

Sandusky City Schools
2009-2010

**Adams Junior High School
Student Handbook**



ADAMS JUNIOR HIGH

318 Columbus Avenue, Sandusky, Ohio 44870-2616
419-621-2810

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Forward

This student handbook was compiled to inform both the student and the parents of the rules, regulations, and policies of the Sandusky City Schools. A thorough review of this booklet will do much to help the student adjust to the daily school routine.

It is the wish of the faculty and administration that this booklet will serve to promote a spirit of mutual cooperation between the school and the home, making the student's educational goals more easily attainable.

District Mission Statement

High Performing Learners... in a High Performing School District.

District Goals

- Assure high achievement for all learners.
- Promote a safe and orderly learning environment.
- Support the character development of each student to become a responsible citizen.
- Develop a high performing organization that is efficient, effective, and continuously improving system of learning.

Adams Junior High Mission Statement

We, the students and staff of Adams Junior High, will work together to create a positive and safe school climate, which enables everyone to achieve their social and academic potential.

Adams Junior High Goals

- All students will meet or exceed the state standard as measured by the percentage of students who scored at or above the cut score on the Ohio Achievement Test.
- All students will earn passing grades in all subjects as measured by the percentage of students receiving passing grades in all subjects.
- All staff, students, and parents are satisfied with the services provided by Adams Junior High as measured by current levels of satisfaction.

TELEPHONE INFORMATION

School

<u>School</u>	<u>Name</u>	<u>Telephone</u>
Office Secretary	Ms. Gwen Moorer	419-621-2810
Office Secretary	Ms. Joani O'Rork	419-621-2818
Adams Principal	Mr. Robert Toney	419-621-2810
Assistant Principal/Athletic Director	Mr. Todd Peugeot	419-621-2830
Counselor	Kathy Capucini	419-621-2813
Counselor	Betty Irby	419-621-2820

Administration Building

<u>Administration Building</u>	<u>Name</u>	<u>Telephone</u>
Receptionist		419-626-6940
Superintendent	Mr. William Pahl	419-621-2718
Assistant Superintendent	Mr. Thomas Tucker	419-621-2713
Student Services Coordinator	Mrs. Sabrina Scott	419-621-2701
Director of Curriculum and Instruction	Dr. Sally Roth	419-621-2865

BUILDING INFORMATION

Adams Student Hours: 7:55 a.m. - 2:45 p.m.

ARRIVAL TIME

It is neither necessary nor advisable for pupils who walk to arrive at school more than twenty minutes before the school day begins. Doors open at 7:30 a.m. Students will enter building by the doors facing Adams Street, and go directly to the cafeteria. At 7:45 a.m. students are to go to their lockers and then go directly to homerooms. The tardy bell rings at 7:55 a.m. Loitering outside or in the halls or excessive tardiness will result in disciplinary action.

DEPARTURE TIME

Classes end at 2:45 p.m. each day. Students are to leave the building and school grounds by 3:00 p.m. unless they are involved in detention or in a supervised school activity.

LUNCH

Adams has a closed lunch period. All students will eat in the cafeteria. Students may purchase the lunch served in the cafeteria or they may bring their own packed lunch from home. *Those who carry their lunch may purchase milk. Soft drinks and candy are not permitted as part of packed lunches.*

CLOSING PROCEDURES

EMERGENCY DURING SCHOOL HOURS

In the event it becomes necessary to close a building, group of buildings, or all buildings within the Sandusky City School district after the school day has begun, the following procedure will be used:

The affected schools will be contacted by the superintendent or his designee.

- An announcement concerning the school closing(s) will be broadcast over the local radio stations-WLEC, WCPZ, Cable Channel 81, and TV Channel 41.
- Parents/Guardians will be encouraged to pick up their child/children, if possible.
- Walkers will be dismissed if supervision at their homes can be verified.
- Bus transportation to regularly scheduled bus stops will be provided for those children who normally ride the bus. Transportation runs will be conducted in the following order: elementary, junior high, Sandusky High School.
- Unless and until home supervision can be guaranteed, all children will remain in their respective buildings with the building principal implementing a plan for supervision.

WEATHER RELATED

At times throughout the school year it may become necessary to close the schools due to poor weather conditions. The factors, which are considered in the closing decision, are: student safety (walking and riding), access of staff to school (on the road and in the parking lots), weather conditions at the time, and weather forecasts.

If it becomes necessary to close school, the following procedures will be in effect:

All closing news will be broadcast over the local radio stations – WLEC and WCPZ.

- Decisions will be made, whenever possible, in time for the 11:00 p.m. news the night before the schools are to be closed. If it is not possible to make a decision by this time, the decision to close the schools will be made as early as possible.
- All reports will use the name Sandusky City Schools. Any other references, such as, Erie County Schools, etc. should be ignored. If Sandusky City Schools are not mentioned, we will be open as usual.

NOTE: Please do not contact the radio stations or school personnel regarding school closing. It is necessary for all telephone lines to remain open for emergency purposes.

DELAY START

In the event of a two hour delay, all activities including bus pick-up, meetings, and classes will be two hours later than normal. School will begin at 9:55 A.M. with an alternate schedule.

PARENT/GUARDIAN INFORMATION

The following laws and regulations are meant to remind parents/guardians of their legal responsibilities and obligations relative to their child's education.

ADULT VISITORS

Any adult wishing to visit the schools must report to the office upon entrance to the school to receive approval prior to visiting a classroom. Failure to receive authorization shall be construed as due cause for instituting charges of trespassing.

ATTENDANCE LAWS (Ohio Revised Code Section 3321.01)

Except as provided in this section, the parent(s)/guardian(s) or other person having the care of a child of compulsory school age which child has not been determined to be incapable of profiting substantially by further instruction shall cause such child to attend a school which conforms to the minimum standards prescribed by the state board of education for the full time the school attended is in session, or shall otherwise cause him to be instructed in accordance with the law.

COMPULSORY SCHOOL AGE (Ohio Revised Code Section 3321.01)

A child between six and eighteen years of age is "of compulsory school age" for the purpose of Section 3321.13, inclusive, of the Ohio Revised Code. The compulsory school age of a child shall not commence until the beginning of the term of such schools, or other time in the school year fixed by the rules of the Board of Education of the district in which the child lives.

ENTERING OR WITHDRAWING

No student will be admitted to or withdrawn from school unless accompanied by the parent/legal guardian. Any child entering from another school district must present a certified birth certificate, immunization record from doctor or health department, legal papers (i.e. custody papers, legal name change, etc.) and five (5) verifications of residency. (Parents/Guardians have 30 days to provide information or student will be withdrawn from school). Students entering school must show written evidence of having the immunizations required under Ohio law unless the parent/ guardian or student's physician (M.D. or D.O.) presents a written statement of objection for health or personal reasons. Failure to present such evidence or to keep shots up-to-date may result in exclusion from school.

FAILURE TO SEND CHILDREN TO SCHOOL (Ohio Revised Code Section 3321.38)

No parent(s)/guardian(s) or other person having care of a child of compulsory school age shall violate Sections 3321.01, 3321.03, 3321.04, 3321.07, 3321.19, 3321.30, or 3331.14 of the Revised Code. The court may require a person convicted of violating this

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provision to post bond in the sum of one hundred dollars with securities to the approval of the court, conditioned that he will cause the child under this charge to attend school as provided by law, and remain as a pupil in the school or class during the term prescribed by law.

PENALTIES FOR VIOLATION

If a parent/guardian or other person having care of a child should fail to comply with the above stated section of the Revised Code, the court may level a penalty ranging from not less than five dollars or more than one thousand dollars or not less than ten nor more than thirty days in prison. These penalties shall be determined by the section or sections violated

LATE SCHOOL ENTRY

Each day of school missed, including the opening day and all days immediately thereafter, shall be considered as day(s) of truancy unless prior arrangements have been approved by the principal.

WARNING TO PARENTS: COMPLAINT (Ohio Revised Code Sections 3321.19, 3321.30)

On the request of the Superintendent of Schools or the Board of Education or when it otherwise comes to his notice, the attendance officer shall examine any case or supposed truancy within his district, and warn the child, if found truant, and his parent/guardian or other person in charge of him, in writing, of the legal consequences of truancy. When any child of compulsory school age, in violation of law, is not attending school, the attendance officer shall notify the parent/guardian or other person in charge of such child of the fact, and require such parent/ guardian or other person to cause the child to attend school forthwith. Upon the failure of the parent/guardian to cause the child to attend school, the attendance officer is authorized to commence prosecution against the parent/guardian or other person in charge of the child in any court of competent jurisdiction.

SCHOOL VOLUNTEERS

The Board believes one of the greatest resources available may be found in the citizens of the community who have special knowledge and talents to contribute to the District. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well. Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating and learning process and provide for individuals who have expertise in various areas to be used as resource persons.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments. All volunteers shall be registered with the District office and at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services or donations made and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships. Volunteers will be required to complete an Application for Volunteer Service, form #053.

Current and prospective volunteers who have or will have unsupervised access to children on a regular basis are required to have a criminal record check (BCII).

STUDENT and PARENT/GUARDIAN INFORMATION

GRADES AND GRADING

Grades given in the Sandusky City Schools represent a relative appraisal of a student's achievement. Achievement is generally represented by the following:

A (93-100) An "A" student has mastered at least 93% of the assigned work and has displayed superior ability in the completion of all assignments and classroom recitation.

B (85-92) A "B" student has mastered at least 85% of the assigned work and has displayed above average but not superior ability in the completion of all assignments and classroom recitation.

C (74-84) A "C" student has mastered at least 74% of the assigned work and has displayed "average" ability in the completion of all assignments and classroom recitation.

D (65-73) A "D" student has mastered at least 65% of the assigned work but has not displayed average ability in the completion of assignments and classroom recitation.

F (64 & below) An "F" student has mastered less than 65% of the assigned work and has displayed below average ability.

I (Incomplete) An "I" on the grade card indicates that required assignments are not completed during the regular grading period due to an illness or other excused reasons. Incomplete work must be made up within two weeks time unless other arrangements are made by the student, teacher, and principal. If work is not completed within the designated time, the unfinished work becomes a 0/F and the final grade will be reevaluated.

In some situations the letters **O-S-N-U-F** are used to represent the following relative degree of achievement:

- | | |
|-------------------------------------|---------------------------------------|
| O - Outstanding Achievement | U - Unsatisfactory Achievement |
| S - Satisfactory Achievement | F - Failure |
| N - Needs Improvement | |

Interim reports will be sent home at the middle of each grading period for all students.

GRADING SYSTEM

Adams has a nine weeks grading system: Friday, October 30 - Thursday, January 14 - Friday, March 19 - Wednesday, June 9

Adams Junior High School uses the letter system for grading: A, B, C, D, F, and I. A number value is assigned to each grade:

A = 4.0 **B** = 3.0 **C** = 2.0 **D** = 1.0 **F** = no point value or 0.0 **I** = Incomplete

HOMEWORK

Homework is a recommended practice. It becomes an essential part of the total education of the student when it provides the opportunity for the student to:

- Reinforce learning through the practice, application, integration, and/or extension of knowledge and skills.
- Develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner
- Strengthens the link between school and home
- Develop self-discipline.

Ideally, homework should enhance the intellectual development of a child and create and broaden desirable interests and habits. It should reinforce the pupil's mastery of skills, extend his fund of worthwhile knowledge, encourage creative use of his/her abilities and increase his/her appreciation of the world in which he/she lives. Homework should be an outgrowth of an extension of meaningful classroom experiences. *It is the student's responsibility to have homework completed upon entering the classroom. Any homework turned in late will not be awarded full credit.*

ACADEMIC AWARDS

The Honor and Merit Rolls are computed using a grade point system.

HONOR ROLL: students who qualify for the honor roll must have a minimum 3.2 grade point average. A student's grade point average is determined by the following process: assigning number values (above) to each grade; finding the sum of the grades for the quarter; dividing the sum by the number of eligible courses. The quotient will serve as the student's grade point average.

The credit/value given each course will be based upon the number of weeks that course meets, (i.e., classes meeting five days per week for the entire school year will have a value of 1.00. Classes meeting only for nine weeks will have a value of 0.25 credits. Classes meeting for 12 weeks will have a value of .33 credits.)

Example:	English A	=	4	x	1	=	4
	History B	=	3	x	1	=	3
	Science A	=	4	x	1	=	4
	Math A	=	4	x	1	=	4
	Art B	=	3	x	0.25	=	0.75
	Health A	=	4	x	0.25	=	1.00
				4.50	16.75	=	3.722 - Honor Roll

MERIT ROLL: students who qualify for the merit roll must have a minimum 2.77 grade point average.

The value given each course will be based upon the number of weeks that course meets. (i.e., classes meeting five days per week for the entire school year will have a value of 1.00. Classes meeting only for nine weeks will have a value of 0.25 credits. Classes meeting for 12 weeks will have a value of .33 credits.)

Example:	English A	=	4	x	1	=	4
	History B	=	3	x	1	=	3
	Science C	=	2	x	1	=	2
	Math C	=	2	x	1	=	2
	Art B	=	3	x	0.25	=	0.75
	Health B	=	3	x	0.25	=	0.75
				4.50	12.5	=	2.77- Merit Roll

PROMOTION AND RETENTION OF STUDENTS

Recommendations for promotion and retention will be made by the teaching staff to the building principal. At the elementary level, the building principal, in concert with the Assistant Superintendent of Learning Systems, will assign grade placement for all students attending his/her building.

RETENTION POLICY

Students considered for retention for one or more of the following reasons: (Grades K - 8):

- Failing to master the critical objectives
- Functioning significantly below grade level
- Failing grades in two major subjects such as Reading, Math, or English

Students considered for retention are encouraged to attend summer school. Age and the number of previous retentions are considered in any retention decision.

PLACEMENT

Placement may be granted to a failing student who has been retained at least once and has failed to work to the best of his/her ability and who, in the opinion of the teacher, principal, and parent, would not benefit from retention. Students given placement consideration must participate in the basic skills summer school program.

CONDITIONAL PROMOTION

In concert, a team including the parent(s) of the affected student, building principal, the classroom teacher(s) and other selected staff members may grant a period of four weeks at the next grade level to a student being considered for retention. During this period the student shall demonstrate his/her ability to receive passing grades. In the event the student does not receive passing grades, he/she would be reassigned to his/her previous grade.

Any student who is truant for more than 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 is retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared," as used in this policy, means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice a year, once per semester. Additional conferences may be scheduled when the need arises. Conferences may be initiated by the parent, the teacher, or the principal. To schedule a conference, telephone the building principal or respective teacher(s) at 419-621-2810.

SUPPLY FEES

Students are required to pay a \$10.00 supply fee. Parents and guardians are reminded of the possible additional costs involved with the child's various course selections.

LOCKS AND LOCKERS

Students are issued a locker at the beginning of the school year. Only school locks may be used on school lockers. Each lost lock will cause an assessment of \$4.50. Lock replacements will be made through the principal's office.

Students may not share a locker with any other student. Students must keep their locker locked at all times. Only school-related items and clothing may be kept inside. Lockers are the property of Sandusky City Schools and may be subject to search under the Ohio Revised Code.

TEXTBOOKS

Students are issued the following textbooks:
English, Math, Science, Social Studies, Health

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If a student loses or destroys a textbook, the parent/guardian will be liable for replacement costs. Your child's final report card will be withheld until payment is received. Charges will be assessed for damaged books.

Students are expected to keep their textbooks covered at all times. STUDENTS ARE RESPONSIBLE FOR BRINGING BOOKS TO CLASS EVERY DAY. They may not be shared or loaned or kept in other students' lockers. Violation of this will result in disciplinary action.

MEDIA CENTER

Before leaving the Media Center, students must show that they have properly charged out all materials in their possession. All students will be held financially responsible, at the replacement rate, for damaged or lost items and materials belonging to the schools and used by the student.

FINES:

Materials that circulate from 1-2 weeks have a fine of five (5) cents a day.

Reference and magazines (overnight circulation) have a fine of ten (10) cents a day.

FAILURE TO PAY SCHOOL FEES, FINES, AND/OR COSTS

Failure to pay school fees, fines, or other school costs will result in the withholding of a student's report card, as sanctioned by the Ohio Revised Code 3313.64.2. In the event that a student's report card is withheld, parents/guardians will be notified in writing detailing the student's financial obligation.

LOST AND FOUND

Lost articles should be turned in at the principal's office. Students seeking lost articles may find them by making inquiry at the principal's office.

GIFTS FOR TEACHERS AND OTHER STAFF MEMBERS

The giving of gifts to teachers and other staff members is discouraged.

WORK PERMITS

When a student obtains a job, the following steps should be followed in order to assure protection for himself/herself and the employer:

1. All Sandusky Schools students must obtain an "Application for Minor Work Permit" at their building office or at the Sandusky City Schools Administration Building, 407 Decatur Street.
2. Students must obtain a current (valid for 1 week) printout of their year-to-date attendance and tardy report from their respective school and present it when making application.
3. Student and Parent/Guardian must complete and sign the "Student/Applicant Information" section (on back) of the "Application for Minor Work Permit."
4. Student and Parent/Guardian are responsible to have the "Physician's Certificate for Minor Work Permit," (below) completed by a physician. A previous Physician's Certificate, current (within one (1) year) and on file at the Administration Building, is valid for use with Work Permits.
5. Employers need to fill out the "Pledge of Employer" section (on back) of the "Application for Minor Work Permit." All sections must be completely filled out or the permit will be returned to the student and no work permit will be issued.
6. Age verification must be provided to pick-up application. (Ex: Birth certificate, driver's license, state ID, etc.)
7. The completed application, age verification, and attendance report should be returned to the Administration Building any business day Monday through Friday. **There is a 24 hour wait for a work permit.** The **STUDENT** must return the next day to pick up the work permit between 3 p.m. and 4 p.m. **No work permit will be issued during school hours.** Non-school day hours may vary. **A parent/guardian need not be present to complete the work permit.**

The STUDENT is to return the completed packet to Sandusky City Schools Administration Building, 407 Decatur Street, Monday – Friday, 3:00 p.m. – 4:00 p.m. or during posted hours. The work permit will be available to be picked up the next day between 3:00 p.m. – 4:00 p.m. or during posted hours. *The student must be present to pick up the work permit.*

REVOCATION OF WORK PERMIT

Students who are absent from school without an acceptable excuse will be subject to having a work permit (age and schooling certificate) revoked or denied by the Superintendent of the Sandusky City Schools. Students who are not in regular school attendance and have 10 consecutive unexcused absences from school or 15 days unexcused in a semester or term will be subject to having their work permit revoked or denied. The Sandusky High School Principal or designee will attach a school attendance report to all work permit requests. Students who are attending school regularly without excessive unexcused absences will receive work permits.

TELEPHONE

Students may not use a telephone during school hours unless authorized by a school official. Telephones are for emergency use only.

NON-SCHOOL-SPONSORED PUBLICATIONS

The law does not prevent the printing or distribution of non-school sponsored publications. The distribution of such publications comes under the jurisdiction of the principal and must have the principal's approval prior to distribution. Slanderous articles or statements could be due cause for legal action against the authors or editors.

STUDENT-SPONSORED PUBLICATIONS (DISTRIBUTION OF NON-SCHOOL LITERATURE)

The Board of Education respects the right of students to express themselves and to distribute printed materials as a part of that expression, but recognizes that the exercise of that right must be limited by the responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

For purposes of this policy, "publications" shall include any written or printed cards, letters, circulars, books, pamphlets, notices, banners, newspapers, or other like materials.

Such publications may include material not prepared by the student himself/herself. (See Copyright Policy.)

The Board reserves the right to designate and prohibit the distribution of publications that are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which:

- Are grossly prejudicial to an ethnic, religious, racial, or other delineated group
- Libel any specific person or persons

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- seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect, or point of view
- advocate the use or advertise the availability of any substance or material which may reasonably be believed to constitute a direct and substantial danger to the health of students
- contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them
- incite violence, advocate the use of force or urge the violation of law or school guidelines
- fail to identify the student or organization responsible for distribution
- solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board
- promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal or question submitted at any election

The Board reserves the right to halt the distribution of unprotected materials.

The Board shall require that students who wish to distribute materials must submit them for prior review. Where the reviewer cannot show within three (3) school days that the materials are unprotected, or where unprotected material is deleted or modified so as to be no longer unprotected, such material may be distributed. Appeal from prior review shall be permitted to the Superintendent in accordance with District rules.

The Board shall require that the distribution of printed materials take place only at the places and during the times set forth in the administrative guidelines of this District in order that such distribution not interfere with the orderly operation of the schools. The Superintendent shall develop administrative guidelines for the distribution of student publications.

ATTENDANCE

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork. Therefore, the board seeks cooperation from parents in the matter of school attendance and punctuality. All students will be urged to plan to shop, make dental appointments, do personal errands, etc., on Saturdays, school holidays, or after school.

In the interest of your child’s welfare, Sandusky City Schools has adopted an attendance policy designed to keep the lines of communication open between the home and school. We are aware that in many instances, prolonged illnesses prevent students from attending school.

It is our intention to keep you informed of unexcused or questionable absences with phone calls, letters, and home visits. The number of days of attendance and absence are also listed on the child’s grade card. If you have any questions regarding your child’s attendance or days of absence, be sure to contact the principal. It is beneficial to your child when home/school communications are maintained.

In the event of a necessary absence, the parent is expected to inform the school by telephone.

Reasons for which absences may be excused include, but are not limited to:

- | | |
|------------------------------------|--------------------------------------|
| 1. Personal illness of the student | 4. Quarantine for contagious disease |
| 2. Illness in the student’s family | 5. Religious reasons |
| 3. Death in the family | |

Upon returning to school, each student who was absent must immediately make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teacher(s).

The school must be informed of a student’s absence on the day of the absence. A note explaining the reasons for the absence must accompany the child on his/her return to school. If the absences occur regularly, a doctor’s excuse should be included.

1. If a student accumulates more than seven (7) days absent from school per year, no further absences will be excused unless a physician’s statement is submitted to justify the need for absence. The principal or his designee may waive this requirement as authorized approval of the superintendent or his designee. A review of this requirement must be submitted in writing to the parent/guardian by the principal or his designee.
2. It is extremely important that students and parents realize and understand that the seven (7) days absence per year built into this attendance policy are not to be considered as approved days to miss class. These should be thought of as a sick bank to be used only when needed.
3. Absences which are the result of illness, truancy, vacation, or family emergency will be counted in this tally regardless of whether the absences are excused or unexcused. External suspensions will not count in the seven (7) days limit per year. Absences resulting from sponsored activities/functions such as field trips, assemblies, athletic contests, in-school suspensions, and mentorship programs will not count in this tally.
4. Following the fifth (5) day of absence per year from school, parents will receive a warning letter from the school district. This letter should indicate that after seven (7) days, medical verification is necessary. A notification letter will be sent from the building to parents warning them of irregular attendance, possible failure, and future referral to attendance officer for the Sandusky City Schools. This letter should clearly define the district’s attendance policy.
5. After twelve (12) days of absence per year from school or five (5) days unexcused absence within a nine-week period, referral to the attendance officer of Erie County Juvenile Court may occur at the discretion of the Attendance Officer and school district principal or his designee.
6. An informal hearing with Director of Intake Juvenile Court, Attendance Officer of the Sandusky City Schools, principal or assistant principal, and the parent shall be scheduled if excessive absence continues.
7. Continued irregular attendance at this step may result in other actions as determined by the superintendent (i.e., denial or suspension of a temporary driver’s instruction permit, driver’s license, and or work permit, intervention strategies, or other actions as determined by the code of student conduct).
8. A court referral will be the final step for action to be determined by the Director of Intake of Erie County Juvenile Court.

Summary of Administrative Procedures for Excessive Student Absence:

1. Notification letter prior to absence limit.
2. Referral to Erie County Juvenile Court Director of Intake and Sandusky City Schools/Juvenile Court Attendance Officer.
3. Informal hearing with parent, student, building principal or assistant principal, Director of Intake of Erie County Juvenile Court, and the Sandusky City Schools’ Attendance Officer.
4. Court referral.

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5. All the above administrative procedures should include positive intervention strategies/programs for children, early identification of potential high-risk attendance problems, and examining the underlying reasons for irregular attendance in order to make appropriate referrals and appropriate use of guidance and support staff.

Ohio law requires parents to see that their children attend school regularly. At any time a student is missing school, parents can be cited into court and be fined, required to post bond, or in extreme cases, be incarcerated and have the children removed from the home.

NON-EMERGENCY TRIPS DURING SCHEDULED SCHOOL DAYS

The Board does not condone student absence for non-emergency trips out of the district. Children who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this absence will rest with the parents and they must not expect any work missed by their child to be repeated by the teacher. However, if the school is notified in advance of such a trip, every effort will be made to prepare a general list of assignments for the child to do while he is absent.

EARLY SIGN-OUT PROCEDURE

Occasionally, a student may have to leave school before dismissal time due to certain situations, i.e., medical appointments or for personal reasons. The day the student is to leave school, the following procedures will be used:

1. The parent must send a note to school stating the reason for early dismissal. The note must be taken to the appropriate school office prior to the start of the school day.
2. All students are required to have their parent/guardian sign them out in the main office. If for any reason a parent/guardian is unable to come to school to sign the student out, this, as well as the student's means of transportation home or to the appointment, must be stated in a note.
3. The student is always responsible for completing any missed class work, homework and/or tests if he/she leaves school early.

EXCUSED ABSENCE: WHAT PARENTS/GUARDIANS MUST DO: *Absence of students from school at the request of parent/guardian and with the consent of school authorities and in compliance with Section 3321.04 of the Ohio Revised Code.*

1. Call Adams at 419-621-2810 before 8:30 a.m. each day your child is absent.
2. Send a signed note to school with your child on the day he/she returns. This note should be taken to the attendance office and should include:
 - a. Current date
 - b. Dates of absence
 - c. Reason for absence
 - d. Signature of parent or guardian
 - e. Telephone number where parent/guardian can be reached.
3. Secure a doctor's note or emergency room note any time your child receives treatment. This note should be brought to the school office.
4. Students missing an excessive number of school days may be required to have a doctor's excuse.

EXCUSED ABSENCE: WHAT STUDENTS MUST DO

1. Bring a note to school signed by a parent/guardian explaining the absence. Failure to submit a note will be considered truancy.
2. Make up all missed assignments. It is the student's responsibility to contact teachers about assignments. The number of days given to make up work is equal to the number of days absent. Example: 3 days absent equals 3 school days to make up work. The teacher may grant additional make up days if warranted.

ACCEPTABLE REASONS FOR ABSENCES *Please note: Unexcused absence is truancy.*

By Ohio law, the following conditions constitute reason for excused absence from school:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Observance of religious holiday
6. Unforeseen emergency or circumstance deemed as a good and sufficient cause by the administration.

CAMPUS WEAR POLICY – The goal of the Campus Wear Policy is to provide a professional dress environment aligning to the District's goals to assure high achievement for all learners, promote a safe and orderly learning environment, support the character development of each student to become a responsible citizen, and develop a high performing organization that is efficient. The following guidelines shall be enforced:

PANTS: Acceptable: Colors: Tan or Navy (solid)

Type: Dress style with belt loops; cotton, twill, polyester blend. May have the standard front and back pockets. Dress belt must be worn. Length: Worn at the waist; may touch the heel. Appropriate size (one larger/smaller than actual)

Unacceptable: Other colors, jeans, denim, corduroy, nylon, knit, sweatpants, cargo pockets, outside zippers/ties, no rivets, hip huggers, rolled up legs, banding/gathering at ankle, tucked into shoes, dragging on the floor, hem rolled up or rubber bands on pant legs.

SHORTS/CAPRIS: Acceptable: Colors: Tan or Navy Blue (solid) Type: Dress style with belt loops; cotton, twill, polyester blend. May have the standard front and back pockets. Length: At or below the knee; worn at the waist. Appropriate size (one larger/smaller than actual)

Unacceptable: Above the knee, other colors, jeans, denim, corduroy, nylon, knit, sweatpants, cargo pockets, outside zippers/ties, no rivets, hip huggers, rolled up legs, hem rolled up. Boots are not to be worn with capris or shorts.

SHIRTS: Acceptable: Colors: White or Navy (solid) Type: Plain, collared dress shirt with front button pocket or collared polo shirt. May be short or long sleeved; tucked into waistband all around the waist. Athletic or school organization sponsored shirts are permitted within guidelines. Underneath shirts: must be white or navy blue, crew neck only. Turtlenecks and thermal style shirts may be worn as an undershirt and must be tucked in..

Unacceptable: Other colors, layering different colored sleeves, unbuttoned beyond the top two from collar, standing collar. Underneath print or design shows through, underneath shirt may not be a camisole, cleavage may not show, ruffles, pouf sleeves, tuxedo style, baby-doll style, empire waist, or ties in front or back, any shirt that is not a polo style or dress style shirt.

SWEATERS/SWEATER VESTS: Acceptable: Colors: White or Navy Blue; Type: Knit (with or without collar); v-neck, crew neck; cardigan style; pull-on, button-up or zippered (half-zipped front). Collared shirt described above must be worn underneath. Waist-to-hip length. Should be worn completely on.

Unacceptable: other colors, designs, quilted. Coat style sweaters, long tie belted sweaters, crop style (above waist) with hoods, pouch pockets; sleeve pockets, sleeve stripes/designs/logos, high pile blends (outerwear) (i.e.: North Face, Columbia, American Eagle brand logo); any knit top that is not 'V' or crew neck

SWEATSHIRTS: Acceptable: V-neck, crew neck and cardigan (no hoods) – Campus Wear shirts (listed above) must be worn under all sweaters. Shirts must be tucked in.

Unacceptable: other colors, logos, screen printing, pouch pockets, zippers, sleeve pockets, sleeve stripes/designs/logos, fleece or high pile blends (i.e.: North Face, Columbia, American Eagle brand logo), textured or embossed designs, thermal style shirts, tops that are not meant to be sweatshirts, manufacturer's logo that exceeds 2" square, half zip front.

SHOES: Acceptable: Dress shoes or sport shoes of leather, manmade, or canvas materials; style that covers the foot; closures worn as intended (ties are tied, buckles/Velcro closed, etc.)

Unacceptable: Sandals, open—toed, flip flops, slippers, unlaced/unbuckled/untyed, pants hem tucked into shoes. Boots must be covered by pants, and cannot be worn with capris or shorts.

SOCKS: Acceptable: Colors: dark, solid socks or white athletic socks; type: short or tube style socks, tights or hosiery.

Unacceptable: Leggings, loud print or solid colors or designed socks worn with capris or shorts.

BELTS: Acceptable: Colors: black, brown, tan, navy blue, or white; type: leather or leather-like standard dress belt with standard buckle; appropriate size: fits belt loops, buckle is same width as the belt. Suspenders must be solid blue and/or white only.

Unacceptable: other colors and fabrics, webbing, woven, nylon, ties; embellishments such as eyelets/grommets, studs, glitter, sequins, metal of any kind. Cell phone (or other media device) case worn on belt.

TIES: Acceptable: Optional, school appropriate, worn on dress shirt standard or bow tie, only one worn at a time.

HEAD GEAR: No head gear is to be worn inside the school building during school hours. Headbands must be worn on head, only one at a time.

JEWELRY: No heavy metal or heavy chains allowed. (no spiked accessories, dog collars, or hardware considered apparel).

BLUESTREAK T-SHIRTS/SWEATSHIRTS: Special days (limited), as designated by school or district. Sweatshirts may NOT be hooded. No pockets or logos.

SCHOOL GROUPS & ORGANIZATIONS: School curricular and extracurricular organizations may wear their designated Organization's apparel on meeting or performance days.

*No embellishments may be added to clothing (i.e. paint, embroidery, pins, buttons, tags). Sales tags must be removed from all clothing.

PHYSICAL EDUCATION ATTIRE ONLY:

SHORTS/SWEATPANTS:

Colors: Navy blue or gray

Fabric: Cotton or mesh material. Shorts must be the proper size (no more than one size too large or small) and worn at the waist.

SHIRTS/ SWEATSHIRTS:

Color: Navy blue, white, or gray

Fabric: Cotton T-shirts/sweatshirts. Shirts must be the proper size (no more than one size too large or small). No hoods on shirts.

NOT ACCEPTABLE:

Gloves, mittens, scarves, hats, headbands, sweatbands, headgear, etc. oversized jewelry, barrettes, patches, badges, or decorations, non-prescription glasses, or sunglasses, pins, stickers, puff paint, or monograms, anything pinned, sewn, or attached colors shirt uniform shirt, fringed, frayed, gathered, or split hems, pants may not drag; must be at the waist, pants hem may not be tucked into footwear, long & short sleeved shirts may not be layered, obvious holes, tears, rips, slashes, or slits any added item that personalizes clothing sweatshirts (unless on designated days), any accessory that is distracting due to its size, shape, color, or design.

For all clothing, excluding shoes, no logos permitted. No oversized, tattered, dirty, torn clothing permitted. Solid colors only.

Undergarments (excluding t-shirt collars) shall not be exposed or be seen through clothing. No see-through clothing permitted. No outerwear shall be worn inside. Campus Wear uniform applies to all students in the building (including those in Behavioral Intervention Assistance). Any religious or special needs variation to the Campus Wear requirements must be approved by administration, medical, or IEP authorization. Variations may include skirts for religious reasons but skirts must be floor length and must fit the color, fabric, and size requirements of all other apparel.

FAILURE TO COMPLY WITH CAMPUS WEAR DRESS CODE

- Failure to comply with Campus Wear policy will result in a call home immediately. Parents will have the option of bringing the appropriate clothes to school; or students will be sent home to change.
- Failure to return with proper attire will result in unauthorized/unexcused absences (UA) from classes. *Any missed class time because of uniform issues will result in UA-consequences and will follow attendance policy. Refer to attendance policy.

SAFETY PRACTICES AND REGULATIONS

EMERGENCY FIRE EQUIPMENT

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment is in working condition in the event of an emergency and any student caught disturbing fire equipment will be disciplined accordingly.

FIRE DRILLS

Every room in the building shall have a directional sign conspicuously posted so as to give proper directions to the students in the respective classroom at the time of any emergency.

Any student causing or contributing to a false fire alarm shall have established cause for suspension, expulsion, and/or the filing of a criminal charge.

The following procedures shall be adhered to:

1. Move swiftly - do not run.
2. Follow signs and directions.
3. Move out of the door and away from the building.
4. Return to the building only upon directions from school personnel.
- 5.

EMERGENCY PROCEDURES (TORNADO WARNING, ETC.)

If an emergency of this nature should be announced, each teacher will direct his/her respective class to the assigned area. Students will follow all safety procedures and remain in the assigned area until dismissed.

SCHOOL SECURITY

Video cameras may be placed in buildings to assist in providing a safe, secure environment for all staff, students, and community. They may be used to monitor student behavior and may be used in student discipline proceedings. Video tapes are student records subject to District confidentiality, Board policy, and administrative regulations.

STUDENT SERVICES

Every student has available many services other than those pertaining to academic education. Listed below are many services students may find useful and beneficial.

SCHOOL COUNSELOR

Any time a student feels the need for assistance in matters of a personal or academic nature, the student needs only to make an appointment with our counselor. Parents may telephone at 419-621-2810 or 419-621-2813.

PSYCHOLOGIST

The services of a school psychologist are available to any student if the situation warrants.

SPEECH THERAPY

Therapy from a school speech therapist is available to any student if the need is warranted.

STUDENT INSURANCE

Every student will have an opportunity during the first two weeks of school to purchase insurance coverage. A student may buy the day coverage or the twenty-four hour year-long coverage. All insurance is an "excess" type. Students participating in interscholastic athletics or intramurals **must have insurance or the parents must sign a "waiver" before they are permitted to practice or play.**

If a student has an injury that is covered by the policy, the claim should be completed and turned in to the principal's office within 30 days of the date of injury.

HEALTH SERVICES

The services of school nurses and part-time physician(s) are available to assist students with health related issues. The schools' health service program is not intended to replace regular medical supervision by the family physician (M.D., or D.O., or their Nurse Practitioner). Parents are urged to have their children examined as recommended by their family physician (M.D., or D.O., or their Nurse Practitioner).

STUDENT ILLNESS

Please inform us if your child has a history of heart condition, epilepsy, diabetes, any abnormality, or serious illness. This will enable us to keep the health records up-to-date and be prepared to care for your child should an emergency arise. Please check your child for signs of illness before sending him/her to school. To avoid exposing other children, your child should remain at home if any signs of illness, such as fever, vomiting, etc., are present.

IMMUNIZATIONS

The immunization of children is the parent's/guardian's responsibility! Parents/Guardians of students transferring from other districts will be given 30 days to present written evidence that the immunization requirements have been met. If evidence is not provided within 30 days, the student shall be excluded from school until the immunization series is initiated or written evidence of immunization is obtained.

REQUIRED IMMUNIZATIONS

In accordance with Ohio law, students in grades 1-12 must have the following immunizations before being admitted to school:

- Four or more doses of DPT, DTaP, DT, or Td (Diphtheria, Pertussis, & Tetanus)
- Three or more doses of Oral Polio Vaccine
- One MMR (Measles, Mumps, Rubella) Immunization after first birthday
- Second MMR before entering seventh grade

Tuberculin Testing—All students entering from a Foreign Country must also show evidence of having a Mantoux Test within the past twelve months.

Required Immunizations	Grades K-2	Grades 3-6	GRADES 7-12
Diphtheria, Pertussis, Tetanus (DPT, DTaP, DT, Td)	<i>Minimum of 4 doses</i> If the 4th dose was administered before the 4th birthday, a 5th dose is required.	<i>4 doses</i> The 4th dose must be received at least 6 months after the third.	<i>4 doses</i>
Oral Polio Vaccine (OPV, IPV)	<i>3-4 doses of combined OPV & IPV</i> OR for OPV or IPV only, three doses but if the 3rd dose was not administered after the 4th birthday, a 4th dose is required.	<i>3 doses</i>	<i>3 doses</i>
Measles, Mumps, Rubella (MMR)	<i>2 doses</i> Dose #1 after 1st birthday Dose #2 - at least 28 days after dose #1	<i>1 dose</i>	<i>2 doses</i> 2nd dose required before entering 7th grade
Hepatitis B (HEP-B)	<i>3 doses per ODH schedule</i>	Not required at this time.	<i>7th-10th 2009-2010</i> 3 doses

FIRST AID AND EMERGENCY CARE

First aid and emergency care for accidents or illness is provided during school hours. The student and his/her parents/guardians must assume responsibility for treatment beyond first aid. Parents/Guardians will be notified in all questionable cases.

EMERGENCY MEDICAL AUTHORIZATION FORM

Parents/Guardians are to complete the Emergency Medical Authorization Form neatly and completely and return it to their child's school on the next school day. **In case of an emergency if the school is unable to contact the parent/guardian, the emergency contact will be used. Please make certain a LOCAL phone number is used for the emergency contact.**

Please notify the school immediately when any emergency information changes.

RESTRICTED OR NON-PARTICIPATION IN PHYSICAL EDUCATION CLASSES/ACTIVITIES

Students with restrictions or who are unable to participate in physical education classes and/or activities are required to have a letter from a physician (M.D., or D.O., or Nurse Practitioner). The note must include the projected period of time, the reason for the restriction(s) or non-participation, and any limitations.

PHYSICAL EXAMS

A. New Students - Students entering the Sandusky City Schools for the first time are required to have a physical examination, preferably by their family physician (M.D., or D.O., or Nurse Practitioner). After parental permission is obtained, the school doctor will do a screening physical examination on ALL NEW students who have not obtained a physical examination by their doctor. Parents/Guardians are required to complete a School Health History form.

B. Athletic Participants - Students involved in competitive athletics are required to have a physical examination. This physical must be completed by an M.D., D.O., or Nurse Practitioner, prior to the first practice. Physicals will be performed by the school physician only if the proper forms are completed, signed by the parent/guardian, and returned to the school nurse by the specified date. Athletic participants with suspected medical or mental problems may be referred for further medical examination prior to participating in a sport. Failure to comply with physical examination requirements will result in non-participation.

C. Work Permit - Students applying for a work permit are required to have a physical examination by a physician (M.D., or D.O., or Nurse Practitioner). Those students wishing to have the physical completed by the school physician must schedule an appointment with the school nurse. They must return a completed Health History/Nurse Interview form signed by the parent/guardian.

VISION, HEARING, AND SCOLIOSIS SCREENINGS

Vision, hearing, and scoliosis screenings are conducted at various grade levels. Parents will be contacted concerning any abnormal results and assisted in planning further examination. Any parent may present the district with a written statement indicating that he/she does not wish to have his/her child screened.

ADMINISTRATION OF PRESCRIPTION/NON-PRESCRIPTION MEDICATION

The general policy of the Sandusky Board of Education is that no medication is to be taken by students or administered to students by school employees and students are not to be in possession of medication in school. The management of medication in specific situations is arranged cooperatively by the parent/guardian, physician (M.D., or D.O., or Nurse Practitioner), principal, school nurse, teacher, and student. In those specific situations where a student regularly needs medication at school, the parents/guardians shall be given a "Prescriber's Request for the Administration of Medication in School" form to be completed and signed by both the physician and the parents/guardians before the prescription medication can be administered. All medication must be received in the original container and given to school personnel for storage in a locked area. *Non-prescription medication which includes items such as Tylenol, aspirin, cough drops (as noted in the "Physician's Desk Reference for Non-prescription Drugs", etc.) will not be dispensed by school personnel.*

GUIDELINES SUMMARY

- School personnel are not authorized to administer medication without the appropriate completed form on file. The completed form is required to protect each student, limit the liability of employees of the Sandusky Board of Education, and to comply with state law.
- All medication shall be in its original container appropriately labeled and dispensed by a pharmacist or physician (M.D., or D.O., or Nurse Practitioner).
- The medication will be administered by the principal, school nurse, or other designated personnel.
- The person designated to administer the medicine shall be provided a copy of the form requesting administration of medication by school personnel.
- If medicine is to be given over a long period of time, the parent/guardian should send in a one school-week supply each Monday. More than one week's supply of medicine will not be accepted.
- Please note: One copy of the Prescriber's Request for the Administration of Medication in School form is included at the back of the handbook for your convenience and use. Additional forms are available at your child's school and on-line at www.scs-k12.net.

COMMUNICABLE DISEASE CONTROLS

Please check your child for signs of illness before sending him/her to school and notify the school if there is a contagious disease in your family.

- Chicken Pox: Children may return to school after seven days if Chicken Pox are crusted and dry.
- Scarlet Fever (Scarlatina): Children may return upon recovery, but no sooner than one week from onset.
- Streptococci Sore Throat: Children may return after 24 hours if they are under treatment of a physician (M.D., or D.O., or their Nurse Practitioner) and have no fever.
- Eyes: Any child with a reddened or inflamed eye may be excluded until the eye is completely clear or a doctor's statement is submitted allowing his/her return.
- Skin: Any child with a skin rash or sores such as scabies or impetigo may be excluded until skin is clear or a doctor's statement is submitted allowing his/her return.
- Head Lice: Children with head lice will be excluded from school and may return only after dis-infestation is complete and the hair is "nit free." Directions on the *Confirmation of Notice and treatment of Head Lice*, form #077, are available from the school.

TRANSPORTATION

Appropriate conduct in or around school buses is vital to the safety of all concerned. The following information serves to inform students and parents/guardians of the guidelines, rules, and regulations regarding the transportation of Sandusky City Schools students.

BUS CONDUCT

Students shall conduct themselves properly when riding the bus. Reasonable conversation is permitted. In the event a student does not conduct him/herself properly, the driver shall inform the transportation supervisor and complete a bus report that will be forwarded to the appropriate administrator. Upon receipt of a bus conduct report, the administrator shall take such action as he/she deems appropriate to correct the problem. Continued disorderly conduct may result in refusing transportation to a student.

Any behavior on a bus that may be detrimental to the safe operation of a bus shall cause immediate emergency removal of the offender or offenders. This act may be cause for a suspension and/or recommended expulsion of the offender(s) from school.

WAITING FOR STUDENTS

A bus driver is not required to wait for late students. Students are to be ready to board the bus five minutes before the scheduled time of the stop.

BOARDING OR LOADING THE BUS

Upon entering the bus, students are to walk directly to their seats, be seated, and remain in their seats until the bus arrives at their designated stop. Students shall exit the bus in an orderly manner. If it is necessary for a student to cross a highway after leaving the bus, he/she shall stop, look in both directions, listen for oncoming vehicles, and wait for the driver's signal before crossing. Upon crossing, the student must remain 10 feet in front of the bus, clearly in view of the driver at all times.

BUS STOPS

Students will be released from the bus only at their designated bus stop. If extenuating circumstances require a student to be released at a place other than his/her designated bus stop, a note from the parent/guardian must be submitted to the building administrator or his/her designee for approval. The note must include the name of the student, requested drop-off point, the reason for the request, and the parent/guardian signature. If approval is granted, the note containing the building administrator's or his/her designee's signature shall be presented to the driver upon entering the bus. In the event the school administrator or his/her designee is unable to grant permission, parents will be contacted to allow for alternate arrangements. Verbal approval may be granted by the school administrator in emergency circumstances only.

SEATING ASSIGNMENTS

Students may be assigned seats according to physical size, stop location, and ease of loading and unloading.

DEFACING OR DESTROYING SCHOOL PROPERTY

Ohio Law (Ohio Revised Code Section 3109.09) provides that a parent/guardian is liable up to \$10,000 plus court costs for the willful damage, theft, or destruction of property by a minor in their custody or control. Parents/Guardians will be required to pay for all damages done by a student who is apprehended for writing on, defacing, or destroying school buses.

TRANSPORTATION OF STUDENTS

Only assigned bus students will be transported to and from school. All other students will be prohibited from riding the bus. Riding or attempting to ride a school bus by non-assigned students shall be considered an act of insubordination.

TRANSPORTATION OF PERSONS OTHER THAN STUDENTS

It is unlawful to transport a parent, smaller brother or sister, or any visitor on a school bus (Ohio Revised Code Section 3327.01). The only exception shall be for persons serving as volunteer chaperones.

STUDENT'S EQUIPMENT

Band instruments, athletic satchels, books, lunch pails, briefcases, and all other articles carried by students are to be put in a safe place. Objects shall not be placed in the aisles, in front of the emergency door, at the entrance of the bus, or anywhere that might endanger students or hinder the safe operation of the vehicle. If equipment is too large to be carried safely, it will be refused.

FORBIDDEN CARGO

The bus driver shall not transport animals, weapons, ammunition, explosives, glass bottles, or other dangerous materials or objects. Students being transported shall comply with the bus driver's decisions regarding questionable items. Toy guns are also excluded from transportation.

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

To ensure the health, welfare, and safety of all students riding in school transportation vehicles, the District shall utilize video cameras and recorders on all school vehicles transporting students to and from curricular and extra-curricular activities. Video cameras and recordings will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. Video recordings are student records, subject to District confidentiality, Board policy, and administrative regulations. The Superintendent or his designee is directed to develop administrative regulations governing the use of video cameras in accordance with the provisions of law and this policy.

PHYSICAL EDUCATION PROGRAM

The Physical Education Program is geared to ensure active participation among our students. Physical Education is a year round graded course.

PARTICIPATION GUIDELINES

The following guidelines have been established to cope with the few students who do not participate.

1. Each student who reports to his/her Physical Education class will be expected to wear clothing suitable for the class activity and to participate within his/her physical limitations. Any time a student fails to comply with this simple request it will be considered as non-participation.
2. The following penalties for non-participation will be applied:
 - a. 1st and 2nd NP (non-participation) - NO PENALTY
 - b. NP beyond 2 - will result in further disciplinary action including class removal, detention, and grade reductions.
 - c. After 3rd NP student will be required to participate regardless of his/her dress. Failure to comply will be considered insubordination.

The preceding guidelines do not apply to the days the student is absent from school, has an identified injury which would prohibit active participation or a doctor's excuse. Students may also be excused without penalty at the discretion of the instructor or school principal.

It is important to note that Physical Education is mandated by the Ohio Department of Education.

PARTICIPATION REQUIREMENTS FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Any student who does not report to his/her scheduled classes on the day of a game, contest, performance, or program, without a legitimate excuse, will forfeit the right to participate in that activity or attend the activity as a representative of the school. If the activity is scheduled on a non-school day, the student must attend his/her scheduled classes on the last day prior to the activity. A minimum attendance of one-half day is required for participation in the activity. A half day is defined as the time from the beginning of the school day to a designated time or from the designated time to the end of the school day. The designated time for Junior High is 11:00 a.m. and for High School is 11:30 a.m. Students may not participate in a game, contest, performance, or program during the term of a Behavior Intervention Assignment. Only the principal may make an exception to this attendance policy.

To be considered a member of the extra-curricular or co-curricular activity, attend the banquet for the activity, or receive awards, the student must finish the term of the activity in good academic standing and meet all obligations, monetary and otherwise, prior to the banquet. If a banquet is being held for an extra-curricular or co-curricular activity, the student must attend the banquet in order to receive any awards, unless prior approval has been granted by the principal after considering input from the athletic director or advisor for extra-curricular or co-curricular activity.

Excused absence from school the day of the banquet is a valid exception. The coach or advisor for each extra-curricular or co-curricular activity may establish and enforce any additional rules or regulations of a reasonable nature, which will be beneficial to the morale of those participating in the activity and the health and welfare of the student who is participating in the activity. These rules must be approved by the principal (and athletic director for sports activities), and given in writing to all students involved in the activity.

FOR ATHLETICS

If a student terminates participation in a sport after a period of five official practice sessions, he/she may not participate in any other sport during that season, or any school-sponsored activity which is designed as preparation for the next athletic season. For the purposes of this policy, post season play is considered a part of the season. The head coach must receive a verbal acknowledgment from the athlete who has quit the team and shall notify the athlete's parent or guardian.

END