when the late bell rings are considered tardy. All students who are tardy to school must report to the school office to sign in. When a teacher detains a student after class he/she shall issue a late pass for the student's next class. This is optional at the elementary level.

Students who are tardy to class or study halls will be considered unexcused unless they have an excused slip from the office or a signed pass from a teacher. Tardiness to school due to medical and dental appointments or circumstances which constitute good and sufficient cause as determined by the principal or

assistant principal are considered excused. The school must receive a note from a parent or a medical note from a physician, dentist, therapist, or other professional health care provider.

Teachers are to refer cases of chronic tardiness to the principal or assistant principal. Chronic tardiness may result in consequences such as, but not limited to, referral to juvenile court, detention, suspension, or loss of parking privileges (high school).

VACATIONS DURING THE SCHOOL YEAR

Vacations during the school year are undesirable. Conditions for vacation approval:

- The student's current year attendance record must be satisfactory as determined by the principal.
- Students requesting a vacation must get written approval from their parents and be accompanied by a parent, legal guardian, or an adult relative on the vacation.
- If the student is not maintaining an average grade of "C" or better, permission for excused absences are the discretion of the principal or assistant principal.
- A maximum of five (5) school days per year will be granted. Exceptions to this rule must be a special emergency situation. At the discretion of the school authority, class work may or may not be made up upon return from vacation. If make-up work is permitted, the student will have a maximum of two weeks to complete the work.
- Work missed and not made up will be given a grade of "F" and be averaged according to the grading procedure. A minor or 18 year old student who goes on vacation without the school's approval will be in violation of the attendance rules. This will be an unexcused absence and be truancy for a minor.
- Written permission by the principal or his/her designee must be given to the student prior to going on vacation and a copy of this permission is to be placed in the student's permanent folder.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who have an absence from school that is excused shall be given the opportunity to make up work that has been missed. The student should contact his/her teachers as soon as possible to obtain assignments.

A student may make up units of study with a properly licensed teacher if the principal has granted prior approval.

Students will be given the opportunity for making up worked missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

TRUANCY

The discipline of truant students shall be in accordance with board policies and due process (as defined in policy 5611) and the student code of conduct.

A student shall be considered a "habitual truant" by state law when, in spite of warnings and/or his/her parents efforts to ensure attendance, he/she has 5 or more consecutive unexcused absences; 7 unexcused absences in one month; or 12 unexcused absences in one year.

If the truancy persists, and the student becomes a "habitual truant," the principal shall inform the student and his/her parents or guardians that the district will notify the registrar of motor vehicles and the judge of juvenile court of the child's persistent absence unless the student or his/her parents wish to challenge the record. They are to be notified that they may appear in the principal's office at a schedule date and time which shall be no earlier than three (3) days or later than five (5) days after the date of the notification. The principal may grant an extension, if requested.

Notification will be sent within two (2) weeks after the superintendent receives the information or the conclusion of the hearing and the attendance record is upheld. The student's name, address, birthdate, school, district, and attendance record shall be sent to the juvenile judge in writing and to the registrar of motor vehicles in the manner designed by the registrar.

DETENTION OF STUDENTS BEFORE/AFTER SCHOOL

Reasonable detention at the beginning or end of the school day is allowed. In all cases where students will be detained at the end of school, parents are to be notified in advance. In all cases involving bus riders, parents are to be notified a day in advance so that alternate transportation may be arranged.

SECTION V: STUDENT ACTIVITIES

INTRODUCTION

Field Local Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the district's policy that authorized groups are only those approved by the board of education and sponsored by a staff member. Authorized groups include: concert band, choir, Field Focus (school paper), Field Days (yearbook), DECA (Distributive Education Clubs of American). Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. Authorized groups include: National Honor Society, marching band, student council, drama club, team spirit, and ski club.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

According to the policy of the board of education, co-curricular activities exist to meet the wide range of vocational, recreational, social, and cultural needs and interests of the students. Therefore, all students should be urged to join at least one club or activity.

A. Existing Clubs or Activities

At the start of the school year, all students should be provided with information on existing clubs, co-curricular, and extra-curricular activities and encouraged to participate.

B. New Activities

All new activities shall be approved in the following manner:

1. Requests for new activities should be submitted to the principal and contain the following:
 - a. purpose and rationale
 - b. intended outcomes for students
 - c. participation
 - d. plan of operation
 - e. costs
 - f. persons in charge
2. The superintendent will review each request and either reject or submit each for board approval.
3. Upon approval, an activity will be listed as a part of the co-curricular or extra curricular program and its fiscal account established by the treasurer.

C. Fiscal Compliance

Both co-curricular and extra-curricular activities will comply with financial and bookkeeping controls established in conformance with the recommendations of the state auditor. Each activity advisor or coach is to provide the building principal with a periodic update on the fiscal status of the activity.

D. Operating Guidelines

The principal shall prepare and publish operating procedures for all co-curricular/extra curricular activities which ensure that:

1. students participate in ways that do not interfere with their academic programs,
2. the safety and welfare of the students are adequately safeguarded,
3. all activities have proper planning, direction, and supervision,

4. faculty members work cooperatively so that some activities do not interfere with the operations of others,
5. staff members and students are encouraged to attend activities involving student performances,
6. each activity is assessed continuously relative to its stated purpose and goals, and
7. building facilities and equipment are being used safely and as intended and are being maintained in proper condition.

E. Activity Conflicts

Many students have multiple talents and interests they wish to develop or pursue through participation in district-sponsored activities and groups. Since the district's policy is to encourage such participation, the following guidelines have been established for dealing with potential schedule conflicts a student could experience when participating in more than one (1) activity.

1. At the beginning of each semester or season, each staff member in charge of a credit course, co-curricular, or extra curricular activity is to prepare a schedule for any practices, performances, or other after-school obligations involved in participation. This information will be sent to the school office and the guidance department.
2. By the first day of an activity, students are to be made aware of the schedule of any practices and performances as well as other obligations. Each staff member in charge is to determine which, if any, students will have conflicts with other activities in which they wish to participate.
3. If such conflicts exist, the staff members in charge of the activities in conflict are to meet for the purpose of resolving the conflict. The emphasis should be on modifying the requirements so the student can participate in multiple activities.
4. If it is not possible to resolve the conflict without seriously undermining the integrity of the activity program, the following procedure is to be followed:
 - a. If one of the activities provides the student with credit and the other one doesn't, the student and his/her parents are to be made aware of the possible consequences of not enrolling in each activity and of not meeting the obligations for participation.
 - b. If both activities are credit activities, the student is to be advised to contact his/her counselor to work out a solution that does not penalize the student.
 - c. If one of the activities is an after-school, off-shoot of a credit activity, but is not a credit activity (e.g. jazz band from concert band) the requirements for the credit activity may not be imposed as a condition for participating in the noncredit after-school activity.
 - d. If the conflict cannot be settled, the student may have to choose between activities.
5. When the activity or program begins, the students are responsible for the following:
 - a. If a student encounters a previously unforeseen conflict during the semester or season, he/she should inform all staff members in charge as soon as possible in order to increase the likelihood that an accommodation can be worked out.
 - b. If, during the year, an unanticipated situation develops which creates a conflict in the schedule for a student, he/she should discuss the conflict with the counselor who, in turn, will work with the staff members in charge to try to reach an accommodation that is most advantageous to the student and least disadvantageous for the activities involved.
 - c. If a student is experiencing difficulty in deciding between activities, he/she should make contact with the counselor to discuss the alternatives rather than discuss it with the staff members in charge.

ATHLETICS

Field Local Schools provide a variety of athletic activities in which students may participate, providing they meet district and state eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

For a current list of activities contact the Athletic Director at 330-673-2387.

Athletic Ticket Prices

Administrators in the Portage Trail Conference set ticket prices for single game events at the middle and high school level. The single game prices are as follows:

Varsity/Junior Varsity Games:	Adults \$5.00 Students (Grades 1-12) \$3.00 Students Pre-Sale Football \$3.00 (\$5.00 at the gate) *Presale tickets are available in the offices of FHS and FMS. Only Field students attending Maplewood may purchase football tickets at the gate for \$3.00
Freshman/8th Grade/7th Grade Games:	Adults \$3.00 Students \$2.00

Free admission to all home games will be granted to Field Senior Citizens who have a Golden Buckeye card. Pre-K and Kindergarten students will be granted free admission to all home events. *Students are not permitted to re-enter an event unless accompanied by an adult!*

Varsity / Junior Varsity Event Passes

The Field Local Athletic Department offers home only event passes, which offer community members and students a discounted rate if they attend multiple events or games. The passes may be shared between adults or students. Passes may be purchased at any of the events. Checks must be made payable to Field Local Schools.

Ten Event Pass (can be used for ALL sports and it does not expire):

Adults \$35.00
Students \$20.00
Family Pass (for all members of the household): Fall \$125, Winter \$125
Staff Employee Pass: \$10:00

Freshman/8th Grade/7th Grade Passes

The Field Local Athletic Department offers home only event passes, which offer community members and students a discounted rate if they attend multiple events or games. The passes may be shared between adults or students. Passes may be purchased at any of the events. Checks must be made payable to Field Local Schools.

Ten Event Pass (can be used for all sports for grades 7, 8, or 9 only)

Adults \$25.00
Students \$25.00

Athletic Eligibility

Field Middle and High Schools are members of the Ohio High School Athletic Association (OHSAA) and observes the following academic eligibility guidelines established by OHSAA.

Rule 4-4-1: In order to be eligible in grades 9-12 a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of **FIVE** one-credit courses or the equivalent, which count toward graduation.

Rule 4-4-2: The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

Rule 4-4-4: A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in 75% of those subjects in which the student received grades.

Age Limitations

Grades 9-12: If a student enrolled in high school attains the age of 19 before August 1, the student shall be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year.

Field Local Schools Eligibility Policy

1. A complete physical form must be on file in the athletic office in order for an athlete to be eligible to compete
2. OHSAA Rule 4-4-1
3. Any high school student below a 1.0 average for a nine week period will be ineligible for the next grading period.
4. Any student athlete who earns between 1.7 and 1.0 will be placed on probation. Probation will consist of each the following:
 - a. Twelve hours of remediation over a three week time period
 - b. A passing or improved report from each teacher on the students' schedule
 - c. If both requirements (a & b) are met, the student will be taken off probation
 - d. A deficiency in either requirement (a or b) will result in the athlete becoming ineligible for the remainder of the nine weeks.
 - e.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The school is not responsible for supervising unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the principal. The application must verify that students are initiating the activity, attendance is voluntary, the event will not interfere with school activities, and non-school persons do not play a regular role in the meeting. School rules will still apply regarding behavior and equal opportunity to participate.

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

No non school-sponsored organization may use the name of the school or school mascot on any materials or information.

SECTION VI: MEDICAL INFORMATION

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, in accordance with state law, the principal or designee will require compliance with a set deadline or may remove the student. This is for the safety of all students. Any questions about immunizations or waivers should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

The board has established a policy that every student must have an Emergency Medical Authorization form completed and signed by his/her parent in order to participate in any activity on or off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The form is available in the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the school office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether or not the student should remain in school or go home. No student will be released from the school without proper permission from a parent or guardian.

USE OF MEDICATIONS

Prescribed Medications

In those circumstances where a student must take prescribed medication during the school day, according to state law the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about the student. An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- H. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

Non-prescribed (over-the-counter) Medications

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization.

Parents may authorize the school to administer a non-prescribed medication using a form, which is available in the school office. A physician must approve this request and the student is not permitted to keep this medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office and the parents or guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The inhaler may be used at school or at an activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is filled out and on file in the principal's office. A student who is authorized to possess and

use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

COMMUNICABLE DISEASES

Casual Contact

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or high-transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Removal will be only for the contagious period.

Non-casual Contact

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by federal law, parents or guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SECTION VII - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students who live farther than two miles from school. The bus schedule and route is available by contacting the administration office at 330-673-2659.

Students will ride only assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal and/or the central office.

A change in a student's regular assigned bus stop may be granted for a special need; if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change, and if the principal and/or central office gives approval.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading (on the road and at school)

Each student shall do the following:

1. Be on time at the designated loading zone five minutes prior to scheduled stop,
2. stay off the road at all times while walking to and waiting for the bus,
3. line up single file off the roadway to enter,
4. wait until the bus is completely stopped before moving forward to enter,
5. refrain from crossing a highway until the bus driver signals it is safe, and
6. go immediately to a seat and be seated.

It is the parent's or guardian's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall do the following:

1. Remain seated while the bus is in motion,
2. keep head, hands, arms, and legs inside the bus at all times,
3. keep the level of noise to a minimum,
4. not litter in the bus or throw anything from the bus;
5. keep books, packages, coats, and all other objects out of the aisle,
6. be courteous to the driver and to other bus riders,
7. not eat or play games, cards, etc, and
8. not tamper with the bus or any of its equipment.

Exiting the bus

Each student shall do the following:

1. Remain seated until the bus has stopped,
2. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe, and
3. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the student discipline code and may be deprived of the privilege of riding on the bus.

VIDEOTAPES ON SCHOOL BUSES

The board of education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior and may be shared with parents.

SECTION VIII: COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network, he/she and his/her parents or guardians must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the student code of conduct or referral to law enforcement authorities.

Students are encouraged to use the school district's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the student handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent or guardian permission is required for minors. Smooth operation of the school district's network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Internet/e-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.

- E. Transmission of any material in violation of any state or federal law or regulation, or board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 4. Never agree to get together with someone you "meet" on-line without prior parent or guardian approval.
 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of the Internet to access, process, distribute, display or print inappropriate material is prohibited. Inappropriate material is at the discretion of the building administrator.

CELL PHONES AND PAGERS

The use of cell phones or pagers during the school day is not permitted without permission of the building administrator for a designated area. Violation of this policy will result in confiscation of the device.

SECTION IX: CODE OF CONDUCT

INTRODUCTION

A major component of the educational program at Field is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school,
- respect the rights of others,
- act courteously to adults and fellow students,
- be prompt to school and attentive in class,
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background,
- complete assigned tasks on time and as directed,
- help maintain a school environment that is safe, friendly, and productive,
- exhibit responsibility and self control, and
- act at all times in a manner that reflects pride in self, family, and in the school.

HARASSMENT (Bullying)

The harassment of a student, staff member, or other person associated with the district is not permitted. Harassment includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Pulling down the pants of another individual is a form of harassment. Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint.

Sexual harassment includes unwelcome sexual advances or any form of improper physical contact or sexual remark. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.

Harassment of a student by other students or any staff member is a violation of federal law and is contrary to the board of education's commitment to provide a physically and psychologically safe environment in which to learn. Anyone found to have violated this policy and/or the code of conduct shall be subject to disciplinary action up to and including dismissal from the district.

Any student who believes he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district, or by third parties should make contact with the principal.

The student may make contact by a written report, telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report of harassment shall be investigated in a timely and confidential manner by the principal and/or his/her designee. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

DRESSING AND GROOMING

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)
- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, lewd, drug-related, gang-related, or inflammatory messages on my clothing? (no)

K-12 COMPREHENSIVE DRESS CODE

The board of education recognizes that each student's mode of dressing and grooming is a manifestation of personal style and individual preference. The board will not interfere with the right of the students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. Accordingly, the superintendent shall establish such grooming and dress code guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. Present a hazard to the health or safety of the student or to others in the school,
- B. materially interfere with schoolwork, create disorder, or disrupt the educational program,
- C. cause excessive wear or damage to school property, or
- D. prevent the student from achieving his/her own educational objectives due to blocked vision or restricted movement.

Much responsibility is placed upon parents for student appearance. Since school is a place for learning, student's dress and grooming must be clean, neat, and conducive to promoting a general atmosphere of order and discipline in the school environment. **Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designee.** The building administrator may make modifications to this code if weather situations arise or special events and activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his/her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief. **Examples of**

appropriate and inappropriate dress or grooming are discussed below. This list is not intended to be all-inclusive.

1. Lower body articles of clothing must be hemmed, and must cover the body from waist to at least the middle thigh. Students may not wear shorts, biker pants, or miniskirts that are not to mid thigh length. Sagging or excessively baggy pants are not permitted. Pants are not permitted to touch the ground. Skirts and pants are to be worn at the waist at all times. No spandex or see-through clothing of any kind will be permitted.
2. Upper body articles of clothing must cover the cap of the shoulder to waist; sleeveless blouses and shirts are not permitted. Shirts or blouses with an inappropriate neckline will not be acceptable.
3. Displaying of undergarments is prohibited.
4. Clothing is prohibited that bears statements, slogans, images, illustrations or insignia that:
 - a. are indecent, offensive, obscene, profane, lewd or vulgar;
 - b. harass, threaten, intimidate, demean, suggest or promote violence against an individual or group of individuals because of his/her/their sex, color, race, religion, disability, national origin or sexual orientation;
 - c. advertise, promote or depict alcoholic beverages, tobacco products, illegal drugs, guns or firearms;
 - d. create a reasonable risk of substantial interference of the educational process.
5. Tattoos, slogans, insignia, buttons and other paraphernalia may not be worn or displayed if their message may be reasonably anticipated to substantially and materially disrupt or interfere with the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
6. No visible facial and/or body piercing will be permitted with the exception of the ears.
7. Extreme makeup and/or hair color will not be permitted. Make up and hair color must be of natural color or tone.
8. Articles of clothing meant to be worn outdoors may not be worn indoors and should be kept in the students' lockers.
9. Hats, head covering, hoods on hooded sweatshirts, headgear, scarves, sweatbands, gloves, mittens and/or sunglasses may not be worn. Heavy chains, studded bracelets, dog collars, and other articles, which may be judged to be potentially harmful or could be used as a weapon, are not permitted.
10. Gang-related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.
11. Students must wear shoes to school that are safe and appropriate for the school environment. Rubber-soled shoes are recommended. The building administrator and/or his/her designee may ask students to change their shoes if he/she feels they are unsafe.

High School/Middle School Violations

Students who violate this policy shall be subjected to the following disciplinary actions: A warning will be issued and the student's parents/guardians shall be notified that they have to come pick up their child or bring alternative clothing for him/her to wear. If the offensive clothing is a shirt, the student will be asked to turn the shirt inside out for the remainder of the school day. If the student misses any class time because of dress code violations or is sent home to change, his/her absence will be considered unexcused. Repeat violations may result in other student discipline pursuant to the student code of conduct, including but not limited to, detention, suspension, and/or expulsion.

Students who are representing Field Local Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school is not responsible or liable for damage to or theft of personal property.

If a student damages or loses school property, the student or his/her parents/guardians will be required to pay for the damage or replacement of the property. If the damage or loss was intentional, the student will be subject to discipline according to the student discipline code.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the board but that is connected to activities or incidents that have occurred on property owned or controlled by the board. Furthermore, students may be disciplined for conduct that is directed at a board official or employee, or the property of such official or employee, regardless of where or when it occurs.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible: informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Writing assignments
- Change of seating or locations
- In-school suspension (elementary and middle school)
- Lunch-time detentions (elementary and middle school)
- Before or after school detentions (high school)
- Schedule changes
- Loss of parking privileges (high school)

The following rules shall apply to in-school suspension:

1. Students are required to have class assignments with them. If a student does not bring work, the monitor will provide work.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No radios, cell phones, cards, magazines, or other recreational articles shall be allowed in the room.
6. No food or beverages shall be consumed with the exception of lunch.

A student missing any portion of his/her assigned time during in-school discipline may be given additional time. Failure to timely serve in-school discipline may lead to suspensions from school. Any such suspension shall be in accordance with district guidelines on suspension and expulsion.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as legal action.

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DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, an administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

If the superintendent or the board designee hears the appeal, the appeal shall be conducted in a private meeting. If the appeal is heard by the board of education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the court of common pleas.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student and the parents or guardians. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no earlier than three (3), no later than five (5) school days after the notice is given. Parents or guardians may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 6510, the superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled. If a student is expelled, the student and the student's parents or guardians will receive written notice within one (1) school day of the imposed expulsion.

Within ten (10) days after the superintendent notifies the parents or guardians of the expulsion, the expulsion may be appealed, in writing, to the board of education or its designee. The appeal will also be formal in nature with sworn testimony. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the court of common pleas.

Permanent Exclusion

When a student, sixteen (16) years of age or older, is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the state of Ohio. This process is formal and will usually follow an expulsion with the proper notification to the parents. A permanent exclusion may be considered if the student is a convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. murder or aggravated murder on school property or at a school function,
- B. voluntary or involuntary manslaughter on school grounds or at a school function,
- C. assault or aggravated assault on school property or at a school function,
- D. rape, gross sexual imposition, or felonious sexual penetration on school grounds, or at a school function,

- E. conveying deadly weapons onto school property or to a school function,
- F. possessing deadly weapons on school property or at a school function,
- G. carrying a concealed weapon onto school property or at a school function,
- H. drug trafficking on school property or at a school function,
- I. complicity in any of the above offenses, regardless of the location.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation act of 1973.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, an administrator will make a decision whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, he/she and his/her parents or guardians will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

INAPPROPRIATE MODES OF TRANSPORTATION ON SCHOOL PROPERTY

Students are not permitted to ride skateboards, roller blades, unicycles, bikes, snowmobiles, four wheelers, motorcycles, or scooters on school property. Skateboards will be confiscated. The local legal authority will be called if students are riding any of the above-mentioned modes of transportation.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. School authorities may search the person or property (including vehicles, purses, backpacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the district and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.

Note: Signs accurately reflecting this policy MUST be placed in an area by the lockers.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law may be taken, held, or turned over to the police. The school reserves the right not to return items which have been confiscated.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves within the Code of Conduct guidelines. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non sponsored, non commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. Material cannot be displayed if it:
 - 1. is obscene, libelous, indecent or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing, or
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access to the building.

Students must present materials to be displayed to the building administrator twenty-four (24) hours prior to display.

STUDENT DISCIPLINE CODE

The student discipline code includes the types of misconduct at all school functions on or off school property that will subject a student to disciplinary action and is included in the code of conduct.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Absence, tardiness, or truancy: Persistent

Attendance laws require a student to be in school all day or have a legitimate excuse. Penalties for persistent absence, tardiness, or truancy can range from detention to a referral to court and/or revocation of the student's driver's license.

2. Alcohol and/or Drugs: Use and/or possession of

A student will not possess, use, transmit or conceal, or be under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alike, over the counter stimulants or depressants, anabolic steroids or drug related paraphernalia.

If the principal has a reasonable individualized suspicion, he/she may request the student in question to submit to any appropriate testing, including, but not limited to, a breathalyzer test or urinalysis. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

3. Assault: Physically assaulting a staff member/student/person associated with the district

A student may not physically assault a staff member, student, or other person associated with the district, regardless of whether injury occurred. Assault may result in charges being filed and expulsion from school.

4. Bomb threats

It is illegal to make a bomb threat. A student who makes a bomb threat against a school building or any premises at which a school activity is being held may result in expulsion for a period of up to one (1) school year.

5. Bus Rules: Violation of

Please refer to Section VII (Transportation) for bus rules.

6. Cell phones

A student is not permitted to use communication devices without the permission of the principal. The property will be confiscated.

7. Computer equipment: Improper use or abuse of

Accessing, processing, distributing, displaying or printing inappropriate material is prohibited. Examples of technology include, but are not limited to the Internet, cell phones, computer equipment, and other technology. Determination of inappropriate material is at the discretion of the building administrator.

8.Cyberbullying

A student may not engage in the cyberbullying of another student, staff member, or other person associated with the district. Cyberbullying may take place on school or home computers and includes posting slurs, rumors or other disparaging remarks about another person on a web site or on weblog; sending e-mail or instant messages that are mean, threatening, or so numerous as to drive-up the victim's cell phone bill; using a camera or camera phone to take and send embarrassing photos or videos of others; posting inappropriate, misleading or fake photos or videos of others on web sites. Cyberbullying may also result in charges being filed.

9. Damaging property

A student may not vandalize and/or show disregard for school property.

10. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, kissing, petting or any other contact that may be considered sexual in nature.

11. Disrespect

A student may not show a lack of respect to any individual.

12. Disruption of the educational process

Any actions or manner of dress that interfere with school activities or disrupt the educational process are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic events, and performing arts events.

13. Electronic equipment: Possession and/or use of

A student is not allowed to bring non-educational electronic devices to school without the permission of the principal. The property will be confiscated.

14. Extortion

Extortion, which is illegal, is the use of threat, intimidation, force, or deception to take or receive something from someone else.

15. False alarms and false reports

It is illegal to make a false emergency alarm. A student who makes a false emergency alarm or report is subject to disciplinary action.

16. Falsification of schoolwork, identification, forgery

A student may not forge any school-related form, i.e. hall/bus pass, excuse, permission slip, detention, and/or suspension. False I.D.'s are forms of lying and are not acceptable.

17. Fighting, hitting, pushing, kicking, biting, slapping, tripping, and/or poking other individuals

A student may not use any method of inflicting harm to other individuals.

18. Firearm: Use and/or possession of

A student may not bring a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event. Regardless of where it occurs, the result will be a mandatory one (1) year expulsion under Ohio law. The superintendent, using the guidelines set forth in Board Policy 5772, may reduce this expulsion on a case-by-case basis. A firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be covered to

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expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or any destructive device (as defined in the federal Gun-Free Schools Act of 1994).

19. Fire: Purposely setting; Fireworks, explosive materials, smoke bombs, poppers, or any incendiary materials: Use and/or possession of

A student may not set fire and/or possess fireworks, explosive materials, smoke bombs, poppers, or any incendiary materials. Anything, such as fire or chemical reaction objects that endangers school property and its occupants, will not be tolerated. Arson is a felony.

20. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

21. Harassment (Bullying)

The harassment of a student, staff member, or other person associated with the district is not permitted. Harassment includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint. Refer to Section IX, paragraph 3 for more details.

22. Hazing

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

23. Indecent exposure

A student may not expose any body part inappropriately.

24. Insubordination

A student is expected to comply with any reasonable direction given by a staff member.

25. Leaving assigned area or school grounds without permission

A student is expected to be in the area assigned by his/her schedule.

26. Misconduct against a school official or employee or the property of such a person, regardless of where it occurs.

Examples of misconduct include, but are not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

27. Misconduct off school grounds

Misconduct connected to school activities or functions off school grounds is subject to the same disciplinary action(s).

28. Misconduct: Persistent

A student is expected to follow all school rules consistently.

29. Plagiarism

Using the work of another individual and passing it off as your own is plagiarism. A student who plagiarizes will receive discipline.

30. Profanity-obscene gesture, offensive materials

A student may not use inappropriate language or display an obscene gesture. Offensive materials found in the possession of a student will be confiscated.

31. Refusing to accept discipline

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

32. School and/or classroom rules: Aiding or abetting violation of

A student may not assist another student in violating any school rule.

33. School and/or classroom rules: Violation of

Students will be presented with and expected to follow specific rules, all of which will be consistent with the policy of the school.

34. School and/or private property: Unauthorized use of

A student is expected to obtain permission to use any school property or any private property located on school premises.

35. Skipping: Not following assigned schedule/misuse of a pass

A student is required to follow his/her assigned schedule and must report to the classes assigned to him/her. Failure to be in the correct place at the correct time will result in discipline.

36. Technology: Improper use of

Accessing, processing, distributing, displaying or printing inappropriate material is prohibited. Examples of technology include, but are not limited to the Internet, cell phones, computer equipment, and other technology. Determination of inappropriate material is at the discretion of the building administrator.

37. Theft

A student who is caught stealing or is in possession of stolen property will be disciplined and may be reported to law enforcement officials.

38. Threat: Verbally threatening a staff member/student/person associated with the district

A student may not make any statement or non contact action that a staff member, student, or other person associated with the district feels to be a threat. Profanity directed toward a staff member in a threatening tone is considered a verbal assault.

39. Tobacco: Use and/or possession of

A student will not possess, consume, purchase or attempt to purchase, and/or use tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

40. Trespassing

Although schools are public facilities, the law does allow the district to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the principal.

41. Violent conduct

A student may not commit any violent act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program. Directing an act at a board official or employee, or their property, regardless of where or when the act may occur, would be a criminal offense if committed by an adult and results in serious physical harm to the person(s). This may result in expulsion for a period of up to one (1) school year.

42. Weapon(s) or threats of violence: Possession, use, and or knowledge of

A student may not possess, use, and/or fail to report a weapon. A weapon is any device which may be used for offensive or defensive purpose, including but not limited to, conventional objects such as guns, pellet guns, knives (any cutting instrument consisting of a sharp blade fastened to a handle), or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. Students are required to report to the principal, knowledge of dangerous weapons or threats of violence.

SECTION X: WRITING GUIDELINES

MLA Page Format

The following format should be observed for all compositions:

1. Type every other line (double space) on one side of the page with no extensive erasures or cross-outs. If computer access is unavailable, write legibly in blue or black ink using white loose-leaf paper (no spiral edges)
2. Use 1" margins on the top, bottom, and sides of your paper.
3. On every page, place a running header in the upper right corner 1/2" from the top and 1" from the right edge of the paper with your last name and page number.
4. The first page of the paper has a four-line heading that lists your name, your teacher's name, the course title, and the paper's due date.
5. Center the title above the first paragraph. If you have a subheading, be sure to use a colon. Do not punctuate the title.
6. Each paragraph should be indented five spaces. There should be no extra returns made between paragraphs.

Research Practices

An important aspect of writing for all students is the documented essay (research paper).

1. In grades 9-12, students will use the supplemental text *Writing a Research Paper: A Step by Step Approach* to practice and master the steps in creating a research paper. This book is purchased through course fees and should be kept for use at each grade level. Replacement copies can be purchased through the English department.
2. At every level of English, the research paper is a **course requirement**. The research paper must be completed each year in order for the students in grades 9-11 to advance to the next year of English instruction and for students in grade 12 to graduate. Because of the importance of the research paper, research deadlines are set by the individual instructor well in advance of the due date, and much guidance and class time is devoted to the paper's completion. This allows for deadlines to be easily met by all students. It is the student's responsibility to make use of the pre-deadline opportunities offered by the teacher. Meeting all deadlines on time is expected
3. At each grade level of English, a student's research paper will be graded according to preparation and paper requirements, as well as on the content of the paper.

Plagiarism

When using outside sources in your writing, parenthetical documentation and the Works Cited page are essential! This is because using information obtained from a source without citing the source, or turning in as your own a paper or part of a paper accessed through the Internet, is plagiarism. Plagiarism is theft and is illegal. **Students caught plagiarizing will receive a zero on the assignment and will be given no chance to make up the work.** A second offense will result in **failure of the course**.

Standards for Documentation

1. When using outside sources for a paper, the MLA style of parenthetical documentation should be used.
 - A. All quoted material, unusual facts, author's opinions, and original ideas must be documented.
 - B. When many sources give the same facts or ideas, the information is considered common knowledge and does not require documentation.
 - C. Include the author's last name and the page number to document your source whether you have quoted directly or paraphrased. Documentation is typically placed at the end of a sentence. Examples: (quoted) Once critic points out that "advances in technology, in computers, and in communication are...revamping English for the worse" (Avaishai 70). (paraphrased) One critic feels that the English language has been harmed by technological advances (Avaishai 70).
 - D. If the author's name is used in the text, only the page number is required for proper documentation: Avaishai feels that the English language has been harmed by technological advances (70).
 - E. If a work is written by two authors, use both of their names; if there are three or more authors, use the first author's name and "et al": (Avaishai, et. al. 70).
 - F. If you are using more than one source by the same author, include a shortened form of the title within the parentheses: (Avaishai, "Orwell..." 70).
 - G. If an article has no author, use a shortened form of the title and the page number: ("Facial Language" D1) [or ("Facial Language") if no page number].
3. On the Works Cited page, center 'Works Cited,' then alphabetize sources, listing only those sources that you have cited in the paper. The first line of each entry is not indented; all subsequent lines are indented 5 spaces; the entire page is double-spaced. See the sample which follows:

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Works Cited	
Avaishai, Bernard. "Orwell and the English Language." <u>Orwell Revisited</u> . Ed. Irving Howe. New York: Harper and Row, 1983. 68-73.	(article in book)
Cohen, Richard. "Resolved: To Clam up on Private Information." <u>Akron Beacon Journal</u> 25 April 1991: A7.	(newspaper)
Eden, James, Christopher Smith, and John Jensen. <u>Orwellian Totalitarianism</u> . New York: MacMillan, 1992.	(two or more authors)
"Facial Language." <u>Akron Beacon Journal</u> 25 April 1991:D1.	(no author)
"Orwell, George." <u>Grolier Multimedia Encyclopedia</u> . CDRom ver. 8.0 1997.	(computer software)
Orwell, George. <u>Nineteen Eighty-Four</u> . New York: Harcourt Brace Jovanovich, 1949.	(book)
Otis, Dan. Personal (or telephone) interview. 26 May 1998.	(interview)
Owen, Dave. Lecture, Current News. 19 Oct. 1997.	(lecture)
Thomas, Adam. "Legacy of George Orwell." <u>The New Yorker</u> 1 September 1990: 37-45.	(magazine)
White, Lauren P. "Orwell's Female Characters." <u>Orwell Web Page</u> . 1993. Humanities Data Service. 18 May 1998. < www.georgeorwell.edu >.	(website)
Young, Theodore. "George Orwell's Vision." Vertical File Material: Technology, 1998.	

(vertical file)

Note: Be advised that the following forms must be available in the school office as they are referenced in the Student/Parent Handbook.

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 Fla
- Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3
- Authorization for Nonprescription medication or Treatment, Elementary Version Form 5330 F1b
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-borne Pathogens Form 8453.01 F5