



# *Sandusky City Schools* **2009-2010**

## **Conduct and Disciplinary Information**

### **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.

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## Conduct and Disciplinary Information

### Student Code of Conduct

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities which are inseparable from these rights, which include:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school
3. The right to due process of law with respect to suspension and expulsion
4. The right to free inquiry and expression and the responsibility to observe rules regarding these rights and the right to privacy, which includes privacy with respect to the student's school records

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office. (Ref: Policy JF)

### Disciplinary Rules and Regulations

The following code sets forth rules prohibiting certain types of conduct of students of the Sandusky City School District. This code specifies the activities which may subject a student to various disciplinary penalties and the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed is outlined.

This code shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school or the school grounds are being used by a school-related group; off school grounds at a school sponsored or endorsed activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school.

### Student Behavior and Discipline

When considering discipline of a student for violation of one or more of the offenses listed in the Student Code of Conduct, all procedures for suspension and expulsion must be followed. Students shall also be informed that the specific offense may result in these forms of discipline.

This section identifies four levels of offense and the most severe disciplinary actions that may be taken in response to each level of offense. The most severe disciplinary action permissible may not necessarily be used in all instances. Persistent violation of offenses under any level may result in movement to the next level of corrective action. Any offense may be moved to a higher level, depending on the severity of the offense.

Some behavior prohibited by the District's Student Code of Conduct is also prohibited by Ohio Criminal Law. Consequently, violation of the District's policy may result in the student being referred to the appropriate court of law. This reporting may be taken in addition to the discipline imposed by local school authorities.

#### Level I – Offenses

Offenses may include but not limited to:

- Tardiness
- Falsifying information or signatures
- Cheating and plagiarism
- Violation of school dress code policy (includes purses, book bags, and lotions)
- Possession of personal communication devices

#### Corrective Action

- Disciplinary measures other than suspension may be used by the teacher/administrator to correct Level I offenses providing it's a first-time offense. Continuous violations of Level I offenses may warrant a suspension/expulsion.
- Level I offenses will result in disciplinary responses that may include:
  - Teacher Conference (with student alone or with parent(s) and/or guardian(s))
  - Principal Conference (with student alone or with parent(s) and/or guardian(s))
  - Right of removal
  - Parent contact by phone
  - Detention
  - Referral
  - BIA
  - Saturday School
  - Behavioral Contract

#### Level II – Offense

Offenses may include but not limited to:

- Disruption of school programs(s) in/out of class, (assemblies, hallways) student learning
- Being truant from school, insubordination, leaving school grounds
- Continuous usage of profane language either verbal or written
- Unapproved postings and poster exhibits
- Usage of tobacco in any area under control of the District or at any activity supervised by district personnel
- Gang insignia/paraphernalia
- Continued disregard of Level I offenses

### **Corrective Action**

- Any disciplinary options suggested under Level I may be applied for offenses under Level II
- The principal may utilize a school based agency or mediation programs for conflicts between student as appropriate
- The principal or Superintendent may suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66. Continuous violations of Level II offenses may warrant a suspension/expulsion

### **Level III – Offenses**

Offenses may include but not limited to:

- Threatening, fighting and/or unprovoked attack, physically striking another student intending to do harm ( snowballs)
- False alarms and inducing panic in the school setting/failure to report
- Damage of property, littering, arson
- Threat or physical assault on another pupil to obtain valuables or property
- Use, sale, or possession of marijuana, narcotics, drug paraphernalia, intoxication liquors, look-alike or any mind altering substances, etc., or improper use of glue or other chemicals (May rise to a Level 4 Offense)
- Threat or physical assault on school employees
- Theft or stealing
- Sexual, racial, ethnic and religious harassment
- Computer Hacking
- Gambling on school grounds or events
- Indecent exposure, sexual misconduct
- Persistent disregard of the student's dress code
- Misconduct by student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee
- Gang related activity
- Continuous disregard for Level II offenses

### **Corrective Action**

- The principal or Superintendent shall suspend a student for a period not to exceed ten (10) school days, following appropriate due process as specified in Ohio Revised Code 3313.66
- The student may be recommended by the proper administrator for expulsion
- Parents will be notified immediately of any possible Level III offense
- Students receiving special education services require a manifestation team review for this type of behavior
- If the actions giving rise to expulsion for any misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in ORC 3316.66 (A) based on such actions, the student may be permanently excluded from the district. The procedures for permanent exclusion are set forth in this handbook.

### **Level IV – Offenses**

Commissions of these offenses shall result in expulsion up to a period of one year and/or permanent exclusion from the District. The Superintendent may reduce the expulsion on a case-by-case basis in accordance with the policy of student discipline. Matters which might lead to a reduction of the expulsion period include: The student's mental and or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator. Offenses may include but not limited to:

- Possession of firearms, weapons or weapon look-alike
- Selling and/or delivery of drugs or carrying controlled substance (ORC 2425.01) at school functions
- Improper selling of any kind is prohibited (unless noted as school a fundraiser sponsored by school district)
- Assault of any kind on student or school personnel off school property will be reviewed to determine if conduct will disrupt student learning and function in the school. (per administrator and Superintendent)
- Rape and gross sexual imposition on or at a school function.

### **Corrective Action**

- The principal and Superintendent shall suspend a student for a period not to exceed ten (10) days, following appropriate due process as specified in ORC 3316.66
- The student will be recommended by the proper administrator for the expulsion
- Parents will be informed of any level IV offense immediately by the administrator of the school
- Students receiving special education services require a manifestation team review for this type of behavior
- Students are required due process as specified in ORC 3313.16; found to have violated this section shall be expelled by the Superintendent. However, the Superintendent may reduce the expulsion on a case-by-case basis in accordance with the policy on School Discipline
- If actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in ORC 3313.66 (A) based upon such actions, the student may be permanently excluded from the district. The procedures for permanent exclusion are set forth in this code of conduct.
- The Superintendent shall initiate expulsion proceedings for any student who has committed an act warranting expulsion under the districts policy on expulsion even if the student has withdrawn from school, for any reason, after occurrence of the incident that gives rise to the expulsion hearing but prior to the expulsion hearing or decision.

### **Types and Procedures of Disciplinary Penalties:**

**Aiding and Abetting** - students who aid or abet another student who violates any rules, guidelines, regulations, or policies of the Sandusky City Schools will be subject to the same disciplinary action as the student committing that violation.

**Assault or Threat on a Student or Authorized Visitor** - Striking or assaulting another student or authorized visitor will cause an immediate suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

**Assault or Threat on a Teacher or School Employee** – Students shall not strike or assault, or threaten to strike or assault any school employee on or off school property. Any violation of this section will cause an immediate ten (10) day suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

**Assembly Procedures and Conduct** - Students must sit in the assigned seats. All students must attend assembly programs unless designated otherwise by the Principal/Assistant Principal. Conduct in the assembly will be appropriate to the type of program being observed. Sandusky City Schools will be judged by your conduct.

**Attendance at School Dances** - School dances will be open to Sandusky students and his/her guest. Sandusky High guests are to be of high school age and/or not exceed the age of 20 for high school dances. Junior High guests are to be of junior high school age and/or not exceed the age of 15 for junior high school dances. In order to be admitted to Sandusky High School dances, each Sandusky High School student is required to produce a current Sandusky High School identification card. Each guest will be required to have a guest registration form on file. The guest must be accompanied by a Sandusky student and produce a form of picture identification. A new guest form is required for each dance and must be completed and turned in by school closing on the last school day prior to the dance. The style or type of dress shall be indicated at the time the dance is officially announced. All regulations and exceptions will be announced at that time.

**Book bags** – Book bags, backpacks, purses, and other items large enough to carry textbooks will not be permitted to be used during the school day. Upon arriving to school, students shall store these items in their locker. Students needing to carry such an item for medical reasons will be issued a permission slip by his/her principal/assistant principal. Purses should be large enough to carry student handbooks only.

**Cheating/Plagiarism** – Students shall not take and use another student's answers and/or take and use the writings, ideas of another and deceptively submit them as their own work in fulfilling a school assignment.

**Classroom/Hallway Behavior** - Disruption of the classroom instruction due to yelling, loud noises, abusive language, etc. in the hallways or classroom will be subjected to discipline. Concern for oneself and others will be displayed by all students, when moving about the building, between classes and at lunch time. Students must walk and may not impede the normal flow of traffic in the halls or on the stairwells.

**Coercion - Obtaining Property or Things of Value by Use of Coercion and Related Misconduct** - Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee, or other person. Failure to comply may be due cause for suspension.

**Demonstrations & Dissent** – Any actions by either an individual or group which in any way are disruptive to the educational processes or in any way infringes upon the rights of another individual or group by overt demonstration or dissent, shall not be tolerated and shall be due cause for suspension or, if of an extreme nature, civil intercession or expulsion from school. (Ref: Policy JFI)

**Disruption of the School Program** – No student has the right to infringe on the educational opportunity of any other student or the rights of a teacher to provide the educational opportunity to every student. The behaviors outlined should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. These acts of misconduct are not inclusive.

**Drugs and Alcohol Abuse Policy** - Students of the Sandusky City School District shall not knowingly possess, use, sell, give, or otherwise transmit, or be under the influence of any intoxicant or drug or counterfeit (look-alike) controlled substance or drug paraphernalia, the possession of which is prohibited by law:

- On property owned, leased by, or under the control of the Sandusky Board of Education, including vehicles used for the transportation of students.
- On any public or private property during normal school hours including lunch and class changes.
- At any school sponsored or sanctioned activity or event within or away from the school district.
- Drugs prohibited by this policy includes any stimulant, depressant, narcotic or hallucinogenic drugs or alcohol or intoxicants of any kind, but does not include medication as defined in this policy.
- Drug paraphernalia is prohibited under this policy. Drug paraphernalia will be subject to confiscation.
- In accordance with state law (O.R.C. 2925.01), a counterfeit controlled substance is defined as follows:
  - Any drug that bears, or whose container or label bears a trade mark, trade name or other identifying mark used without authorization of the owner or rights to such trade mark, trade name, or identifying mark;
  - Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
  - Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
  - Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

This policy will be subject to enforcement and/or disciplinary action by the administration during the course of any school year, including summer school sessions.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

- The student will be brought to the school official and informed of the alleged offense, the evidence to support the allegations, and the disciplinary penalty which may apply.
- A student reasonably suspected of consuming or being under the influence of alcohol will be subject to a student sobriety test. This test will be administered by a school official in the presence of a witness.
- Test results indicating consumption of alcohol will serve as conclusive evidence for disciplinary action. Refusal to submit to the student sobriety test will be considered equivalent to an admission of guilt.

**Personal Searches (Drugs and Alcohol)** - When there is reasonable suspicion that a student is in possession of illegal or dangerous items, or substances or paraphernalia prohibited by this policy, a school official may ask the student to reveal the item suspected to be on his/her person. If the student refuses, the school official may do any of the following:

1. Detain the student and call the student's parent for permission to search
2. Detain the student and call the police
3. If there is probable cause to believe that the student is in possession of items which constitute a danger to him/herself or other persons, or property, the student may be searched to the extent necessary under the circumstances to eliminate the danger.

*Continued...*

In determining whether reasonable suspicion to search exists, the following factors are to be considered: the relative seriousness of the suspected violation, the potential danger to the health and safety of students and staff, the reliability of information used as justification for a search, the value of the items involved, the possible consequences of delaying the decision to search, and the prior experience with the student. In determining whether individualized probable cause to search exists, the above factors are considered, but to a greater degree of certainty than reasonable suspicion, and that evidence exists which tends to indicate that this particular student has possession of the item sought. The school official making the decision to search shall bear in mind that the more intrusive the proposed search, the clearer the individualized probable cause should be.

**Student Vehicles (Drugs and Alcohol)** - When there is reasonable suspicion that a student's vehicle on school property contains illegal or dangerous items, or substances or paraphernalia prohibited by this policy, a school official may ask the student to reveal the item suspected to be in his/her vehicle. If the student refuses, the school official may do any of the following:

- Detain the vehicle and call the student's parent or the owner of the vehicle for permission to search
- Detain the vehicle and call the police
- If there is probable cause to believe that the vehicle contains items which constitute a danger to persons or property, the vehicle may be searched, in or out of the presence of the student, to the extent necessary under the circumstances to eliminate the danger.

**Offenses and Disciplinary Action (Drugs and Alcohol)** - Possession and/or use of intoxicants, illegal drugs, controlled substances, counterfeit controlled substances, drug paraphernalia and or/instruments on school property or at school sponsored events will result in:

**A. First Offense:**

- Parents will be notified immediately and the student will be removed from school for the remainder of the day.
- The police and/or juvenile court may be notified of the incident and may conduct an investigation.
- Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
- The nurse or designated school official will be notified and the emergency medical rescue squad called, if necessary.
- The student shall be suspended five (5) days if the student seeks and receives within such five (5) day period an evaluation by a certified alcoholism counselor (CAC), licensed prescriber trained in chemical dependency or a person recommended by the Drug Education Services Coordinator. A written copy from the evaluator will be sent to the school officials including findings and recommendations for the student.
- **OR**
- The student shall be suspended for ten (10) days.
- Student and parent(s) will have a readmission conference.
- Education plans and placement will be recommended.

**B. Second and Subsequent Offense Or Selling and/or delivering intoxicants, illegal drugs, controlled substances, counterfeit controlled substances, drug paraphernalia and or/instruments on school property or at school sponsored events will result in:**

- Parents will be notified immediately and the student will be removed from the school for the remainder of the day.
- The police and/or juvenile court may be notified of the incident and, at their discretion may conduct an investigation.
- Consultation with parent(s) and the student emphasizing available counseling services will be conducted.
- The nurse or designated school official will be notified and the emergency medical rescue squad may be called, if necessary.
- The student shall be suspended for ten (10) days and recommended for expulsion.
- If brought back on an expulsion contract, students will go through an evaluation by a certified alcoholism counselor (CAC), licensed prescriber trained in chemical dependency or a person recommended by the Drug Evaluation Services Coordinator. A written copy from the evaluator will be sent to the school officials including findings and recommendations for the student.
- Student and parent(s) will have a readmission conference.
- Student will attend in-school student support group sessions or attend an equivalent out-of-school program of assistance.
- Parent(s) will be recommended to attend parent support group meetings.

**Electronic Devices** - The possession of cell phones, walkmans, radios, TVs, CD players, electronic games, laser pointers, MP3 players, ipods, Palm Pilots, messaging devices and other hand-held electronics are not permitted during school hours. All electronic devices must be kept in a student's locker, and may not make any noise during the day. Any device, or its carrying case, may not be readily seen on a person, including through clothing. Student use of all electronic devices must be before and after the scheduled school day. Confiscation of the device may occur for violations of this policy. Students may be contacted in an emergency situation through the school's office.

**Fighting** (in or near school building or at school sponsored functions) - Any student involved in a fight will cause an immediate ten (10) day suspension from school with a recommendation for expulsion or manifest determination. Parents shall be contacted by phone (when possible) and by letter. The Police and/or juvenile court may be notified of the incident and Criminal charges may also be filed.

**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 be in working condition in the event of an emergency. Students caught disturbing any fire equipment will be subject to disciplinary action.

**Foreign Substances** - Students shall not cause a disruption or obstruction to the school's operation by threat or the release or presence of any biological agent, hazardous substance, or poison, regardless of the circumstances of the threat. Parents will be notified immediately and the student will be subject to suspension, expulsion, or manifest determination.

**Forgery, Falsification, or Misstatement of Facts or Other Information** - Students shall not forge the writing of another or falsely use the name of another person, falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence.

**Fraternities and Sororities** - The words fraternity and sorority should be held to mean only such organizations whose deliberations and activities are secret and discriminatory. According to the Ohio law no pupil in the public schools shall organize, join, or belong to a fraternity or sorority composed or made up of pupils in the public schools.

**Gambling** - Students shall not engage in or promote games of chance, placing of bets, or risk of anything of value.

**Gangs** - Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student, staff member, or other individual will be due cause for suspension, expulsion or manifest determination.

(Ref: Policy JFCEA)

**Harassing, Hazing, Intimidating and/or Bullying Behavior** – Harassing, hazing, intimidating and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation and/or bullying means any intentional written, verbal, graphic, or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and or computers on school-provided transportation or at any official school bus stop.

**Inappropriate Conduct** - Students shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Violations of this section are subject to disciplinary actions. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

1. Occupying any school building or grounds
2. Blocking the entrance or exit of any school building or corridor or room
3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property
4. Threats or menacing actions by phone, letter, e-mail, electronic messaging, or other means
5. Damaging or destroying any school property
6. Disrupting any school-sponsored or related activity, function, or event, on or off school grounds
7. Activating or attempting to activate an emergency alarm system in the absence of an emergency
8. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing functioning of any school class, or activity or any lawful meeting or assembly on or off the school property
9. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity
10. Blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event.
11. Disrupting a teacher's ability to conduct a class or an extra-curricular or co-curricular by any means
12. Use of any electronic device such as: cell phones or similar device. Similar devices may include but not be limited to CD players, MP3 players, laser pointers, radios, DVD players, tape players, electronic games or any device that can interrupt the educational process or that is deemed inappropriate

**Inappropriate Physical and/or Verbal Conduct** - Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student, staff member, or other individual.

**Insubordination** - Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals, and other appropriate school personnel. This includes refusing to leave a class when directed by a teacher, refusal to accept discipline, refusal to give their name when requested by teachers or appropriate school personnel.

**Line of Sight** - A student's behavior on or off school property will be covered by the Code of Conduct as long as the line of sight starts on school property or at a school-sponsored or endorsed event.

**Littering** - Any student observed disposing of waste materials of any nature not in appropriate receptacles shall be assigned two (2) hours detention by school officials. This includes gum wrappers, candy wrappers, gum while on school property

**Lockers** – Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building. (Ref; Policy JFG)

**Misconduct Away From School** - Students who engage in an assault upon a school employee or other student off school property, at a non-school-sponsored or related activity, function or event, or on school property before or after school hours may be subject to suspension or expulsion from school if it is determined that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others. Violations will be due cause for disciplinary actions.

**Profane, Vulgar or Improper Language or Gestures** - Students shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate gestures or signs. Inappropriate language or gestures directed toward a teacher, other school personnel, or a visitor at any time school related activity will be due cause for disciplinary actions.

**Public Display of Affection** - Students shall not engage in kissing, embracing or any sexual acts not appropriate to the educational environment. Failure to comply will be due cause for disciplinary action.

**Removal From Class** - A student removed from class and referred to the Principal/Assistant Principal's Office for disciplinary reasons shall cause enactment of the following procedures and penalties. Class removal is viewed as a serious disciplinary problem. Every class removal from any staff member will be included in the student's removal total.

SHS	<ul style="list-style-type: none"> <li>• Each RC up to 4 hours of detention of Saturday School</li> <li>• 4 RCs = 3 day Behavior Intervention Assignment</li> <li>• 8 RCs = 3 day Behavior Intervention Assignment</li> <li>• 9 RCs = 3 day Behavior Intervention Assignment</li> </ul>
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ADAMS	<ul style="list-style-type: none"> <li>• 1 RC = Conference with principal</li> <li>• 2 RCs = One day of detention</li> <li>• 3 RCs = Extended detention</li> <li>• 4 RCs = Saturday School</li> <li>• 5 RCs = 3 day B.I.A.</li> <li>• 6 RCs = Three day O.S.S. w/parent conference</li> <li>• 7+RCs = Review of the case by the school and may cause a more serious penalty.</li> </ul>
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**Repeated Violations** - Students who acquire three (3) suspensions for serious breaches of school policy may have their names submitted to the Superintendent of Schools with the recommendation for review of the case for expulsion. If a severe violation of the school policy occurs, a student may be referred for expulsion following the first or second suspension.

**Revocation of Driving Privileges** - Students will be subject to having their driver's license revoked or denied by the Superintendent of the Sandusky City Schools who are absent from school without an acceptable excuse for 10 consecutive days or 15 total days in the semester or term. A hearing will be conducted by the Sandusky High School Principal to determine facts and any special circumstances. Following the hearing, a decision will be made to forward a revocation recommendation, on a case by case basis, to the Superintendent. The Superintendent will review the recommendation and decide upon filing a notice of license revocation with the Ohio Bureau of Motor Vehicles. The Erie County Juvenile Judge will also be notified of the decision for a driver's license revocation.

**Revocation of Work Permit** - Students will be subject to having a work permit (age and schooling certificate) revoked or denied by the Superintendent of the Sandusky City Schools who are absent from school without an acceptable excuse. 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 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.

**School Bus Conduct** - Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus, including, but not limited to:

- Failing to remain seated
- Throwing objects out of the windows
- Shouting
- Any disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.
- Any behavior that may be detrimental to the safe operation of the bus shall cause immediate removal of the offender.
- Police and/or juvenile court may be notified of any serious incidents and at their discretion, may conduct an investigation.
- Any incidents will be subject to discipline and could include being denied bus riding privileges.
- Student identification cards must be presented upon request for admission to the school bus.

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day. Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed. The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. (Ref. policy JFCC)

**Sexual Harassment** - Sexual harassment is improper, immoral, illegal, and will not be tolerated. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behaviors include, but are not limited to the following:

- Unwanted sexual advances, including propositioning, repeatedly asking someone for a date after it is clear that the person is not interested.
- Making or threatening reprisal after a negative response to sexual advances.
- Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.

**Smoking or Use of Tobacco Products** - The use or possession of tobacco or tobacco products, lighters, matches, or other forms of ignition devices in the school building, on the school campus, or at a school-sponsored event is prohibited. Any student who aides or abets smokers, or who withholds information relative to smokers will also be due cause for disciplinary action. Parents will be notified and a parent conference arranged if so desired. Police and/or juvenile court may be notified of the incident, and the student may be charged with use or possession of tobacco products.

**Snowballs** - Because of possible physical harm from a misdirected snowball, students shall not throw snowballs on school property. Failure to observe this regulation shall be due cause for disciplinary action.

**Sandusky High School Tardiness** - A student is recognized as tardy (T) to school if not in his/her homeroom seat when the **7:45 a.m.** bell sounds. A student is recognized as tardy to class (CT) if he/she is not in his/her classroom seat when the tardy buzzer sounds. The teacher will note this on the daily attendance slip which will then be submitted to the attendance office at the end of each school day. The teacher will notify the student when a T or CT has been assigned.

**Penalties for Tardiness:**

- 5 tardies Saturday School or B.I.A.
- 10 tardies Saturday School/B.I.A./Referral to Erie County Juvenile Court
- 15 tardies 3 day Behavior Intervention Assignment
- 30 tardies B.I.A or Out of School Suspension/ possible second referral to Erie Juvenile Court

**Adams School Tardiness**

TARDINESS (excused)

If a child is tardy due to a scheduled health related appointment, his/her tardiness will be considered excused if the school is contacted by the parent prior to the appointment and the child returns with a signed excuse provided by medical personnel following the appointment. No penalties will be given for excused tardies.

**Adams Tardies and Class Tardies**

A student is tardy (T) to school if not in his/her homeroom seat when the 7:55 a.m. bell rings. A student is tardy for class (CT) if he/she is not in his/her classroom seat at the ringing of the tardy bell. The teacher will note this on the official tardy notice. Any class tardy exceeding 10 minutes will be considered class truancy.

**Adams Penalties for School & Class Tardies:**

- 1-4 Tardies No penalty – (These may be given to cover those cases of power failure, car trouble, etc.)
- 5 Tardies Administrative Detention
- 10 Tardies Extended Detention and letter home
- 15+ Tardies Saturday School - Notification to Juvenile Court Attendance Officer

*Continued...*

Continued school tardiness will be cause for administrative review and further action on an individual basis. Tardies to school could include further court contact and possible filing of criminal charges. (Ohio Revised Code Sections 3321.19, 3321.30)

Continued class tardiness will be cause for administrative review and further action on an individual basis. If a student is significantly late with no pass, he/she will be given a UA for the period and penalized accordingly.

**Tardy Sweeps** - The administration may organize "Tardy Sweeps" as an aid to discourage student tardiness. During a designated class change, teachers will be directed to close and lock their classroom doors at the sound of the tardy bell. Students who were tardy to class will be directed to the cafeteria by assigned faculty and staff. Appropriate consequences will be assigned by an administrator, based on the tardy history of that student. Students caught in the tardy sweep will stay in the cafeteria for that period and will not receive credit for work missed.

**Technology Misuse** - Students shall not use or attempt to use or steal any electronic school media, such as computer hardware and software, either at school or from home, phone, calculators, etc., in any fashion, in an unauthorized manner, to access school information, use another student's or the school's software (disc, CD-ROM, CUD, etc.) or information not exclusively belonging to the student. Students shall not use school electronic equipment, nor access such equipment, in any manner contrary to the district's or Provider's Acceptable Use Policy. Students will be required to sign technology use agreements. Failure to comply will be due cause for discipline and criminal charges may also be filed.

**Theft, Unauthorized Removal, Damage, or Destruction of School Property or Private Property** - Students shall not cause or attempt to cause damage to school property or private property of students, teachers, school personnel or other persons. Students shall not steal or attempt to steal school property or private property or engage or attempt to engage in or participate in the unauthorized removal of school property or private property. Failure to comply will be due cause for discipline and criminal charges may also be filed.

**Trespassing** - Students shall not enter upon school grounds or premise of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate. Students already under suspension, expulsion, or emergency removal shall not enter the grounds or premises of the students' regularly assigned or other school buildings without the express permission of the principal. Violation will be due cause for suspension or expulsion. Criminal charges may also be filed.

**Truancy** - Truancy shall be considered any unauthorized absence from school, homeroom, class, or lunch period. Any unauthorized absence (UA) shall be due cause for discipline. A student who is truant and/or left the building during any period may receive Saturday School . Continual truancy will result in further disciplinary action.

**Weapons, Look-alike Weapons, Dangerous Instruments, Fireworks and Explosives** - Students shall not use, possess, handle, transmit, purchase, attempt to purchase, sell, attempt to sell, or conceal any object that can be classified as a weapon, look-alike weapon, or dangerous instrument. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions. Any violation of this section will cause an immediate suspension from school with a recommendation for expulsion made to the superintendent. Criminal charges may also be filed.

### **Corrective Actions**

**Detention** - Detention assigned by the Principal, or Assistant Principals for any infraction of school policy will be served at the rate of one detention per day. Failure to appear for an assigned detention will be cause for parental notification. On the second failure to report to detention, a student shall receive a B.I.A. (Behavior Intervention Assignment), Saturday School or extended detention. Detention assigned by a teacher will be served in the teacher's respective classroom or study hall with the amount of time to be determined by the teacher. Detention not served with the teacher will be sent to the assistant principal and doubled.

**Saturday School** - Saturday School may be assigned as an alternative to a Behavior Intervention Assignment for the following policy violations: truancy, tardiness, smoking, detention misses, profanity towards students, and inappropriate behavior. Saturday School assigned by the principal or assistant principal for infraction of school policies will be served at the rate of three and one-half hours per day (8:00 a.m. - 11:30 a.m.). There will be a limit of five occasions per semester upon which a Saturday School may be assigned. Students are to be prepared with assignments prior to entering each session. Assignments must be lengthy enough to keep the student engaged in study for three and one-half hours. Resources and information packets will also be available for students, based on the type of infraction that caused the student to be in violation of school policy. Failure to attend or removal from Saturday School will result in a three day Behavior Intervention Assignment. In the event that BIA is at capacity, a three day out-of-school intervention may be assigned, with the appropriate information packet provided. All requests to delay Saturday School must be granted by the principal or assistant principal prior to 3:00 p.m. on the Friday before the designated starting date.

When the alleged misconduct becomes known, the student shall be given written notice of the intention of Saturday School Assignment as an option to a Behavior Intervention Assignment and the reasons for such action by the superintendent or principal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal or assistant principal and challenge the reasons for the possible Saturday School Assignment or otherwise explain his/her actions.

Within twenty-four (24) hours after the time of a student's Saturday School Assignment, the superintendent or principal shall send written notice of the Saturday School Assignment to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall specify the Saturday School Assignment and the reasons. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the Saturday School Assignment to the Board of Education or its designee within 10 calendar days of the Saturday School Assignment in order to be heard against the assignment, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the Saturday School Assignment and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or for removal from extra-curricular or co-curricular activities. The following rules and regulations will be in effect regarding Saturday School:

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1. Students will be given the opportunity to complete regular class work while assigned to the Saturday School room. Credit for completed assignments will be issued by a regular classroom teacher.
2. Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the Saturday School.
3. Students assigned to the Saturday School program are expected to bring all items necessary for the entire morning including textbooks and materials.
4. Students serving Saturday School will be expected to show complete respect for all school personnel and school rules and regulations. Failure to do so will be due cause for removal.
5. The supervisor will permit a restroom break at 9:45 a.m.
6. There will be no sleeping, laying of head on desk, talking, passing notes, noisemaking (verbally, tapping feet, humming, gestures), eating or drinking.
7. Students must finish their assigned packets.

**Behavior Intervention Assignment (B.I.A.)** - Behavior Intervention Assignment will be the temporary placement of a student to a special temporary placement outside of the classroom within the school for disciplinary purposes. Students will be assigned to a Behavior Intervention Assignment for excessive tardiness, truancy, smoking, not attending Saturday School, and some forms of insubordination, other than those listed elsewhere in the handbook. The following rules and regulations will be in effect regarding Behavior Intervention Assignments:

1. Behavior Intervention Assignment will be held for Sandusky High School and Adams Junior High School at regular school hours. Students are to remain in the B.I.A. room all day. Students may not participate in any regular, extra-curricular or co-curricular school activities before, during, or after school. They must leave the school property immediately upon dismissal.
2. Students will be given the opportunity to complete regular class work while assigned to the B.I.A. room. Credit for completed assignments will be issued by a regular classroom teacher.
3. Refusal to accept any academic, supplemental or remedial work will be grounds for removal from the B.I.A. program.
4. Any work assigned during the B.I.A. program and not finished during the placement will not be considered for credit.
5. Students assigned for the B.I.A. program are expected to bring all items necessary for the entire school day including textbooks and materials for respective classes.
6. Restroom and lunchroom privileges will be given by the B.I.A. supervisor and will not be during the regular change of classes.
7. Students must be present in the B.I.A. room for the number of days assigned before they will be re-admitted to the regular school program. Absence does not count as a day of B.I.A. Absent days will be made up in the B.I.A. room upon return of the student.
8. Students serving a B.I.A. will be expected to show complete respect for all school personnel and school rules and regulations. Failure to do so will be due cause for removal of the B.I.A. privilege.
9. Any student unwilling to serve a Behavior Intervention Assignment will receive double the days as an out of school suspension. There will be no make-up privilege in these cases.
10. Any student removed from the B.I.A. program will have the remaining days doubled and be sent home. There will be no make-up privilege in these cases.
11. The supervisor will permit a restroom break at 10:05 a.m. prior to going to the cafeteria. The restrooms adjacent to the cafeteria will be used. Lunch period will begin at 10:10 a.m. and end at 10:35 a.m. This will permit B.I.A. students to return to the B.I.A. room before the 4A lunch bell. Only straight-line lunches will be served. An additional restroom break will be provided at 12:45 p.m. The rest room adjacent to the B.I.A. room will be used.
12. There will be no sleeping, laying of head on desk, talking, passing notes, noisemaking (verbally, tapping feet, humming, gestures), eating or drinking
13. Inclement weather/calamity days do not count as days served in B.I.A.
14. Students will be allowed to makeup tests during a period equal to the number of days of a B.I.A.
15. A B.I.A. may be assigned at home or at the Cultural Awareness Center at the discretion of the administrator.

**Disciplinary Removal** - A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of code or school rules and regulations. A student may be removed from an extra-curricular or co-curricular activity in which he/she has been accepted or qualified for membership where the student engages in conduct which tends to interfere with or disrupt the extra-curricular or co-curricular activity or where the student violates the rules or regulations which govern participation in the extra-curricular or co-curricular activity. This action is less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or from participation in an extra-curricular or co-curricular activity. No disciplinary removal may extend beyond five (5) school days

**Emergency Removal** - This is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding twenty-four (24) hours, of permission to attend school and to take part in any school function.

When circumstances are such that a student's continuing presence in school pending completion of the procedures set forth under Suspensions and Expulsions is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classrooms or elsewhere, on the school premises or at school-sponsored or related activities or events, the superintendent or principal or assistant principal may remove a student from curricular, extra-curricular or co-curricular activities or from the school premises, without complying with the notice and hearing requirements of Suspensions and Expulsions. In like circumstances, a teacher may remove a pupil from curricular, extra-curricular or co-curricular activities under his/her supervision, without complying with the notice and hearing requirements of Suspensions and Expulsions. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the principal.

If a student is removed under Emergency Removals, written notice of the reasons for the removal shall be given to the student in a timely manner. The hearing must be held within twenty-four (24) hours from the time the initial removal is ordered. The hearing shall be held in accordance with the procedures set forth under Suspensions, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth under Expulsions, except that the hearing shall be held within twenty-four (24) hours of the initial removal. The school official, who ordered, caused or requested the student's removal under this article shall be present at the hearing. This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension, expulsion, or for removal from extra-curricular or co-curricular activities.

**Home Referral** - A student may be sent home as a result of a breach of school policy. The home will be contacted and the student will remain in the home until the parent(s) confer with the school and the problem is satisfactorily resolved.

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**Suspension** - A suspension is defined as the denial to a student for a school period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function. A suspension will be the temporary assignment of a student to his/her home for disciplinary purposes. While on suspension the student may not be on any school property without prior permission. Participation in any regular, extra-curricular or co-curricular school activity before, during, or after school is prohibited. Inclement weather/calamity days do not count as days of suspension.

When the alleged misconduct becomes known, the student shall be given written notice of the intention of suspension and the reasons for such action by the superintendent or principal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal or assistant principal and challenge the reasons for the possible suspension or otherwise explain his/her actions.

Within twenty-four (24) hours after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the suspension and the reasons. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the suspension to the Board of Education or its designee within 10 calendar days of the suspension in order to be heard against the suspension, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or for removal from extra-curricular or co-curricular activities. Students may be assigned a suspension for directing profanity at visitors or school personnel, fighting, theft, intoxication, possession of alcohol or drugs, sale of drugs, possession of a weapon, extreme acts of vandalism, some forms of insubordination, and any act which threatens the well being of students or staff.

Students will be encouraged to make-up work missed, but will not receive credit.

**Expulsion** - Expulsion is defined as the denial to the student to attend school and school-sponsored activities, for a period exceeding ten (10) school days. Permission to attend school and to take part in any school function or the denial of permission to attend a particular class or classes or to take part in any activity for such a period. The Superintendent of Schools may expel a pupil from school for a period up to 80 days or one semester (Senate Bill 51, October 29, 1991). If, at the time an expulsion is imposed, there are fewer than 80 days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

Prior to any expulsion, the superintendent or his designee shall give the student and his/her parent, guardian, or custodian written notice of intention to expel and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear in person before the superintendent or his designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions. The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, notification of the time and place to appear. The time to appear should not be earlier than three (3) nor later than five (5) school days after the notice is given unless the superintendent grants an extension of time at the request of the student or his/her parent, guardian, custodian, or representative of the new time and place to appear.

Within twenty-four (24) hours after the time of any expulsion, the superintendent shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the pupil, or his/her parent, guardian, or custodian to appeal expulsion to the Board of Education or its designee within 10 calendar days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to expulsion or for removal from extra-curricular or co-curricular activities.

#### **Conduct Rules for Extra-Curricular and Co-Curricular Activities**

If extra-curricular and co-curricular activities are to be a valuable part of the educational process, then as in the operation of the school, there must be rules and regulations to govern the conduct of the students participating in these activities. The Sandusky City Schools regard extra-curricular and co-curricular activities as a **privilege**, not a right; therefore certain rules must be followed.

The students who represent Sandusky City Schools have chosen to make a commitment to their respective programs and they have a responsibility to meet these commitments. In order to aid our students in maintaining an optimum performance level and so that there can be consistency throughout the many programs; the following policies have been developed. These rules are to be in effect and enforced the entire year (12 months).

- **Use of Drugs or Alcohol** - No student will possess, transmit or use drugs or alcohol, in any form, or have them in his/her possession. This shall include "look-a-like drugs" and drug paraphernalia.
  - The first violation will result in a denial of participation from 20% of the regularly scheduled contests or length of program for that activity. Where a fraction results, the number will be moved up to the next whole number. The denial of participation will begin the day the violation becomes a matter of record. If less than 20% of the contests or program remain, the percentage shall be recalculated and applied toward the next program or sports season in which the student participates. The principal shall determine the extent of participation in regard to practices, meetings, or post-season activities, after considering input from the athletic director or advisor for extra-curricular or co-curricular activities.
  - The second violation will result in a complete denial of participation for a period of 90 school days. The denial of participation will begin the day the violation becomes a matter of record. The student may not return to any extra-curricular or co-curricular activity until he/she completes a certified drug and alcohol assessment and follows the assessment recommendations. Failure to follow the assessment recommendations will result in further denial of participation until the recommendations are followed.
  - The third violation will result in a complete denial of participation through graduation.
- **Use of Tobacco Products** - No student will possess, transmit or use tobacco, in any form, or have it in his/her possession.
  - The first violation will result in a denial of participation from 10% of the regularly scheduled contests or length of program for that activity. Where a fraction results, the number will be moved up to the next whole number. The denial of participation will begin the day the violation becomes a matter of record. If less than 10% of the contests or program remain, the percentage shall be recalculated and applied toward the next program or sports season in which the student participates. The principal shall determine the extent of participation in regard to practices, meetings, or post-season activities, after *Continued* considering input from the athletic director or advisor for extra-curricular or co-curricular activities.

- The second violation will result in a complete denial of participation for a period of 45 school days. The denial of participation will begin the day the violation becomes a matter of record. The student may not return to any extra-curricular or co-curricular activity until he/she attends meetings (minimum of four hours total time) dealing with the dangers of the use of tobacco. The principal shall determine the acceptability of the program.
- The third violation will result in a complete denial of participation for one full calendar year.
- **All other behavior unbecoming of a Sandusky student** such as insubordination toward the coach(s), director(s), advisor(s), and official(s), unsportsmanlike conduct, profane/inappropriate language, obscene gestures, etc., may result in a denial of participation in all activities or a specific activity for a portion of the year/season, as determined by the building principal.

### **School-Sponsored Clubs and Activities**

1. The Sandusky Schools provide students with the opportunity to broaden their learning through co-curricular (curricular related) activities. A co-curricular activity may be for credit, required for a particular course, and/or contain school subject matter.
2. The school has many authorized student groups. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.
3. Participation in extra-curricular activities is a privilege, not a right. 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.
4. All students are permitted to participate in the activities of their choosing, as long as they meet the academic eligibility requirements. These requirements are not less than the requirements for student athletes as passed by the Ohio High School Athletic Association and are adopted by the Sandusky Board of Education.

### **Junior High Athletic Eligibility**

A student is not eligible to participate in interscholastic athletics if he or she receives more than one failing grade for any class or course in the school district's graded course of study for the previous grading period. In addition to academic eligibility, a student must be in good standing as to conduct and discipline to be able to participate in athletics.

**High School Athletic Eligibility:** All students involved in extra-curricular or co-curricular activities must pass 2.5 units of credit (five classes counting toward graduation) each nine-weeks grading period in order to be eligible for the next nine-weeks grading period. Students must also earn a minimum 1.50 GPA on a four-point scale during the previous grading period in order to participate in extra-curricular or co-curricular activities. A student will remain academically eligible if he/she earns a GPA of 1.25 to 1.49, provided they attend an academic study table at least two times per week from 7:00 AM to 7:40 AM at Sandusky High School. If a student fails to attend the required study table twice a week, penalties will be as follows for each grading period:

- First Offense - He/she will be ineligible for all extra-curricular or co-curricular activities for seven calendar days, from Friday through the following Thursday.
- Second Offense - He/she will be declared academically ineligible for the duration of the grading period.

In addition, a student is not eligible to participate in extra-curricular or co-curricular activities if he/she receives more than one failing grade for any class or course in the school district's graded course of study for the previous grading period.

### **Athletic Equipment**

All athletes will be responsible for the care of and return of any equipment issued in the student's name during a sport season. Failure to return all equipment issued at the conclusion of a sport season shall cause the termination of any athletic practice or participation in a school-sponsored activity until the equipment is returned or paid in full.

**Non-School-Sponsored Clubs and Activities** – Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and the non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. Youth gangs are not permitted. Gangs are characterized by secret or exclusive membership and unlawful or anti-social behavior that threatens the welfare of others. If a student is suspected of being a member of a gang, his/her parents will be contacted, proper authorities will be notified, parents will be held liable for any damages or vandalism and disciplinary measures including suspension and expulsion may be applied.

Non-district-sponsored organizations may not use the name of the school or school mascot.

**Non-School-Sponsored Publications** – The distribution of such publications as to when and where, does come under the jurisdiction of the principal and must have his prior approval. It is appropriate to mention that slanderous articles or statements could be due cause for legal and/or school disciplinary action against the authors or editors.

### **Conduct of Students Representing the School**

The Sandusky Board of Education recognizes the value of extra-curricular and co-curricular activities in the education process and the values that young people develop when they have an opportunity to participate in an organized activity outside of the traditional classroom. The Board of Education regards the participation in any extra-curricular or co-curricular activity as a privilege. Students involved in board approved activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The board further expects each student who chooses to participate in extra-curricular or co-curricular activities to demonstrate a high level of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of their involvement in the community.

Therefore, as provided for in Ohio Revised Code Section 3313.664, the Board of Education authorizes the building principal to deny a student from participating in all extra-curricular or co-curricular activities for the following:

- Violations of the Student Code of Conduct.
- Violations of established athletic training rules or rules of the school organization that the student is a member.
- Failure to meet academic standards as established by the Board of Education.
- For conduct that demonstrates lack of character, integrity, or ethics and/or conduct that may bring discredit to the school or its programs. (i.e. criminal charges for any felony or serious misdemeanor)
- For behavior which indicates that a student's further participation in any activity that may represent a threat to the safety and/or well being of other students and/or staff.

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A denial of participation may be invoked for student conduct that occurs at school and/or a school related activity and/or for conduct outside the school day and/or off school property during the entire year (12 months). The length of denial of participation from extra-curricular or co-curricular activities may be from (1) one day to a full calendar year. The exact length of the denial of participation shall be determined by the building principal. This determination shall be based upon such factors as the severity of the misconduct, the frequency of a student's involvement in other situations involving misconduct, concern for the safety of other students and/or staff members, concern for the reputation of the school and or the extra-curricular or co-curricular program(s) the student is associated with, and/or other factors that may be deemed relevant by the principal. A denial of participation, as used in this policy, relates only to extra-curricular or co-curricular activities and does not relate to the removal of a student from the school district's educational program.

**Identification of Children Who Are Gifted**

Questions, please call your Building Principal or Coordinator of Gifted Services at 419-621-2739.

**Notice of Non-Discrimination**

**Title VI, Title IX, Section 504, Ohio Department of Education**

The Sandusky City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's nondiscrimination policies:

Mr. Tom Tucker, Assistant Superintendent  
 Sandusky City School Schools  
 407 Decatur Street, Sandusky, OH 44870-2442  
 419-621-6940 or ttucker@scs-k12.net

Mr. Tucker may refer some matters related to students with disabilities to Mrs. Sabrina Scott, Director of Student Services, 407 Decatur Street, Sandusky, Ohio 44870-2442, 419-621-6940 or sscott@scs-k12.net, who can also provide information concerning placement and services for students with disabilities under Ohio Department of Education, Section 504.

**We have read and understand the guidelines, rules, and regulations presented in the Sandusky City Schools' Code of Conduct and Student Handbook.**

_____	_____
Parent/Guardian	Parent/Guardian
_____	_____
Student	Date

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - o School officials with legitimate educational interest;
  - o Other schools to which a student is transferring;
  - o Specified officials for audit or evaluation purposes;
  - o Appropriate parties in connection with financial aid to a student;
  - o Organizations conducting certain studies for or on behalf of the school;
  - o Accrediting organizations;
  - o To comply with a judicial order or lawfully issued subpoena;
  - o Appropriate officials in cases of health and safety emergencies; and
  - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**Parent (or eligible student) if you do not want your child's (your) directory information shared please complete the following and return it to the school your child attends (you attend) by October 9, 2008.**

**Name of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

**I choose not to have my child's (my) directory information shared.**

**Parent ( or Eligible Student) Signature:** \_\_\_\_\_

***Sandusky City Schools***  
**Computer Network/Online Services**  
**Student Rules for Computer, Network, Internet and Email Usage**

In order to provide for the most effective access to technology and to protect the rights of students and staff, the following rules have been defined. The computers, computer network and messaging systems of the District are intended for educational use only. The use of District resources shall not be used in any way for personal financial gain, excessive personal use, or illegal activities. In addition, students are expected to use appropriate language at all times. If inappropriate communications are received, it is the user's responsibility to report this activity to his/her instructor or principal.

1. Students shall not transmit visually or auditorily any abusive, defamatory, obscene, profane, sexually explicit, threatening, violent or illegal material. Examples include, but are not limited to:
  - The transmission of any language or images which are of a graphic sexual nature.
  - The transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, sexual orientation, economic status, military status, or political beliefs.
  - The transmission of messages or any other content which would be perceived to be harassing, bullying or threatening.
  - Uses that constitute defamation (libel or slander).
  - Uses that violate copyright laws.
  - Uses that attempt to gain unauthorized access to another computer system or impair the operation of another computer system (for example, the transmission of computer viruses, worms, etc.).
2. In accordance with the school policy, the student is responsible for physical damage or vandalism to equipment. Vandalism can include but is not limited to:
  - Uploading/downloading any inappropriate material.
  - Creating computer viruses.
  - Any malicious attempt to harm or destroy equipment or materials or the data of any other user.
3. Students shall not send, forward or participate in chain letters or excessive use of email distribution.
4. All documents and communications created within or for school use are subject to review.
5. Electronic mail (e-mail) is a privilege and not guaranteed to be private. System administrators reserve the right to monitor system resources and user accounts while respecting the privacy of the user's account. Mail may be delayed, misdirected and/or not be deliverable. District administration may request access to electronic mail at any time.
6. The person in whose name a network account is issued is responsible for its proper use at all times. Examples of misuse include but are not limited to: sharing of accounts, mishandling passwords, failing to log off the network, failing to secure data.
  - Individual passwords must not be given to other students.
  - Students are not permitted to use a computer currently logged in by another user.
  - Students must maintain their folders and remove outdated information.
7. Students are to retrieve information only from staff directed locations. Students must have approval to retrieve information from a floppy disk, CD, Internet locations, or any other electronic media.
8. Students may develop web pages only as directed by staff to fulfill course or school related requirements.
9. Folders must not contain executable files (\*.exe), batch files (\*.bat), command files (\*.com), system files (\*.sys), zip/compressed files or network files.
10. Students must not change the standard configuration or settings of the computer unless directed by the instructor.



11. Students shall not leave a computer workstation without logging out.
12. Personal computers, personal digital assistants (PDA's) and other peripherals are not permitted on the District network at any time.
13. Students are not to install programs or computer hardware at anytime.
14. No food, gum, drink or liquids of any kind are allowed near computers or in a computer lab, accordance with school policy.
15. Students are not to purchase/buy items on the Internet.
16. Personal information is not to be transmitted at any time via the Internet.
17. Student responsibilities while in the Computer Lab include:
  - Prior to the start of class and again at the end, students should inspect equipment, including keyboards and mice, and report missing or damaged equipment to the instructor
  - All computers must be returned to a login prompt at the end of the period



Consequences for violations of the above policy will follow the District discipline policy. The above rules and regulations of network usage are subject to change at any time.

I have read and agree to comply with all of the "Student Rules for Computer, Internet and Email Usage." I understand that access to the network and messaging systems is a privilege which may be withdrawn and/or disciplinary action may be taken in the event of noncompliance. The administration reserves the right to monitor any computer activity and on-line communications for improper use. In the event that a user is found to have violated state or federal laws, Sandusky City Schools will cooperate with local, state and federal agencies.

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Student Name Signature (Print)	Student Name	Grade	Date Signed
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As the parent or legal guardian of the above student, I have read, understand and agree that my child shall comply with the terms of the Sandusky City Schools Student Rules for Computer, Internet and Email Usage for the student's access to the District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the above policy. I am therefore signing this agreement and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the District for computer network and Internet access against all claims, damages, losses and costs, or whatever kind, that may result from my child's use of his or her access to such networks or his or her violation of the Acceptable Use and Policy. Further, I accept full responsibility for Supervision of my child to use the building-approved account to access the District's computer network and the Internet.

As parent/guardian I give permission for my child to: use the Internet for independent research, to be photographed and/or video recorded for use on a District sponsored web page (student names will not be included,) to participate in a live video conference (video conferencing is a teacher-directed activity whereby students talk with other experts and students via the District network), to participate in video productions/TV programming, such as a community activity, holiday program, music performance, athletic event, etc., that could be distributed via the District video/TV system.

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Parent or Guardian Signature (Print)	Parent or Guardian Name(s)	Date Signed
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**Sandusky City Schools**



**Prescriber's Request for the Administration of Medication in School**

(Prescriber's order for medication in accord with 3313.713 and 3313.716 of the Ohio Revised Code)

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
Student's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
School Building \_\_\_\_\_ Grade \_\_\_\_\_

Medication	Route	Dose	Time of Administration
_____	_____	_____	_____
_____	_____	_____	_____

Starting date of this request \_\_\_\_\_ Termination date for medication \_\_\_\_\_

Special instructions (if any) \_\_\_\_\_

**MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL (unless otherwise stated).**

Adverse reactions that should be reported to the prescriber: \_\_\_\_\_  
\_\_\_\_\_

Adverse reactions school personnel should look for in an unauthorized user: \_\_\_\_\_  
\_\_\_\_\_

Prescriber Signature \_\_\_\_\_ Date \_\_\_\_\_ Emergency phone number(s) where prescriber can be reached \_\_\_\_\_

**FOR ASTHMATICS ONLY**

**STUDENT IS ALLOWED TO CARRY THEIR INHALER AND SELF ADMINISTER PER PRESCRIBER'S ORDER: YES [ ] NO [ ]**

In the event the asthma medication does not produce the expected relief, please do the following: \_\_\_\_\_  
\_\_\_\_\_

If the inhaler malfunctions, please do the following: \_\_\_\_\_  
\_\_\_\_\_

***Parent/Guardian Request for the Administration of Medication in School***

I request the school staff to administer the medicine to my child as ordered above by the attending prescriber. I will submit to the school a revised "Request" form signed by the prescriber and myself if there is any change in the above orders. I understand that I am required by Ohio law to provide the school with the medication in the original container as dispensed by the prescriber or pharmacist.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

***Reminder to Parents/Guardian:***

**Medication must be provided to school in original container dispensed by the prescriber or pharmacist.**  
**Please ask prescriber or pharmacist for one extra labeled container for school.**

# Sandusky City Schools



Student Name (Please Print) \_\_\_\_\_

## Student Authorization Forms Combined

Below are forms that have been combined for space and convenience. Please review each and complete each section:

### CHILD PICK-UP AUTHORIZATION

If my child needs to be picked up from school, the following \_\_\_\_\_ are only people I authorize to pick up my child.

Name _____	Phone _____	Name _____	Phone _____
Name _____	Phone _____	Name _____	Phone _____
Name _____	Phone _____	Name _____	Phone _____

Signature of Residential Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### EMERGENCY CLOSING AUTHORIZATION - KINDERGARTEN THROUGH SIXTH GRADE

In the event school is closed prior to the regular dismissal time, due to an unexpected emergency, I want my child to remain under the supervision of Sandusky City Schools until I can be contacted by school staff.

Check ONE:

I authorize my child to remain under Sandusky City Schools supervision until I can be contacted.

I authorize my child to be dismissed without contacting me.

Signature of Residential Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### FIELD TRIP PERMISSION

My child has permission to participate in all field trips sponsored by Sandusky City Schools. I understand that I may withhold permission for any field trip in which I do not want my child to participate by notifying the school in "writing."

Check ONE:

I authorize this Field Trip Permission.

I do not authorize this Field Trip Permission. I understand that I may authorize my child in writing as trips become available.

Signature of Residential Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### REPRODUCTION OF ORIGINAL STUDENT ART WORK

At times Sandusky City Schools reproduces visual art and audios for the benefit of the community. Some examples may be: annual calendar, newsletter, website, live audio and recordings, and television broadcasts. Original Art Work is considered items that are physical, visual, and audio. Sandusky City Schools does not authorize reproduction of art work to any outside entity for the benefit of fund raising or entities outside the school district's jurisdiction unless expressly approved by the original artist's parent or guardian.

Check ONE:

I authorize the reproduction of my child's Original Art Work for the purpose of presentation by the Sandusky City Schools.

I do not authorize the reproduction of my child's Original Art Work.

Signature of Residential Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### REPRODUCTION OF STUDENT PHOTOGRAPHS, VIDEO, AND LIKENESS

At times Sandusky City Schools reproduce photos, video, and likenesses of students for the benefit of the community. Some examples may be: annual calendar, newsletter, website, live audio and recordings, and television broadcasts. This would include interactive and web based learning broadcasts sponsored by the district with sites outside the school district. Sandusky City Schools does not distribute the reproduction of student photos, video, and likenesses to any other entity, unless expressly approved by a parent or guardian.

Check ONE:

I authorize the reproduction of my child's photo, video, and likeness for presentation by the Sandusky City Schools.

I do not authorize the reproduction of my child's photo, video or likeness.

Signature of Residential Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Items to add or correct in the next edition**

**Proposed to revise to COC**

**Junior High School:** Each student enrolled in the seventh grade for the first time is eligible to participate in extra-curricular or co-curricular activities the first grading period, regardless of previous academic achievement. In regards to eligibility, all students involved in extra-curricular or co-curricular activities must pass two units of credit and earn a minimum 1.25 GPA on a four-point scale during the previous grading period. In addition, a student is not eligible to participate in extra-curricular or co-curricular activities if he/she receives more than one failing grade for any class or course of study for the previous grading period.

**From Adams Handbook to review for 2010-2011 to add to COC**

**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 AM and for High School is 11:30 AM. 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. *Continued...*

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.