

SOUTH CENTRAL HIGH SCHOOL

2019-2020 STUDENT/PARENT HANDBOOK

"Character, Competence, & Commitment"

THIS HANDBOOK BELONGS TO:

NAME \_\_\_\_\_ LOCKER NO. \_\_\_\_\_

Table of Contents

Welcome, Administration, Delays/Closings, Bell Schedules, Firelands Conference Schools and Alma Mater.....2

SECTION I: RIGHTS & RESPONSIBILITIES

Equal Education Opportunity.....3
Individuals with Disabilities.....4
Student Rights of Expression.....4
Student Concerns, Suggestions, and Grievances.....5
Student Well-Being.....5
Injury and Illness.....5
Lockers.....5
Book bags, Student Valuables.....6
Search and Seizure.....6
Hall Passes.....6
Payment of Fees or Charges.....6
Field Trips.....7
School Hours.....7
Immunizations.....7
Use of Medications.....8
Control of Casual Contact Communicable Diseases and Pests.....9
Control of Non-Casual Contact Communicable Diseases.....9
Enrolling In School.....9
Scheduling and Assignment.....10
Transfer Out of the District.....10
Withdrawal from School.....10

SECTION II: ACADEMICS

Grading Policy.....11
Recognition of Student Achievement.....12
Credit Flexibility Option (CFO).....12
Homework.....12
Student Assessment.....12
Grade Cards, Interims.....13

SECTION III: STUDENT ATTENDANCE

Attendance Policy.....13
Denial of Credit Due to Excessive Absences & Appeal Process.....14
Medical Exemption, School-Related Exemption.....14
School Related Exemption, ISR Exemption and OSS Exemption.....15
College Visits.....15

Vacations, Hunting.....	15
Tardy to School, .....	15
Excessive Tardies to School.....	16
Tardy to Class.....	16
Leaving School Before the End of School Day (Signing Out of School).....	16
Early Release for Seniors.....	16
Eighteen-Year Old Students.....	17

**SECTION IV: STUDENT BEHAVIOR/COMPACT ON RESPECT**

Student Code of Conduct.....	17
Teacher Sanctions for Handling Violations of Student Code of Conduct or Classroom Rules.....	20
Punitive Actions from the Principal/Superintendent.....	21
Other Preventative, Corrective and Disciplinary Measures.....	22
Fire Extinguisher Warning.....	23
Student Dress Code.....	23
Bullying, Harassment and Intimidation.....	25
Reporting Procedures of Harassment.....	26
Student Dances.....	26
Lunch Period.....	27
Assembly Procedure and Conduct.....	27
Work & Study Rules.....	27
I.S.R. Rules.....	27
O.S.S./Expulsion Rules.....	27
Trespassing.....	28
Unacceptable Use of the South Central Technology Network.....	28
Telephone/Wireless Communication Devices Usage.....	28

**SECTION V: EXTRA-CURRICULARS**

South Central Extracurriculars.....	29
National Honor Society.....	29
Firelands Conference Sportsmanship Policy.....	29

**SECTION VI: TRANSPORTATION**

School Bus Regulations.....	30
Student Use of Automobiles.....	30

**SECTION VII: EMERGENCY PROCEDURES**

Emergency Drills and Procedures.....	31
--------------------------------------	----

From the Principal

Welcome to South Central High School, home of the TROJANS!! As we begin this school year, we aim to create a positive learning environment, which will guide every student to success. "CHARACTER, COMPETENCE, & COMMITMENT", is what we are working to build. Please familiarize yourself with this handbook; it can help you navigate through our school policies. I look forward to getting to know each and every one of you. Good luck, GO TROJANS, and let's have a GREAT year!!!



Thomas J. Hellickson,  
Principal, South Central High School

#### **SCHOOL ADDRESS AND PHONE**

South Central High School  
3305 Greenwich Angling Rd.  
Greenwich, Ohio 44837-9443

(419) 752-3354

Fax: (419) 752-6927

[www.south-central.org](http://www.south-central.org)

#### **ADMINISTRATORS AND SECRETARIES**

Superintendent Mr. Benjamin Chaffee Jr.  
Principal Mr. Thomas J. Hellickson  
School Counselor Ms. Mary McKee  
Athletic Director Mr. Darren Hunt  
High School Secretary Ms. Cheryl Brown

#### **SCHOOL RELATED DELAY/CLOSING INFORMATION**

Watch or listen to the following stations for school delays or cancellations. Severe weather conditions, mechanical failure or other emergency conditions may at times make it necessary for the superintendent to close and/or delay school. Here are the location you should reference for school closing and/or delay announcements.

Fox 8

[www.south-central.org](http://www.south-central.org)

**SCHOOL COLORS**  
Gold, White and Black

**MASCOT**  
Trojans

**YEARBOOK**  
Centurion

## SCHOOLS IN FIRELANDS CONFERENCE

Crestview	Mapleton	Monroeville	New London
Plymouth	New London	St. Paul	Western Reserve

### ALMA MATER

Come lift your voices, loud and clear  
For the school we hold so dear  
Where we've learned to understand  
The way to live in this fair land.  
We recall our colors three  
The Trojan's quest for victory  
All these things have drawn us nigh  
To thee, all hail South Central High.

### SECTION I: RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their right to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

### EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students.

Any person who believes the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has

the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

**Mr. Benjamin Chaffee Jr. - Superintendent**

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

**INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The South Central Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent an active participant. To inquire about the procedure or programs, a parent should contact the principal or the administrative assistant.

Parents, who believe their child may have a disability that substantially limits major life activities of their child, should contact the principal or the administrative assistant.

**STUDENT RIGHTS OF EXPRESSION**

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

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar
2. advertises any product or service not permitted to minors by law
3. intends to be insulting or harassing
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

B. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted to display or distribute during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines should present them to the principal at least 24 hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible productive adult. If a student has suggestions that could improve the school, s/he should feel free to offer them in a constructive and respectful way. These suggestions should be presented in writing directly to the principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances should be directed to the Principal or the student government.

A student has the right to a hearing if the student believes she/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change of grade.

### **STUDENT WELL-BEING**

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures.

Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the School Office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School Office. All medications, prescribed and non-prescribed, are to be delivered to the High School Office and are to be taken only with adult supervision. The principal is available to discuss the procedure for medications and treatments. No medication or medical treatments are to take place in school without the principal's knowledge.

### **INJURY AND ILLNESS**

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

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

## **LOCKERS**

Lockers are the property of the South Central Board of Education. It may be necessary to conduct random searches of student lockers and the contents thereof in order to maintain discipline, to ensure policies adopted by the South Central Board of Education are followed, and to see that no laws are being violated. Appropriate disciplinary action will be taken if the Code of Conduct, Board Policy, or societal laws are violated by any items found in student lockers. Students assigned lockers will be held accountable for damage of any kind to those lockers and will be subject to the Code of Conduct sanctions and will be directed to pay restitution to South Central School for cost of repairs. Students are to use only the locker assigned them by the office. In order to secure your possessions in your locker, you should not share your combination with anyone. In addition, do not "set", "jam", or leave your locker open at any time. Belongings left in the academic lockers will be disposed of at the end of the year while belongings left in gym lockers will be disposed of at the semester.

## **BOOKBAGS**

Students are not to carry book bags with them during the school day, with the exception of taking gym clothes to and from the locker room for Physical Education classes.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Personal items should be secured in a school or gym locker. Items such as jewelry, large amounts of money, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion and should not be brought to school. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal items.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education or if there is reasonable suspicion by administration that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## **HALL PASSES**

Leaving the classroom during regular class time interferes with the learning process. A hall pass is a privilege, not a right. Students who need to leave the classroom during class time must have the teacher's permission. The student is to then take the classroom hall pass to their destination and return immediately, indicating on sign-out sheet their return time. Students who use the pass too frequently or abuse the hall pass privilege will face disciplinary action, including

restricting/taking away the hall pass privilege. Unless the need warrants, students should only be out of class one at a time.

#### **PAYMENT OF FEES OR CHARGES**

A listing of fees will be provided to students and parents after school opens in the fall. All fees must be paid in full within 30 days from when the fees are published. All fees must also be paid for participation in school dances and non-academic field trips.

No fees can be forgiven for financial hardship, unless dictated by law. If there is a problem paying the fees within the 30 days, special arrangements for payments can be made with the school completing the form attached to the published fee list.

All fees and special charges for destroyed or damaged school property shall be paid at the assigned time. Any unpaid fees or charges will result in the withholding of the student's diploma and/or report card.

All textbooks are Board of Education property and are issued in usable condition. They should be returned in the same condition. Damaged or lost books are to be paid for by the student at replacement prices.

#### **FIELD TRIPS**

A student must secure written permission for any school trip from their parent or guardian. Students are never to drive on field trips. They are to ride school provided transportation only unless otherwise designated by the principal. NOTE: all school regulations apply on school trips. Students not attending a class field trip will be responsible for an assignment that would replace the information lost from not attending the trip.

A student may be denied the privilege of attending an assembly, field trips, or dance if, in the principal's opinion, the student has not demonstrated appropriate behavior at previous school functions, in the classroom, or has been assigned several combinations of in-school restriction (ISR) and/or out-of-school suspension. All fees must also be paid or payment arrangements with the office for participation in non-academic field trips.

#### **SCHOOL HOURS**

Students are not to arrive in the building before 15 minutes prior to the start of the school day unless they are going to a supervised activity. Students are to be out of the building by 3:00 p.m. unless they are involved in a supervised school activity. Students involved in activities are to be out of the building and away from school premises within 15 minutes after the completion of the activity. Students found loitering on school grounds may be subject to disciplinary action.

#### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance



with State law. Any questions about immunizations or waivers should be directed to the principal.

IMMUNIZATION REQUIREMENTS - Unless given a waiver, students must meet the following requirements:

Diphtheria	Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. 3 Td diphtheria-tetanus toxoids, adult type is the minimum acceptable for children age seven(7) and up.
Measles	Single dose of live measles virus vaccine or vaccine combination on or after 1st birthday and an additional dose of the MMR vaccine given at least thirty (30) days from the first for all students entering the 7th grade.
Rubella	same as measles.
Mumps	same as measles.
Polio	3 oral or inactivated plus 1 oral vaccine booster
Tetanus	3 Td (see Diphtheria)
Meningitis	Students entering 7 <sup>th</sup> & 12 <sup>th</sup> grade

For more information go to [www.HuronCoHealth.com](http://www.HuronCoHealth.com)

#### USE OF MEDICATIONS

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

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during the school day.

The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

All medications must be registered with the principal's office.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent if transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and

the parent's written release. All medication must be in the original container with the student's name printed on label.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to a student.

#### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

#### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In those cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is a definite evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

#### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance district in which they live.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school.

Students that are new to South Central High School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. proof of residency
4. proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

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

Adult students (18 years of age or older) may enroll themselves within the confines of the law and with the superintendent's approval, but if residing with their parents, are encouraged to include them in the process.

#### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year and upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Consult the approved curriculum guide for specific deadlines and rules regarding schedule changes. It is important to note that some courses may be denied due to lack of available space or the need to take prerequisites or due to schedule conflicts. Any variation of schedule must be approved by the principal or the school counselor.

#### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from South Central, the parent must notify the principal. School records shall be transferred within fourteen days to the new school district (upon the new school district's request) if all obligations to South Central have been met. (14 days is required by the missing children laws) Parents are encouraged to contact the guidance counselor for specific details.

#### **WITHDRAWAL FROM SCHOOL**

No student at South Central High School under the age of 18 will be allowed to withdraw from school without special permission from the superintendent. Any South Central student who is under the age of 18 and withdraws from school shall be reported to the Bureau of Motor Vehicles for suspension of their driver's license.

Parents may request home school forms for their son or daughter from the North Point Educational Service Center. Upon approval from North Point Educational Service Center, the student's education becomes the responsibility of the parent and not the responsibility of the school district.

## SECTION II: ACADEMICS

Students and parents should refer to the Curriculum Guide given to all students at the time of scheduling to refer to the following topics: Graduation Requirements, Rules for Scheduling Courses, Rules for Schedule Changes, Requirements for Early Graduation, Requirements for Honors Diploma, E.H.O.V.E. programs, Tech Prep., College Credit Plus (C.C.P.), Credit Flexibility, and Other Educational Options. See the school counselor

if you have any questions or need an extra copy of the Curriculum Guide.

### GRADING POLICY

3.33	100 - 93 A 4.0	92 - 90 A- 3.67	89 - 87 B+
2.33	86 - 83 B 3.0	82 - 80 B- 2.67	79 - 77 C+
1.33	76 - 73 C 2.0	72 - 70 C- 1.67	69 - 67 D+
below F 0	66 - 63 D 1.0	62 - 60 D- .67	59

Incomplete = 0 points until all work is completed and turned in to the teacher(s).

We will have an add-on factor for any C.C.P. courses taken as well as for Physics and Anatomy & Physiology. The add-on would be .050 for each full year course and .025 for each semester course. The add-on would be added to the Cumulative GPA at the end of the semester for semester courses and the end of the year for year-long courses. We would continue to calculate semester and final grades as we have done in the past and would use the above scale to determine final grades. Students must receive a C- or better to earn the add-on factor with the exception of CCP course.

Semester grades will be calculated by doubling the value of the two nine-week grades, adding the semester exam grade and dividing by five. Semester grades are used to determine grade point averages.

The final yearly grade will be calculated by doubling the four nine-week grades, adding the first and second semester exam grades and dividing by 10. Semester and final grades will be calculated using a percentage value for each nine week grades and semester exam. The semester exam grade will have substantial weight in determining the semester average and final grade, due to its percentage value.

All classes will give semester and final exams. Passing the exam indicates the student has gained minimum proficiency in the course. Students will be required to take exams.

We here at South Central believe exams to be important as does the Ohio Department of Education. So we will only exempt final exams for classes that you have received 4 A's for the year. No dual enrollment class exam can be exempted. This will help prepare our students for the Career and College readiness standards. There will be NO exemptions for

semester exams or semester classes. Exemptions from taking exams can be granted to special education students through the IEP process.

Students will be given an incomplete for a course requirement not completed. Most incompletes are a result of absence from school. A student will be given one day to make up missed work for each day missed (consecutive days). (Example: student is absent 3 consecutive days on Monday, Tuesday and Wednesday. The work missed Monday will be due on Friday, the work missed Tuesday will be due by Monday and the work missed

Wednesday will be due by Tuesday. Using this example, the student is not allowed to turn all 3 days work missed on Tuesday.) **Seniors cannot graduate with an incomplete on their report card.**

In order for a senior who is attending South Central High School to graduate, they must pass at least (4) four classes during the second semester of the senior year (Does not pertain to CCP students).

The grade for a completed classroom assignment missed because of a suspension will be reduced by ten percent (10%).

#### **RECOGNITION OF STUDENT ACHIEVEMENT**

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

#### **CREDIT FLEXIBILITY OPTION - (CFO)**

Philosophy:

CFO awards credit based on competence. Research confirms that varying time and instructional methodology, while maintaining high quality, can cultivate the kind of self-directed learning that is essential for success in postsecondary education, careers and throughout life. The South Central High School CFO is designed to focus on supporting and accelerating student learning while reflecting the need for students' college and career readiness without remediation.

Eligibility:

Any student entering grades 8 - 12 who:

1. Meets the established course prerequisites.
2. Demonstrates competency in the content area he/she wishes to study further.
3. Possesses sufficient skills or knowledge to be able to work independently.
4. Analyzes, synthesizes and evaluates information and resources well.
5. Researches independently and completes learning activities on time.

Credit:

All credit will have equitable value regardless of how it is earned. Student records and other documentation will not differentiate credit based on how it is earned. All college level courses that align with SCHS courses will be accepted for high school credit with the amount and type of credit awarded to be determined by the CFO Panel. Equivalency for a Carnegie unit will be based on mastery of one year's worth of course content as described in Ohio's Academic Content Standards.

Students must meet established course prerequisites for course level advancements.

#### **HOMEWORK**

The assignment of homework can be expected. Student grades may reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the End of Course Exam and graduation.

#### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Class of 2018 and above will be expected to take 7 EOC exams and earn 18 points to graduate or earn passing scores on the alternate testing options as defined by the State of Ohio.

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

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counselor.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services.

College entrance testing information can be obtained from the school counselor.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. South Central High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

#### **GRADE CARDS**

Grade cards are issued to all students for the first grading period with the amount owed for class fees. After the first grading period, grade cards will be withheld for students who owe fees/fines (accumulates over the years) and have not made a payment. The final grade card of the year will be withheld if there is a balance due for fees and fines.

#### **INTERIMS**

Interims are distributed to all students after the midpoint of each term to assist the student in monitoring his/her progress in each course. Parents are encouraged to view Progress Book for their children's progress.

## SECTION III: STUDENT ATTENDANCE

### ATTENDANCE POLICY

Good attendance is an essential component to a student's academic success and a building block for their future career. Benefits of good attendance include positive self-esteem, increased opportunities, positive regard for others, better paying jobs in the future, as well as numerous other benefits.

The South Central School Board in conjunction with Ohio Law has adopted policies concerning attendance. Ohio Law assigns the student's parent(s)/guardian the primary responsibility for requiring school attendance (ORC 3321.04, ORC 3321.07 House Bill 410). Failure to do so could result in a fine of up to \$500, community service of up to 70 hours, or, if repeated, a jail sentence for the offending parent/guardian. Truancy is defined in the following two manners.

A student is HABITUALLY TRUANT, if he or she is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in a month, and 72 or more hours in a school year.

A student is EXCESSIVELY ABSENT, if he or she is absent without legitimate excuse 38 or more hours in a month, and 65 or more hours in a school year.

Absences are considered EXCUSED for the reasons (validity may be determined by the principal) listed below. The student/parent must provide the proper documentation to the building secretary as soon as the student returns to school.

1. Doctor/Dentist Note\*
2. Court Documentation
3. Death in the family
4. Observance of a religious holiday
5. Signed waiver by the building principal

Parents are encouraged to schedule doctor/dentists appointments during non-school hours. If appointments have to be made during the school day varying times is helpful so the same class is not missed all the time.

If excessive absence continues, the school will notify the Huron County Court, so they may work with your child in order to prevent them from becoming truant. If attendance does not improve at this point the school will consider your child truant and file a formal complaint with the Huron County Courts.

If a student is absent from school the parent/guardian should notify the school prior to 7:30 a.m. It is very important to call the school if your child is going to be absent so they are accounted for. If the school has not been notified by phone or personal contact, an attendance designee will call the parent/guardian.

Denial of Credit Due to Excessive Absences: A student who misses 46 hours during a semester without a legitimate excuse may receive no credit regardless of grade average. Any day not documented with a doctor/dental/court note will be considered non-legitimate, for

determining denial of credit. Notices will be sent to parents upon the 26th hour and 46 hour absence from school during a semester. At the 46th hour absence, the notice will be sent via certified mail to the parents/guardian.

**Appeal Process for Denial of Credit Due to Excessive Absences:** When a student has been denied credit in a course as per the attendance policy, the student or parent may write a letter appealing that decision to the principal. This letter of appeal MUST be received by the date assigned by the principal as indicated in the Denial of Credit letter.

The letter of appeal MUST include specific reasons for every absence for the year, not just the ones over the limit. The letter must also be dated and signed by the student or parent.

**Medical Exemption:** The days that a student is absent because of an extended illness may be exempt from the attendance policy. The illness must be documented to the office as soon as possible by a physician's statement and the student must receive home tutoring during the illness. Home tutoring must have prior approval of the principal before starting the home instruction.

**School-Related Exemption:** The days that a student is absent because of a school related activity, as approved by the office, will be exempt from the attendance policy. Attending a school-related activity is a privilege, not a right. Consequently a student may be denied participation in the school-related function if he/she has poor attendance, poor behavior, or poor grades.

**In-School Restriction Exemption:** The days that a student is in In-School Restriction in the Alternative Classroom will be exempt from the attendance policy. In-School

Restriction is an alternate placement, not a denial of education. Students will receive work from their teachers for which they will receive full credit.

**Out-of School Suspension Exemption:** Days that a student is absent because of Out-of-School Suspension will not count towards denial of credit.

#### **COLLEGE VISITATIONS / JOB SHADOWS**

Juniors and seniors may be excused to visit prospective colleges or job shadow opportunity if approved by the school counselor. Students will arrange to make up all assignments missed. College visits are limited to two (2) days per school year. Signed forms from the admissions office must be brought back to the school office to be put in the student file in order for the two (2) days to NOT count towards denial of credit.

#### **VACATIONS**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements.

Family vacations must be approved at least one week in advance of the absence. Vacation permission forms are available in the office. Any vacation without prior approval may be considered an unexcused absence.



Approved days for vacation do count towards denial of credit. These days count toward hour absence total.

### **HUNTING**

Hunting trips with the family follow the same rules and procedures as any other family vacation during the school year (see above).

### **TARDY TO SCHOOL**

For the purpose of maintaining accurate records, students who arrive late will be counted tardy. All time students are not present on campus will count toward their hour total.

Students who are tardy to school for any reason will report to the office to sign in. All tardies that are accompanied by a note from a medical official that indicates that the student has visited the doctor or dentist that morning will be excused and not count towards the total tardiness. Any other tardies within the first four where there has been parental contact made (or a note brought in the next day) will be subject to the same rules for excused/unexcused absences. After the fourth (4th) tardy, only those tardies accompanied by a doctor or dentist note will be excused.

### **EXCESSIVE TARDIES**

Students who are habitually tardy will be assigned the following penalties:

Starting with the 4<sup>th</sup> tardy per semester, progressive discipline may begin as determined by the administration.

We DO NOT want you to TAKE UNNECESSARY RISKS while driving to school.

The principal will use his/her discretion when the road conditions are hazardous or when busses have been stopped by trains as reported by the bus drivers. Students, who may be delayed because of trains stopping, need to leave earlier and plan alternate routes. Please don't take chances by crossing tracks in front of moving trains.

### **TARDY TO CLASS**

Students who are late to class without a tardy pass will be subject to teacher discipline. Students who continue to be tardy will be referred to the principal's office.

### **LEAVING SCHOOL BEFORE THE END OF THE SCHOOL DAY** (and Signing Out of School)

If it is necessary for a student to leave before the end of the day, the student (regardless of age) must bring a note from home signed by the parent granting permission to release the student. The note must have the parent's signature, date, time leaving and the reasons for leaving. Students must have written permission in advance or be picked up by their parents in order to leave unless sickness or other such emergencies occur. Parents should not grant their child permission to leave school without first contacting the school.

Leaving school early is similar to arriving late, in that we cannot tolerate a student habitually leaving school early (except those under Early Release for Seniors as stated below). We consider a student's time at school valuable in being successful. In the case of a student who leaves school early an excessive number of times, it will be reviewed by the principal and that student may receive disciplinary action.

The student must be signed out in the office by a school official prior to leaving. The student is to sign his/her first name, last name, grade level, time leaving and reason for leaving. All required information must be legible. All students must have permission from the principal in order to leave in compliance with school procedure, otherwise disciplinary actions will be taken.

Leaving the school or school grounds without permission violates the Student Code of Conduct and State Law. Once students arrive on school grounds, they may not leave again without first reporting to the principal and following procedures. Arriving, and then leaving, prior to the start of school is also a violation and will result in disciplinary action.

#### **EARLY RELEASE/LATE ARRIVAL FOR SENIORS**

The purpose of this privilege is to reward students who have worked hard during their high school career to remain in good standing in terms of grades, attendance and behavior. This program is a privilege and not a right and should be treated as such. This privilege is not earned simply by grade status. Students must complete, submit, and agree to the rules outlined in the "Late Arrival/Early Dismissal" form and understand that failure to do so may result in probation and/or the privilege being revoked. Finally, all qualification and rules outlined are at the discretion of the school/administration.

#### **EIGHTEEN-YEAR-OLD STUDENTS**

Students that have reached the age of 18 and are still living with a parent or guardian must comply with the same rules that apply to minor students at South Central High School. Thus, eighteen-year-old students must still have notes excusing them for an absence from their parents, permission slips for field trips, etc. School records will still be sent to, and shared with, the parent(s) of the adult student.

Eighteen-year-old students are expected to comply with reasonable requests of those in authority and to follow the code of conduct. Since eighteen-year-olds are no longer under the purview of the juvenile court, serious infractions to the student code of conduct will be referred to the police and adult court. Eighteen-year-old students who fail to attend school regularly (fitting the definition of a "habitual" or "chronic" truant in the Ohio Revised Code) will be recommended to the superintendent for expulsion for non-attendance.

There are special conditions that must exist for a student who is eighteen and living independently to be able to attend South Central high school. In such cases, the school will follow the law concerning such matters.

## SECTION IV: STUDENT BEHAVIOR

### THE SOUTH CENTRAL COMPACT ON RESPECT

As a member of the South Central Community, realizing I am a role model for others, I will show respect by:

- Greeting others I meet with acts of friendliness and kindness,
- Taking responsibility for my own actions and how they affect the people and environment around me,
- Being truthful and honest in all that I say and do as a sign of respect for myself and others.
- Treating all persons in ways that I would like them to treat me.
- Recognizing that each person is different and has an individual contribution to make to the community.
- And doing everything I can to build self-esteem in others.

### Student Code of Conduct

1. ARSON - No student shall be involved in the unauthorized setting of a fire while on the Board of Education property. Arson is a felony.
2. COMPLICITY - No student shall encourage others to violate the South Central Local Schools Code of Conduct.
3. DANGEROUS OBJECTS - No student shall bring, have, give, throw or hide any dangerous objects, capable of injuring himself/herself or others to school or at any school-sponsored function either at the home school or at a location where the home school is participating. Knives (including all pocket knives), guns, matches, lighters, firecrackers, stones, snowballs and other items are included. A weapon includes conventional objects like guns, knives, or club-like implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. This also includes guns in gun racks. Criminal charges may be filed for this violation. Possession of a gun may result in permanent exclusion from all Ohio schools.
4. DISRESPECT - No student shall insult or in any other manner abuse verbally or in writing any member of the school staff or student body. Blatant disrespect shown towards a staff member may result in at least 5 days Out-of-School Suspension.
5. DISRUPTION TO SCHOOL - A student shall not by his/her actions, dress or appearance, disrupt the normal operation of the school. The student shall not engage in any act that may be harmful to the health, welfare and safety of himself/herself and others.
6. DRESS AND GROOMING - All students will dress in a manner that is consistent with the Dress and Grooming Policy established by the South Central Board of Education. See the Student Dress Code.
7. DRUGS, ALCOHOL, AND NARCOTICS (INCLUDING LOOK-ALIKE DRUGS) - Students shall not have, be in possession of, use or be under the influence of alcoholic beverages, illegal drugs, narcotics, or drug paraphernalia on school property or at any school-sponsored function,

either at the home school or at a location where the home school is participating. This also includes "look-alike" or counterfeit drugs. If caught, the student may be suspended, expelled and law enforcement officials contacted. Many drug abuse offenses are also felonies. This may also result in permanent exclusion from Ohio schools.

8. EXCESSIVE AND/OR REPEATED DISPLAY OF AFFECTION - We respect the rights of students to form friendships and build lasting relationships with fellow classmates. Students who become overly amorous (public display of affection) present an embarrassing appearance to fellow students, staff members and school guests. This type of behavior is not appropriate for school and will not be tolerated.

9. FALSE ALARMS - No student shall give a false alarm of fire, bomb or other emergency. A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law. Violators will be prosecuted.

10. FALSIFICATION OR MISREPRESENTATION OF INFORMATION - A student shall not falsify, in writing, the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school. A student shall not attempt to use false identification or information to mislead school personnel. A student shall not forge another person's signature. Plagiarizing another person's or student's work or test answers will not be tolerated. A student shall not lie to school personnel. Cheating in any form is a violation.

11. INSUBORDINATION - No student shall refuse to comply with a reasonable request or follow the directions of teachers, student teachers, substitute teachers, aides, administrators, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes, but is not limited to violation of any rule and/or directive. Insubordination also means not successfully completing an assigned disciplinary measure. A student not following his/her schedule constitutes insubordination. Unacceptable use of the South Central Technology Network is insubordination.

12. LEAVING SCHOOL PROPERTY - Once arriving on school property, no student shall leave school during the school day for any reason without permission from the high school principal or his designee.

13. PHYSICAL VIOLENCE, THREATS OF PHYSICAL VIOLENCE, HARASSMENT - A student shall not cause or threaten physical injury or behave in such a manner as could cause physical injury to another person. This includes, but is not limited to, intimidation, harassment, humiliation, tormenting, pushing, hitting or other unauthorized touching. No student shall request money or other articles of another with a threat of force; this is known as extortion. Also included are those items referenced in the sections on Sexual Harassment and Gender/Ethnic/Religious/Disability Harassment. Intentional injury to another can be a felony and/or cause for civil action. In certain circumstances this may result in permanent exclusion from Ohio schools. We would recommend that students settle their disagreements through peer-mediation before it gets to this point. Harassment, in any form, will not be tolerated. Fighting will result in at least 3 days of Out of School Suspension

along the path of progressive discipline. All parties involved in a fight may be subject to disciplinary action which may be at varying levels of severity.

14. PROFANITY AND/OR OBSCENITY - A student shall not use profanity or obscene language either written or verbal that would be offensive to others and/or be disruptive to the educational process. Included in this prohibition would be the use of obscene, crude, or sexually suggestive gestures, signs, pictures, publications, other printed material, and clothing.

15. PROGRESSIVE DISCIPLINE - The purpose of discipline is to either change inappropriate behaviors or to remove the student so that we have a safe positive school environment conducive to learning and teaching. To this end, students who repeatedly violate Student Code of Conduct rules will receive increasingly more severe penalties for their actions. The levels of punitive actions for progressive discipline are: 1.) detention(s), 2.) 1, 2 or 3 days of I.S.R., 3.) 5 days of I.S.R. or O.S.S., 4.) 10 days of I.S.R. or O.S.S., and 5.) 10 days of O.S.S. and recommendation for expulsion. If the discipline did not seem to change behavior, the next time we may proceed to the next level. The administration may repeat or skip steps in the process as it relates to specific circumstances or severity of the offense as determined by their professional opinion, as to what is fair, consistent, and will result in changed behavior.

16. REPEATED VIOLATIONS - A student shall not repeatedly fail to comply with any of the items stated as violation of the Student Code of Conduct.

17. SEVERE CLAUSE - When a student's behavior is so disruptive, or his/her presence is a threat to the health, safety and/or well-being of others, steps may be skipped in the above progressive discipline in-order to assure that we have a school environment that is conducive for learning and teaching. This item includes Emergency Removal from a class or South Central Local School's property.

18. THEFT OR POSSESSION OF STOLEN PROPERTY - A student shall not take or be part to attempt to take into possession the public property or equipment of the school district, or the private property of another student, teacher, visitor or employee of the school district or possess such property. Criminal charges may be filed.

19. TOBACCO - Ohio law (O.R.C. 3313.751) prohibits students from displaying, possessing, transmitting or using tobacco products or any tobacco paraphernalia, including but not limited to E-cigs, Vape Pen, Juul, etc. on school property or at any school sponsored function either at the home school or at the location where the home school is participating.

20. TRESPASSING OR LOITERING - A student shall not be in the high school building during non-school hours unless attending or participating in a school sponsored activity supervised by a school district employee. Students, who are on an out-of-school suspension or expulsion, are not permitted to be on school property or attending a school-related function at another location. Any person, whose presence may cause a disruption of an activity, function, or the educational process, may be

removed from the premises, given the conditions for their return, and warned trespassing may be charged if they violate those conditions.

21. TRUANCY AND REPEATED TARDINESS - It is important to establish consistent attendance habits in order to succeed in school and in the world of work. Attendance laws require students to be in school all day or have a legitimate excuse (see section on attendance). No student shall be truant or repeatedly tardy to school or class.

22. UNAUTHORIZED SALE OR DISTRIBUTION - A student shall not sell or distribute, or attempt to sell or distribute any object, or substance, which has not been authorized for sale or distribution by the principal to any person on school property or during a school sponsored activity.

23. VANDALISM AND/OR DESTRUCTION OF PROPERTY - A student shall not cause or attempt damage to school property or the private property of students, school personnel or guests. This includes, but is not limited to, defacing property by writing upon it without permission. Restitution will be made for damaged property. School personnel property is covered by this rule 24 hours a day.

The spirit rock may be painted during daylight hours only and must display appropriate school spirit in good taste. School administrators will determine whether slogans on the rock are in good taste. No other school property shall be marked by any message or graffiti. Students who are on school property after dark for the purpose of painting the spirit rock or defacing school property are subject to arrest and criminal prosecution by law enforcement officials.

#### **TEACHER SANCTIONS FOR HANDLING VIOLATIONS OF CODE OF CONDUCT OR CLASSROOM RULES**

When students have begun to demonstrate a lack of cooperation in the maintenance of a positive learning environment, the sanctions below will be followed:

Sanction I. Verbal Warnings - A written record of the repeated verbal warnings to a student will be kept by staff members issuing them.

Sanction II. Parental Phone Calls - If unacceptable behavior continues, phone calls home will be made. Staff members will also document these calls.

Sanction III. Detentions - Detentions will be assigned after previous sanctions have been determined not effective. Detentions will be assigned in writing on the appropriate form with the offense clearly defined and the number of the Violation of Student Code of Conduct. Violation of any classroom rule will be considered as "insubordination." The student and the office are given copies. A phone call to the parent should be made to inform the parent of the inappropriate behavior and the consequence. Staff members will also document these calls on the detention form.

Sanction IV. Teacher/Principal Conference - If a student persists with inappropriate behavior, the teacher may refer the student to the Intervention Assistance Team (I.A.T.) to develop a plan to attempt to bring about a positive change in the student's behavior.

Sanction V. Referral to Principal - When a student continues with inappropriate behavior or has committed some other serious Violation of the Code of Conduct not involving Sanctions I - IV, a disciplinary referral form is completed and given to the principal in a timely fashion. After the assignment of the disciplinary action, copies of the form are given to the team members, teachers, parents and students. The principal will make a phone call to notify the parent/guardian of the violation and the consequences. This phone call is to be documented on the discipline form issued.

#### **PUNITIVE ACTIONS FROM THE PRINCIPAL AND SUPERINTENDENT**

A. Revocation of Privileges - Revocation of Privileges may result from failure to comply with the established rules and regulations applicable to those activities. These privileges include, but are not limited to the following:

1. riding a school bus to and from school
2. driving a vehicle to and from school
3. attending dances and other extracurricular activities
4. attending field trips designed to supplement the regular school

program

B. Detention - the principal may issue a before or after school detention to be served in his/her office. The detention will be documented using a detention form. A parent signature may be required to formally notify parents.

C. In-School Restriction - At the discretion of the principal, the student may be detained on the school premises during the school hours, but denied the opportunity to participate in any regular classes. The student is responsible for all class time and for completing the class work during ISR in order to receive a grade and credit. The student will not participate in the extra-curricular activities on the days in In-School Restriction.

D. Suspension - Students may be suspended from school attendance for up to ten (10) consecutive school days in accordance with the Ohio Revised Code.

The principal and superintendent can suspend. The student will be given written notice of intent to suspend and will be provided with an informal hearing to challenge the reasons for and/or explain his/her reasons for the action(s). The hearing may take place immediately. The student or parent may appeal the decision to the local superintendent. If the superintendent upholds the suspension the student or parent may appeal the decision to the Board of Education. Notification of intent to appeal must be within 5 days of the date of suspension or date of superintendent's denial of appeal. The student has a right to be represented in this appeal. The Board of Education's decision is further appealable to the Court of Common Pleas (ORC 2506).

E. Emergency Removal - If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, then:

1. The superintendent or principal may remove the student from the premises, curricular or extracurricular activity.

2. A teacher may remove the student from curricular or extracurricular activities under their supervision, but not from the premises.

3. A due process hearing must be held within three school days after the removal. The student will have the opportunity to appear at an informal

hearing before the principal, and has the right to challenge the reasons for the intended suspensions or otherwise explain their actions. Written notification of the reasons for the emergency removal must be given to the student. The hearing may take place immediately.

4. The person who ordered or requested the removal must be at the hearing.

The decision may be appealed to the local superintendent. The student has the right to be represented at the appeal.

A student can be kept from class or activity until the matter of their misconduct has been disposed of. If it becomes necessary, law enforcement officials may be called, and/or Unruly Charges may be brought against the student.

F. Expulsion - Students can be expelled from 11 to 80 days of school by the superintendent. Students receive no credit for class work missed, denied participation in all activities during the time of expulsion, and will be forbidden to be on school premises during the length of the expulsion.

G. Permanent Exclusion - When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

1. any possession or involvement with a deadly weapon
2. drug trafficking
3. murder, manslaughter, assault or aggravated assault
4. certain sexual offenses
5. complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents.

#### **OTHER PREVENTATIVE, CORRECTIVE AND DISCIPLINARY MEASURES**

Rehabilitation - Mandatory attendance in a drug treatment program may be substituted by the administration for suspension or expulsion due to a violation of Rule 7. DRUGS, ALCOHOL, AND NARCOTICS (INCLUDING LOOK-ALIKE DRUGS).

We are fortunate to have the Mental Health and Addiction Services (M.H.A.S.) of Huron County who in conjunction with the Huron County Commissioners and other agencies provide accessible and affordable help for mental health and chemical dependency services for youth. There is no out-of-pocket cost to parents or to schools for any mental health or chemical dependency assessment of a Huron County school-aged youth. Continued services are designed to be affordable to anyone by using a sliding scale for fees based on ability to pay.

Mental Health Services for Youth includes: Assessment, Counseling, Children's Community Support Program, Mental Health Hotline (1-800-826-1306), Emerging Intervention, Critical Incident Debriefing, Psychiatric Services, Parent/Community Education, consultation, and referral for collaboration. For Mental Health services call either (419) 668-9858 or text 4Hope to 741741.



Chemical Dependency Services for Youth includes: Assessment & Treatment Planning; Individual & Group Counseling; Intensive Outpatient Program; Education Services; Case Management; Detoxification/Residential Services; Community Education; Hotline (1-800-826-1306); and Emerging Services. For Chemical Dependency services call either (419) 668-9858 or text 4Hope to 741741.

Alternative Placement - A student in unusual circumstances may have an alternate placement in place of suspension or expulsion. This would normally be in a more restrictive environment than normal school attendance.

Legal Action - Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

#### **FIRE EXTINGUISHER WARNING**

The purpose of the fire extinguisher equipment is to save lives in the event of a fire. Damaged equipment may result in death. It is illegal to use this equipment for other than fire-fighting purposes. Under section 2909.07, Ohio Revised Code, unauthorized use is malicious destruction of property and is punishable by a \$500.00 fine or 60 days in jail or both. Violators will be prosecuted!

#### **STUDENT DRESS CODE**

South Central students are expected to be well groomed and dressed appropriately for school. Any attire which is found to be distracting to the educational process or in poor taste is prohibited. Each building principal reserves the right to be flexible should circumstances dictate the need to alter this code (i.e. extremes in weather, spirit week dressing activities, etc.) This section dealing with student dress code covers grades K-12; therefore, some items will not pertain to high school students.

1. All shirts must have sleeves and cover the shoulders. Shirts must be snug fitting along the armhole area. (Sleeves in cases of semi-formal and formal attire are at the discretion of the administration)
2. Undergarments may not be visible at any time.
3. Any apparel showing sexual, sexually suggestive, or profane violent or morbid pictures, wording, or wrongdoing, showing tobacco or drug-related wording or pictures, or showing any item that defames the nation, state, community, or any individual, or group will not be permitted.
4. Clothing with excessive holes or tears may not be worn.
5. Hats and other forms of distractive headgear as determined by the administration are not to be worn in school. All head clothing must be removed upon arrival at school, placed in one's locker and remain there until the end of the day.
6. Sunglasses and other non-prescription eyewear are to be placed in the locker during the school day.
7. Coats and jackets may not be worn in the classroom.

8. Yoga pants are not permitted in grades 6-12 with the exception of during physical education classes.

8. Shorts and skirts must be at least as long on the leg as mid-thigh when they are standing in a relaxed position. Examples of shorts that may not be worn in grades 6-12 are biker shorts, etc.

10. Any apparel, haircut, tattoos, jewelry, or facial painting which depicts gang or cult activities may not be worn or displayed at school.

11. Wallet chains, dog chains or any other type of jewelry or clothing decoration which could result in harm to someone if used as a weapon may not be worn or brought to school.

12. The top garment must always touch the bottom garment at all times. The following will be prohibited from being seen: Midriff, cleavage, buttocks and undergarments.

13. Leggings are not pants and should not be worn as so. They need to be covered by something that fits the length of clothing in Rule#10.

In addition to coming to school with clean clothing, all students are expected to be groomed in the following ways so as not to disrupt the educational process: beards and mustaches must be trimmed and clean and not pose a safety hazard.

The waistline of all pants must be worn at the waistline of the person.

Other items as ruled by the administration to be disruptive to the educational process may not be permitted as well.

If a student has a question about whether something is appropriate to be worn to school, it probably isn't. In any event, the student should ask, in the office, about its appropriateness before wearing it to school.

In cases where the principal needs an additional opinion on enforcement, the Rule of 3 will be used. The Rule of 3 will consist of one administrator and two staff members.

When the Rule of 3 and/or the principal determines a dress code violation, the following order of discipline will occur: (1) verbal warning documented by principal, (2) written warning mailed to parent, indicating future consequences, (3) detention, (4) ISR (may be repeated), (5) OSS (may be repeated), (6) recommendation for expulsion. All dress code referrals will be documented, whether the Rule of 3 determines the referral a violation or not. All dress code violations must be corrected before a student will be allowed to attend his/her classes.

The most important thing to remember is that you represent South Central Schools to our community and to other schools. Our school pride should direct our clothing choice.

### **BULLYING - HARASSMENT - INTIMIDATION**

Any intentional written, verbal, graphic or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

- In Cyberspace - Cyber bullying that begins off campus can be considered school-related if it interferes with school activities, causes a disruption at school or interferes with the rights of students.

Conduct constituting bullying, harassment and intimidation may take different forms, including, but not limited to, the following:

#### **SEXUAL HARASSMENT**

A. VERBAL - The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

B. NONVERBAL - Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

C. PHYSICAL CONTACT - Threatening or causing unwanted touching, contact, or attempts at same, including petting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district.

D. ELECTRONIC or SOCIAL MEDIA - "Cyber Bullying" - Repetitive hostile behavior with the intent to harm others through the use of information and communication technologies such as Web sites, instant messages, camera phones or iPods

#### **GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT**

A. VERBAL

1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.

2. Conducting a "campaign of silence" towards a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

B. NONVERBAL - Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

C. PHYSICAL - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

D. ELECTRONIC or SOCIAL MEDIA - "Cyber Bullying" - Repetitive hostile behavior with the intent to harm others through the use of information and communication technologies such as Web sites, instant messages, camera phones or iPods

#### **REPORTING PROCEDURES OF HARASSMENT**

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

A. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.

B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s).

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

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its reoccurrence.

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

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participants may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

#### **STUDENT DANCES**

Once a student enters the building for a dance, if he or she leaves the building, re-admission to the building will be denied. If no restrictions are stated, it will be assumed the dance is for South Central High School students only. Guests from other schools will be required to provide a completed permission form which includes emergency medical information. In addition, students and guests must follow guidelines for dress and dancing as outlined in the Dance Guidelines and Expectations Form.

#### **LUNCH PERIOD**

Students are not permitted in the corridors or in the gymnasium during lunch periods as classes will be in session. All students must remain in the cafeteria during lunch.

Students may exercise restroom privileges and then return to the cafeteria with advance permission of the supervisor. Students are to use the restrooms across from the gym.

Students are not allowed in the gym locker rooms during their lunch unless permission is granted by the principal or his/her designee.

When eating in the cafeteria, students are reminded to dispose of trash in the proper containers. Pushing or cutting in lunch lines may result in the student being placed at the end of the line. Excessive noise, inappropriate behavior, and misuse of food service equipment may result in disciplinary action including cafeteria cleanup duties. Throwing of food will result in disciplinary action.

Free and reduced lunch forms are available in the office. Students are encouraged to take advantage of this benefit.

#### **ASSEMBLY PROCEDURE AND CONDUCT**

Students must always sit in the assigned area in the gymnasium during an assembly or pep rally. All students must attend assembly programs unless designated otherwise by the principal. Conduct in the assembly or pep rally will always be appropriate to the type of program being observed. (Examples: Quiet and respect shown for Veterans Assembly and N.H.S. Induction. Loud, noisy and audience participation in a pep assembly.) Classroom decorum will usually be in order. Remember that your entire school will be judged by your conduct.

#### **WORK AND STUDY**

The "Work & Study" guidelines are in place to ensure a productive atmosphere and provide each student the chance to utilize this period of time without disturbance from others. Please read the expectations outlined in the Work & Study Policy Form carefully. If this does not match your intended purpose for a Work & Study period please see the counselor to add a class.

#### **I.S.R. RULES (From the set of rules given at time assigned.)**

1. In-School Restriction is held at South Central High School. Students are to report immediately to the assigned area for ISR upon arrival at school.
2. Be on time. Be prepared. Be on task with school appropriate material all the time. Be quiet (no communication in any form with others). Be in your seat. All assigned work needs to be completed prior to leaving I.S.R.

#### **O.S.S./EXPULSION RULES**

1. Student is not to be on school premises during suspension or expulsion, except for an appeal hearing accompanied by a parent.
2. Student is not to attend any school related function even if it is held off South Central property.

#### **TRESPASSING**

Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed,

suspended, expelled or permanently excluded, the student is not allowed on school property without authorization of the principal or his/her designee. If this is violated, the proper authorities may be notified and charges may be filed. This also applies to all individuals who have been designated as unauthorized individuals. Unauthorized individuals will have written notification mailed to them and the proper authorities.

To assure that no unauthorized persons enter buildings, all visitors to schools (including parents) will report to the school office immediately upon entering the building during the school day.

Students are not to bring visitors to class or school with them. They tend to interfere with the normal teaching and learning functions of the school. Ohio Revised Code 2917.211

#### **UNACCEPTABLE USES OF THE SOUTH CENTRAL TECHNOLOGY NETWORK**

Students and parents must sign an acceptable usage agreement each year in order to have access to the computer network and the Internet. Students must follow the following guidelines:

1. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. Students may not use the South Central technology network for private business.
3. Students may not use the South Central technology network for commercial transactions, or political lobbying including lobbying for student body office.
4. Students may not use the South Central technology network to mail or broadcast features that disrupt the work of others on the Network.
5. Students are not to vandalize the South Central technology network. Vandalism is defined as any malicious attempt to alter, destroy, or reduce the usability of data of other use, class, or any other network connected to South Central through NOECA, Internet or any other means. This includes, but is not limited to, the uploading or creation of computer viruses, worms, Trojan horses, etc. Anyone found intentionally introducing a virus into a workstation will be excluded from using computers at South Central High School and may face additional disciplinary measures.
6. Students may not access the Internet to play games or watch non-educational or unauthorized videos unless approval is granted by the supervising faculty member.
7. Illegal activities of any kind are forbidden.

#### **TELEPHONE/WIRELESS COMMUNICATION DEVICES USAGE**

Telephone usage by students is limited. Students will be permitted to use the office phone for emergencies. Students are to contact their parents from the office phone if they are sick and need to go home.

Students may use wireless communication devices (WCDs) before and after school and during after-school activities. The use of WCDs, except approved laptops at any other time without permission or when approved by the educator in charge is prohibited.

1st offense: WCD is confiscated and turned in to the principal. It will be returned to students at the end of the day

2nd offense: WCD is to be turned in to the principal before the start of school day for three consecutive days. It will be returned to the student at the end of each day. Principal will contact the student's parents that this is the 2nd offense.

3rd offense: WCD will be confiscated and turned in to the principal. It will be returned only to the student's parent and student will be placed in ISR for 3 days. Principal will contact the student's parent.

Each additional offense will result in progressive discipline as well as the phone being held in the principal's office for 5 consecutive school days. It will be returned only to the student's parent.

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is open to sophomores, juniors, and seniors who have attended South Central High School for the equivalent of at least one semester and have a cumulative scholastic average of 85%, B, or 3.0 or higher (on a 4.0 scale), or the equivalent standard of excellence. Students who meet the scholastic requirement are then evaluated by the faculty council on the basis of leadership, service, and character. Once selected, those members must maintain these standards. Membership is never considered on grades alone. Faculty councils then survey the academically eligible students to determine interest in membership and to obtain information regarding service, character and leadership activities. Students surveyed should understand that such surveys are not applications for membership and that review of information gathered does not guarantee selection. Membership is a privilege, not a right or guarantee.

### **SOUTH CENTRAL EXTRACURRICULARS**

We at South Central Local Schools believe that the opportunity to participate and represent South Central in extracurriculars is a distinct privilege. In order to earn this privilege, and keep it, there are certain rules and regulations that must be followed. These have been assembled in the Extracurricular Handbook found on the district webpage. This handbook outlines district opportunities as well as all policies that pertain to any extracurricular at South Central including athletics. This handbook also states the expectation of our district approved drug testing policy.

### **FIRELANDS CONFERENCE SPORTSMANSHIP POLICY**

The following are ACCEPTABLE BEHAVIORS at an athletic contest in the Firelands Conference: As a spectator/player/fan, I will:

- a. Cheer for my team, not against my opponent
- b. Not use profane or inappropriate language
- c. Treat the game as a game not a war
- d. Lead positive cheers in a positive manner
- e. Applaud the efforts of both teams at game's end
- f. Show concern for an injured player regardless of team
- g. Demand sportsmanlike behavior from those fans near me
- h. Depart the game in a dignified and ethical manner

- i. Respect the official's judgment at all times
- j. Understand that my admission does not excuse my behavior

The following are considered UNACCEPTABLE BEHAVIORS and SUBJECT TO SANCTIONS ranging from WARNINGS to DISMISSAL and SUBSEQUENT

SUSPENSION FROM ATTENDANCE: As a spectator/player/fan, I will NOT:

- a. Use profanity, taunting, trash talk, or heckle our opponents, and coaches, the officials, our team and coaches, or other spectators
- b. Wear derogatory or offensive attire
- c. Enter the playing surface before, during or immediately after the contest
- d. At any time throw any objects or projectiles

Applies to all male/female students in grades 7-12.

## **SECTION VI: TRANSPORTATION**

### **SCHOOL BUS REGULATIONS**

All students shall be ready in the morning at the scheduled time for the conveyance to arrive at the designated school bus stop or place of meeting. The bus cannot wait for those who are not ready.

The driver is in full charge of the bus and students with the authority to assign seats. Students must obey the driver promptly and respectfully.

### **FOLLOW THESE RULES**

#### **"DON'T LOSE YOUR RIDING PRIVILEGE!"**

1. Observe same conduct as in the classroom.
2. Be courteous; use no profane (including vulgar and crude) language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

### **STUDENT USE OF AUTOMOBILES**

Driving to school is a privilege, not a right. Students who want to drive to school instead of using the bus transportation, which is furnished for every student in the district, must register on the proper form from the office (complete with license plate numbers), and follow the procedures listed below. The registration forms will be on file in the principal's office and are to be updated if there are changes that take place. It is the student's responsibility to provide updated information to the principal.



1. Display your assigned Parking Permit from rear-view mirror so that the registration number is visible to a person who would be in front of vehicle.  
Students may only use their Parking Permit on their registered vehicle(s).
2. Obey speed restrictions (10 miles per hour) on school premises and do not operate vehicle in a reckless manner (including on the roadway to the north, to the south, and in front of the high school). Do not drive on the grass.
3. Park in the designated student parking area. Students are not to park behind the school or on the north side of the school. Students are not to park in the area by the cafeteria; this is reserved for visitor parking.
4. You are not to be in cars during school hours without permission from the office.  
You are not to remain in a parked vehicle upon arriving at school, before school, and after school.
5. Do not leave school property without permission.
6. In the morning students should enter the campus using the south drive. After school, while buses are moving, student parking lot traffic should stop. In addition, students should yield to buses as they attempt to enter the front lot through the north entrance.

Students staying after school for activities are not to move their vehicles after school. Use of student vehicle which contributes to tardiness, skipping school or other school violations will result in revocation of driving privileges.

7. All terrain vehicles (ATV's) including but not limited to three wheelers, four wheelers, or dirt bikes are prohibited on school property. Administrative approval may be granted for special circumstances.
8. No guns may be brought on to school grounds or to any school-sponsored function at the home school or at a location where the home school is participating for any reason. This includes rifles or shotguns mounted on truck racks. See Rule 3 in the Student Code of Conduct.

Violation of these rules will automatically call for suspension or revocation of driving privileges and you will forfeit your parking permit to the high school principal for the duration of the suspension/revocation.

The above are in addition to the Driving regulations prescribed by the State of Ohio.

Under House Bill 204, when a student of compulsory school age withdraws from school, is absent without excuse for 10 consecutive days or 15 days/semester, or is suspended from school for drug or alcohol violations, the Department of Motor Vehicles and the Huron County Juvenile Court will be notified. The student's driver's license will be revoked until the student reaches the age of 18.

### **Emergency Drills and Procedure**

In accordance with state law South Central High School will complete the required emergency drills which will be conducted and explained by teachers and/or administration throughout the school year.

