

Student/Parent Handbook 2018-2019

(Adopted by the Board of Education 7/2018)

Fort Recovery High School

400 E. Butler Street, P.O. Box 604

Fort Recovery, Ohio 45846

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Home of the Indians

Web Address: www.fortrecoveryschools.org

Principal's Welcome

Welcome to the Fort Recovery High School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

This handbook is not intended to address every situation that could arise, but will serve as a guide in most instances. Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. It is important to note that our goal at Fort Recovery High School is to be fair, consistent and caring as we work through the daily situations that you will encounter as a student.

Best wishes as you continue your education and thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions or concerns, please don't hesitate to ask.

William K. Overla
Fort Recovery HS Principal

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FOREWORD

Each student will receive a student planner (included in book fees) that should be used for recording daily attendance, assignments, and calendar items. The planner shall serve as the students permanent hall pass, and must be signed by a teacher for a student to leave the room during class time. **STUDENTS MUST HAVE THEIR PLANNER WITH THEM AT ALL TIMES DURING THE SCHOOL DAY.** Failure to adhere to this policy can result in an after school detention. If you lose or misplace your planner you will be required to buy a new one for \$5.00.

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I. MISSION OF THE SCHOOL

Vision: Fort Recovery Local Schools: An exemplary school district adding value for all students.

Mission: The mission of Fort Recovery Local School District is to create a culture of collective responsibility to add value for all students through academic rigor and best instructional practices in a safe, caring, learning environment.

II. EMERGENCY CLOSING OF SCHOOL

Do not call the school. Information regarding emergency closing of school will be announced over the following radio and TV stations: WCSM - 96.7 -FM or 1350 AM. Celina, WKKI 94.3 - Celina, WPGW 100.9 - FM or 1400 AM Portland, and WHIO Channel 7 TV - Dayton. Delays/Closings are posted on the web page.

Families may sign up for e-mail alerts and /or the automated One Call System to be notified of delays and cancellations via website or complete a form in High School office.

Tri-Star students: refer to the attendance section of your handbook regarding delay/cancellation policies.

III. 2018-2019 FRHS SCHOOL CALENDAR

** (Dates are subject to change)

Aug. 22	First day for students
Sept. 3	No School – Labor Day
Sept. 17	Early Release - Staff Development
Oct. 8	No School - Staff Development Day
Oct. 19	END OF 1 ST NINE WEEKS
Nov. 5	Early Release - Staff Development
Nov. 21-23	No School – Parent Teacher Conf./ Thanksgiving Vacation
Dec. 19-21	SEMESTER 1 EXAMS
Dec. 24-Jan. 2	No School - Christmas Vacation
Jan. 4	END OF 1 ST SEMESTER
Jan. 21	No School - MLK Day
Feb. 15	No School – Staff Development Day
Feb. 18	No School - President’s Holiday
Mar. 15	END OF 3 RD NINE WEEKS
Mar. 22	No School – Parent Teacher Conf.
Apr. 18-22	No School – Easter Vacation
May 16	Last Day for Seniors/Grad. Practice (pm)
May 19	Graduation Commencement @ 2 pm
May 21-23	SEMESTER 2 EXAMS
May 23	Last day for Students/END OF 2 ND SEMESTER

Make-up days (if necessary): Three e-days after 5 calamity days. Feb. 18, Apr. 18, 22, May 24, 28 – order of make-up days at the discretion of the Superintendent.

IV. ATTENDANCE

The school is responsible for the students between the hours of 8:15 to 3:16. Students must bring a note to the office (or a parent must call the school) if they will be absent for any part of the school day. All students must sign in and out of the office.

When students are absent, parents are to notify the school by 8:30 am. If this is not done the school will call to verify your absence just 3 times. If the school has to call the parents 4 times, the student will be unexcused for that absence and every additional absence not called in by the parents. If possible, you should request your homework assignments before returning to school in order to be better prepared upon returning to class. For all classes missed at school, you are to arrange with each teacher for the make-up of missed work.

Excused absences will be recognized for the following reasons:

- personal illness of the student
- illness in the family requiring the student to be at home
- death in the family
- religious holidays (requires prior notice)
- emergency work at home, exclusively for the parents

Excused absences will also be granted for any planned pre-approved leave (form required):

- Vacation
- Hunting (maximum of 2 days)
- College visit (3 non-absence if written verification from the university is received within 3 days)
- Job Shadowing (2 non-absence if documentation form is completed)
- Other reasons are also subject to approval (family wedding, athletic events, etc.)

Student Leave for these reasons must be approved by the principal. All students must pick up, complete, and submit their leave form PRIOR to the day(s) missed, or the absence will be UNEXCUSED. **Student Leave Request forms are available in the office and online.**

Truancy: Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 3rd unexcused absence truancy officer will be notified.

In accordance with RC3321.191, parents will be notified of absences with or without legitimate excuse after 38+ hours (5 ½ days) in a month or 65+ hours (9 ½ days) in a year, within 7 days of the absence that triggered the notice. At this time, the school will make at least 3 good-faith attempts to secure parent participation on an intervention team. If the parent fails to respond, the district shall: (1) investigate whether the failure to respond triggers mandatory reporting to children's services; and (2) instruct the team to develop a plan notwithstanding the absence of the parent.

Excessive Tardies: A student unexcused tardy 3 times in a semester will receive a detention and a call will be made to the truancy officer. This will occur for every additional tardy in same semester.

Students shall attend classes at FRHS from 8:15-3:16, unless the following conditions exist:

1. The student attends Tri-Star (3-4 periods).
2. The student is a senior, and has been granted Early Dismissal or Late Arrival.
3. The student is enrolled in the College Credit Plus Program or Sr. Ag. Co-op and has been granted release time.

A. Tri-Star Attendance & Delay Policy:

Students must attend Tri-Star classes when the Tri-Star school is in session, regardless if FRHS has school or not. We will still run the Tri-Star bus routes **unless** FRHS is on a delay or cancellation. Students should refer to their Tri-Star schedule and are responsible for knowing when classes are in session.

Junior Tri-Star Students (a.m.):

1. **If FRHS or your Tri-Star school district is on a two-hour delay**, you do not need to report to Tri-Star classes that day. There will be no early bird Tri-Star bus route.
2. **If there is no early bird Tri-Star bus route and your Tri-Star school district is running on time** students who regularly ride the bus will not be penalized for missing Tri-Star classes that day. However, students who drive to Tri-Star are still expected to be in their Tri-Star class.
3. **If FRHS is running on a delay**, students must attend their FRHS classes according to the delay schedule found on the back cover of their planner.
4. **If either school CLOSES**, you must still attend the school that is in session.

Senior Tri-Star Students (p.m.):

1. **If FRHS is on a one-hour delay**, students must report to FRHS for classes at 9:15, and may leave at their regular time for Tri-Star (if necessary).
2. **If FRHS is on a two or three-hour delay and your Tri-Star school has school** (whether it is delayed or on time) than you need not attend classes at FRHS.
3. **If your Tri-Star school closes and FRHS is on a two or three-hour delay** you must attend all of your classes here according to the two/three hour delay schedule on the back cover of your planner. If you do not, you will be unexcused for the day.
4. **If FRHS is running on time and your Tri-Star school is on a two-hour delay**, you must still attend all of your classes at FRHS.

5. **If either school CLOSES, you must still attend the school that is in session.**

B. Field Trips:

Students who miss classes due to a school-sponsored field trip are responsible for getting assignments PRIOR to departure, and those assignments are due upon the student's return to school.

Students who miss school due to a **multiple-day** school-sponsored field trip will be given an extension to turn in missed assignments equal to the duration of the trip.

V. CAFETERIA/LUNCH GUIDLINES

Students may purchase the regular tray lunch or choose from ala cart selections. We receive and continue to expect student body cooperation. This includes using appropriate table manners, keeping food and beverages in the cafeteria, returning trays and disposing of trash in the appropriate receptacles, and showing respect for our cafeteria workers and staff.

All students are required to stay in designated areas of the building during the lunch period and are to report to the cafeteria at the beginning of their lunch period. No students are allowed in the hallways during lunch.

Vending machines may be used by students during lunch and before and after school.

Open lunch is a privilege for juniors and seniors only. All other HS students are to remain on school grounds during lunch unless they have a note to go home for lunch. Students are not to be in cars during lunch unless their parent is driving.

VI. GRADING SYSTEM

Detailed information about how to calculate GPA and class rank can be found on the High School website.

FRHS Grading Scale (GPA):

A (4.0)	100-95	A- (3.67)	94-93		
B+ (3.33)	92-90	B (3.0)	89-86	B- (2.67)	85-83
C+ (2.33)	82-80	C (2.0)	79-76	C- (1.67)	75-73
D+ (1.33)	72-70	D (1.0)	69-67	D- (0.67)	66-65

AP/Weighted Grading Scale (GPA):

A (4.33)	100-95	A- (4.0)	94-90		
B+ (3.67)	89-87	B (3.33)	86-84	B- (3.0)	83-80
C+ (2.67)	79-77	C (2.33)	76-74	C- (2.0)	73-70
D+ (1.67)	69-67	D (1.33)	66-64	D- (1.0)	63-60

- A. **The Grade of “I”** can be given temporarily to a student whose coursework is incomplete.
- B. **Unsatisfactory Reports** will be sent home at the end of the 4th week of each grading period. **Grade cards** will be distributed one week after the end of each term.
- C. **Cheating** No students shall cheat in any form including plagiarism. Plagiarism is an act of stealing and passing off as one’s own ideas or work. Whenever a student is found guilty of cheating/plagiarizing, the teacher will collect the student’s work, and the student will receive a “0” on the assignment, quiz or test. (A parent contact will also be made concerning the cheating.) The student will be assigned a detention on the first offense. If future offenses occur (in any course), a student may be removed from the course, issued an F, and receive no credit. Second and subsequent offenses will result in Saturday Schools or suspensions.
- D. **Class Rank** (50% GPA, 25% FRHS honors classes, 15% ACT, 10% credits earned) shall be used to determine the valedictorian and salutatorian of the senior class (based on 7 semester GPA). Val/Sal honors may be revoked if 8th semester grades are below expectations.

Retaking a Course:

FRHS students may request to retake a course to earn credit in a previously failed course. The original grade of “F” shall remain on the student’s transcript.

FRHS students may also request to retake a course even if that course was originally passed. In such a case, the following stipulations shall apply:

- Students cannot earn repeat credit for the course. Credits earned from the initial course shall be removed from the student’s transcript.
- Grades/credit earned while retaking a course will apply, regardless if the new grades are higher or lower.
- A higher grade in a retaken course shall not allow a student to outrank a classmate for valedictorian/salutatorian status. (This shall not apply to students choosing to repeat Algebra 1 in grade 9.)

All such requests are subject to administrative approval, and are not guaranteed.

VII. EXTRA-CURRICULAR ELIGIBILITY

To be eligible for any extra-curricular activity at FRHS a student must meet the following criteria:

1. A student must pass a minimum of 5 credits toward

- graduation during the preceding nine weeks. Ex.: For a student to be eligible for fall sports at the beginning of the sport season, he/she must have passed 5 credits during the 4th nine weeks at the end of the previous school year.
2. Students must record a minimum GPA of 1.5 on a 4.0 scale to be eligible.
 3. Students will have their grades checked on the first day of every week, starting the 3rd week of each quarter. Any student not passing at least 5 classes will be required to attend study tables every morning for the remainder of the week, or until proof five classes are being passed. Study tables will be from 7:30-8:00am in the high school office. Failure to attend study tables may deem the athlete ineligible for that night's athletic contest or practice.
 4. A student-athlete must be in school for a minimum of 4 periods at FRHS to be deemed eligible to participate in that evenings extra-curricular events unless prior permission from the principal has been granted for absences due to a Dr.'s appointment, funeral, college visitation, job shadowing, a school related function, or other excused absences as judged by the principal.

VIII. VISITORS/VOLUNTEERS

Parents are welcome to visit school at anytime. State law requires that any person visiting the school must report directly to the high school office and sign in. We ask that the visitor pick up a "visitor badge" from the office to be worn while visiting the building.

Volunteers are encouraged to help in the classrooms, programs, and extra-curricular activities. Please call the high school office if you have the time or skills you can share to make our school a better place for students to learn and grow.

IX. DAILY OPERATIONS

A. Request for schedule changes:

Priority deadlines for schedule changes:

- June 1 for semester 1 and year-long courses (this is the final drop date for returning band/color guard members; new member drop date is Aug. 1)
- January 4, 2019 for semester 2 courses

All other requests must be submitted by the 5th day of classes, are subject to approval by the Principal/Guidance Counselor and **are not guaranteed.** If a student chooses to drop a course after this time, he/she shall receive a grade of "F" for the remainder of the quarter and course term; year or semester. This will not apply when it is a teacher **and** administrator recommended transfer from one class to another because the student has been misplaced. **Schedule Change Request Forms are available in**

the Guidance Office and online.

- B. All Medicine**, non-prescription and prescription must be kept in the office with a permission slip for administration of the medicine. No medication, except inhalers and epi-pens, will be allowed in the student's locker (form must be submitted). The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication. Medication must be picked up by the end of the school year.
- C. Student Fees** will be distributed in October. If a second semester schedule change is made, the student's fees will be reassessed. **Fines** will be assessed for any damaged/lost textbooks. The responsibility for proper care of the books rests squarely with the student. Failure to pay fees and fines will result in withholding of grades/diploma.
- D. Mobile/Electronic Devices** Possession of a cell phone, compatible watches, or other electronic communication devices (ECD) by a student is a privilege, which may be forfeited by the student if he/she violates this policy or is asked to relinquish it by a staff member or administrator. They should not be used to take pictures, videos or voice recording without teacher or administrative approval. Students are required to be connected to FR WiFi during school hours, except during their lunch. The district is not responsible for the loss, theft, damage or vandalism of student cell phones or ECDs. They may be used in classes as a learning tool if approved by the teacher. Students are expected to silence all devices during class time unless approved by the teacher. Students caught using these devices without permission, or using it in an inappropriate manner may have it confiscated. Students are permitted to have their phones:
- Before and after school
 - In the hallways between classes
 - In the Commons during lunch
 - In the classroom, in accordance with each teacher's rules/policies
- Consequences for breaking school policy:
- 1st Offense = Detention.
Student may pick up the phone at 4pm or following day
 - 2nd Offense = Privilege revoked for a month.
Parents may pick up the phone at 4pm or following day
 - 3rd Offense = Privilege revoked for remainder of the year.
Parents may pick up the phone at 4pm or following day
- Principal reserves the right to skip steps in the disciplinary process if the violation requires such action.
- E. Book bags** are not to be used during the school day. Transporting books and supplies to/from school are acceptable uses of a book bag. Students are encouraged to keep them in

their lockers and carry only books that are needed to the classroom.

- F. Laptop computers** – FRHS students are encouraged to carry their laptop computer in a protective sleeve/cover. School distributed laptops are the property of FRLS and subject to search at any time. Student privileges can be suspended if conduct is not appropriate with the device.
- G. Daily announcements** will be made at the beginning of 2nd and 7th period. Announcements will be posted on bulletin boards throughout the building. They are also updated daily on the school web page, and the scrolling announcements.
- H. All injuries** must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.
- I. A student who becomes ill** during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.
- J. Driver's education** is not offered at FRHS.
- K. Work permits** can be obtained in the office. It is recommended that students not take jobs that could interfere with their success in school.
- L. School Sponsored Clubs / Activities** at FRHS provide students the opportunity to broaden their learning through curricular-related activities which may be taken for credit. The Board authorizes many student groups that are sponsored by a staff member. Extra-curricular activities do not reflect the School curriculum, but are made available to students as long as they meet eligibility requirements. Participation in these activities is a privilege and not a right; students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights.
- M. Students with Disabilities:** The American's with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.
- N. Fire, Tornado and Safety Drills:** The school complies with all fire, tornado and safety laws and will conduct drills in accordance with state guidelines.

X. GRADUATION PRIVILEGES

Walking through graduation ceremonies is a privilege and can be denied by the principal, because of major disciplinary acts or consequences deemed negative towards the school.

XI. CODE OF CONDUCT

The Student Code of Conduct confirms that students have responsibilities to use the facilities and services of the personnel of Fort Recovery Local Schools for the purpose that they are intended. In order for the schools to operate, certain rules and regulations regarding student behavior have to be established and enforced. Therefore, the Student Code of Conduct is an attempt to list the major rules, but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students' learning or is deemed inappropriate for school. Our goal is to develop students that are self-disciplined and are able to make good judgments about acceptable behavior. Our philosophy is that students should not disrupt the learning of other students.

Each student shall be expected to:

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

A. School Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- a teacher to communicate effectively with all students in the class; and
- all students in the class the opportunity to learn.

Teacher Work Room - There shall be no students allowed in the Teacher Work Room.

Lockers are the property of the school and may be searched at any time.

Automobile and Student Driving: FRHS has provided areas on school grounds for student parking. Please adhere to the following rules for the use of the parking area.

1. Register your cars at the High School office to obtain your parking sticker, \$1.00 for each year of high school.
2. Park in an orderly manner in the assigned parking area.
3. Do not loiter in your car or allow anyone else to do so.

4. Drive safely on and around the school areas at all times.
5. Please yield the right-of-way to those walking or riding bicycles.
6. Do not leave the school grounds by crossing High St. until the bus is gone.
7. Follow all rules posted on the driving form you fill out.

Computer Access at FRHS is a privilege. Each student may have access to the Internet and E-mail. When you use the computers at FRHS, you have a responsibility to use them correctly. Be sure to abide by the guidelines of the Acceptable Use Policy or you risk losing your privilege.

Student Responsibilities

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate.

Student Well Being

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately. State law requires that all students have an emergency medical authorization with specific health needs completed and signed by a parent or guardian on file in the School office.

Dress and Grooming

It is generally accepted that cleanliness, good grooming and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning atmosphere. Extremes in dress and personal appearance, which tend to cause distractions (odor/overall cleanliness) or pose health problems, cannot be tolerated at school. No student shall dress in a manner, which presents a clear and present danger to the student's health or safety, or in a manner which causes an interference with schoolwork, or which creates a classroom or school disruption. Clothing and personal items which promote or support distractions but not limited to alcohol, drugs, gangs, profanity, sexual conduct, and violence will not be worn on campus or at any school-sponsored activity. Overly revealing clothing, such as spaghetti straps, mid-drift, etc.; is not considered appropriate. Students may not wear caps, hoods, bandanas, hats, coats, gloves or sunglasses at school.

Students will be directed to change the inappropriate clothing/footwear or turn the clothing inside out. When female students are dressed inappropriately, the principal along with a female staff member will address that student.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?
- Would others view my appearance appropriate?

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

Care of Property

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

Transportation

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

The Principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

Students who are riding to and from school on District provided transportation are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct

students in any reasonable manner to maintain transportation safety.

Tri-Star Bus Route: The a.m. bus will depart from the HS Commons at 6:25 a.m. sharp, and shall return to FRHS at 11:15 each day. The p.m. bus will depart from the HS Commons at 10:35 a.m. sharp, and shall return to FRHS at 3:10 p.m.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone.
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- across the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

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

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Transportation of Students By Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Self-Transportation to School

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

- Students under age eighteen (18) must have written parent permission to drive during the school day as needed.
- Students and their parents shall complete the Student Registration Form to permit the students to Drive Vehicles On School Property and provide evidence of: driver's license.
- All student vehicles must display their valid parking sticker at all times for the identification and safety of their vehicle.
- Students are required to obey the parking lot speed limit of 5-10 mph.
- When the School provides transportation, students shall not drive to school-sponsored activities.
 1. Unless the student's parents provide written authorization for the student to drive and release from liability using Parental Authorization and Release From Liability Form – which is approved by the principal.
 2. All vehicles entering school property are subject

to search and inspection.

B. Definitions

Narcotics, Alcoholic Beverages and Stimulant Drugs

No student shall knowingly possess, use, or transmit any pills or capsules that are not from a doctor's prescription. No student shall possess or transmit any alcoholic beverage or intoxicant of any kind. No student shall attend a school function having used alcohol or nonprescription drugs. Look-a-like counterfeit drugs are prohibited. Unauthorized use of steroids is prohibited.

Possession/use of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products, electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-Curricular events, or other school-sponsored event is prohibited.

Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school sponsored activity, competition, program or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent.

Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, pocket knife or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Physically assaulting a staff member/student/person associated with the District

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

Verbally threatening (orally, in writing or otherwise expressed) a staff member/student/person associated with the District

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

Misconduct off school grounds

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. ***Misconduct is defined as any violation of the Student Discipline Code.***

Extortion

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

Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and other form of wagering. Students betting on any activity in which they are involved, may be banned from that school activity.

Forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Bomb or School Threats, and other false alarms and reports

Making a school/bomb threat (i.e., intentionally giving a false alarm of a bomb or any other school violence) against a person, school building, or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endangers the safety forces that are responding to the alarm/report, 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 and will subject the student to disciplinary action.

Possession and/or use of explosives and/or fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers).

Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any district facility or portion of a district facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a district vehicle; or unauthorized access or activity in a district computer, into district, school or staff computer files, into a school or district file server, or into a network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

Theft, or knowingly receiving or possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal. The School is not responsible for personal property.

Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

Damaging property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

Persistent absence or tardiness

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

Refusing to accept discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

Aiding or abetting violation of school rules

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of the School.

Interference, disruption/obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threatens to do so is unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

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

Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

Nonverbal:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bullying/cyberbullying will be instructed not to discuss the subject outside of the investigation. Anonymous reports may be made by calling the High School office at 419-375-4111 ext. 401 after hours to leave a voice mail or by sending a letter in the mail.

Given the nature of harassing and/or bullying/cyberbullying 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 and/or bullying/cyberbullying allegations or charges. Individuals making false reports are subject to disciplinary action.

Some forms of sexual harassment of a student may reasonably be considered child abuse which must be reported to the proper authorities.

Hazing

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

Violent Conduct

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s).

Careless or Reckless Driving

Driving on school property in such a manner as to endanger persons or property.

Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing crime.

Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

Possession of Pornography

Possessing sexually explicit material.

Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/or school authorization.

Discipline

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

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

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

Informal Discipline

Informal discipline takes place within the School. It includes:

- writing assignments;
- change of seating or location;

- after-school detention;
- in-school discipline;
- Saturday school;
- Alternative school;

Detentions

A student may be detained after school after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

In-School Discipline

In-school discipline is a positive alternative designed to reduce the out-of school suspensions. A student is assigned by an administrator after the student violates school codes or policy. Parents are notified by letter or phone call.

The length of the stay is determined by the individual circumstances of each case. Assignments and tests are provided by the classroom teachers. Students are required to bring extra material to study with them, in case they finish with their regular assigned work. Students are not permitted to rest their heads on their desks or sleep. No radios, headsets, beepers, or other recreational articles will be allowed in room.

Saturday School

Saturday school will be in session from 8:00-12:00 pm.

Alternative School

In order to more readily promote an atmosphere conducive to the learning process, the building administrators may assign students to the alternative school. The purpose shall be to serve students who are on suspension, who are having truancy problems, who are experiencing academic failure, who have a history of class disruption, or who are exhibiting other academic or behavioral problems. Because of space limitations at the alternative school, assignments will be based on availability.

A student missing any portion of his/her assigned time in Detention, In-School Discipline, Saturday School, Alternative School may be given an additional consequences. Failure to timely serve, Detention, In-School Discipline, Saturday School assignment(s) may lead to suspension from school for a period not to exceed one day. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to: Detention, In-School Discipline, Saturday School, Alternative School:

- Students are required to have class assignments with them.

- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, phones, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- No food or beverages shall be consumed.
- Any student who has not passed all of the State-mandated assessment tests may be required to work on a study packet for one or more of the unpassed tests.
- Transportation to and from Saturday school is the student/parent responsibility.
- Transportation to and from Alternative school will be provided by Fort Recovery Schools.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

Due Process

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

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal.

During the suspension:

- No participation in any extra-curriculars. If suspension ends on Friday, then Saturday and Sunday are fine. If suspension carries through to Monday then nothing over the weekend.

The suspension may be appealed, within one day after receipt of the suspension notice, to report to the superintendent or the high school principal. The request for an appeal must be in writing.

During the appeal process,

- the student is allowed to remain in school unless safety is a factor.

Emergency Removal

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Expulsion from School

Expulsion shall be the exclusion of a student from Fort Recovery High School district for a period not to exceed the greater of 80

school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one year as specifically provided in the Board Policy and the Student code of conduct. Only the superintendent may expel a student. Within 10 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Permanent Exclusion, etc.

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

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

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

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal [or

to suspend his/her bus riding/transportation privileges for all or part of the school year.

Search and Seizure

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms, lockers and gymnasiums. Belongings unattended may be searched for contents and identification purposes. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

Student Rights of Expression

1. Material cannot be displayed if it:
 - is obscene to minors, libelous, or pervasively indecent or vulgar;
 - advertises any product or service not permitted to minors by law;
 - intends to be insulting or harassing;
 - intends to incite fighting; or
 - presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

2. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students must present materials they wish to display to the high school principal prior to display.

C. Consequences

Each year certain students cannot avoid various collisions with FRHS's rules and regulations. While such infractions are usually unnecessary, students must be responsible for their actions. Consequently, students in violation must be prepared to accept the consequences of their actions.

The following is a list of recommended penalties and punitive measures, which may be invoked for these infractions. The principal has the authority to determine the penalty for each violation of the Code of Conduct. Saturday School, In School Detention, or Alternative School can and will be used as a substitute for or in conjunction with out-of-school suspension. These are at the discretion of the principal.

Tardiness:

Students are expected to be on time for class. Any student who arrives after 8:15 a.m. must sign-in at the office. Students who arrive late to class without a pass will be counted as tardy. Students will receive a Tuesday detention for each unexcused tardy over 2 during a semester.

Truancy: (½ or full day)

1st offense: One to three days of In - School Detention.
Subsequent: Three to five days of In-School Detention/Alternative Schools

Leaving School without permission:

1st Offense: One to three days of In-School Detention.
Subsequent: Three to five days of In-School Detention or out-of-school suspension.

Skiping class/tribe time:

1st Offense: Saturday School
Subsequent: Three to five days of In-School Detention/Alternative School

Violation of Closed Lunch Policy:

1st Offense: Saturday School
Subsequent: Three to five days of In-School Detention/Alternative School

Falsification of Passes or Parental Notes:

1st Offense : One day of In-School Detention and limit of future passes
Subsequent: Three to five days of In-School Detention or out-of school suspension and limit on passes for the remainder of the year.

Obscenity (Use of profane language or obscene gestures):

1st offense: Saturday School
Subsequent: Two to five days of In - School Detention/Alternative School.

Verbal Abuse to a Fellow Student or Staff Member:

1st Offense: 1-3 days of In-School Detention
Subsequent: 5-10 days of out -of-school suspension or Alternative School.

Smoking/Chewing or Possession/use of tobacco, Betel Nut, or Vape in the Building:

1st Offense: 5 days Alternative School.
Subsequent: 5-10 days of out-of-school suspension or Alternative School.

Smoking/Chewing or Possession/use of tobacco, Betel Nut, or Vape on School Grounds:

- 1st Offense: 3 days of In-School Detention.
- Subsequent: 5 days of out -of- school suspension or Alternative School

Fighting:

- 1st Offense: 3-5 days of In-School Detention or out-of-school suspension
- Subsequent: 5-10 days of out-of-school suspension or Alternative School, and possible expulsion recommendation. (If self-defense can be proven, a suspension penalty may not occur)

Assault of teacher or staff member:

- Verbal Threat:** 5-10 days out-of-school suspension or Alternative School, and possible police referral.
- Physical Threat:** 10 days out-of-school suspension or Alternative School, possible police referral, and possible expulsion.

Gambling:

- 1st Offense: 2 days In-School Detention or Saturday School.
- Subsequent: 3-5 days out-of-school suspension or Alternative School.

Theft:

- 1st Offense: 3-5 days of out-of-school suspension or Alternative School and possible police referral
- Subsequent: 5-10 days of out-of school suspension or Alternative School and possible police referral.

Insubordination: Definite willful disobedience such as insolence, disorderly conduct, disrespect, profanity toward school personnel, failure to obey instruction.

- 1st Offense: 2-5 days of In-School Detention or out- of- school suspension
- 2nd Offense: 5-10 days of In-School Detention or out-of- school suspension or Alternative School.
- 3rd Offense: 5-10 days of out-of school suspension or Alternative School and possible expulsion recommendation.

**Possession of Illegal Substances:
(Alcohol or Drugs)**

- 1st Offense: 1-5 days of In-School Detention or out- of- school suspension, or Alternative School and possible police referral and / or referral to the Drug and Alcohol Abuse Center
- Subsequent: Possible expulsion and police referral.

**Use Of Illegal Substances:
(Alcohol or Drugs)**

1st Offense: 5-10 days of out-of-school suspension or Alternative School, referral for counseling, and possible police referral.

Subsequent: 10 days of out-of-school suspension or Alternative School, mandatory counseling, possible police referral or expulsion.

Vandalism:

1st Offense: 3-5 days of out-of-school suspension or Alternative School, restitution, and possible police referral.

Subsequent: 5-10 days of out-of-school suspension or Alternative School, restitution, and possible police referrals.

Possession of or use of Fireworks or explosives:

1st Offense: 5 days of out-of school suspension or Alternative School.

Subsequent: 10 days of out-of-school suspension and possible police referral.

False Fire Alarms:

1st Offense: 5 days In-School Detention and police referral.

Possession of a Firearm:

10 days of out-of-school suspension & mandatory expulsion for 1 calendar year unless the superintendent rules otherwise.

Illegal Weapons:

1st Offense: Confiscation, 10 days of out-of-school suspension, and possible police referral.

Subsequent: Confiscation, possible expulsion recommendation and police referral

XI. WRITING STYLE

General Guidelines For Writing Papers

- Double-space the text of your paper
- Paper size is 8 ½ x 11 inches
- Margins set at 1” on all sides (file/page setup/margins)
- Use a legible font (e.g. Times New Roman). The font size should be 12 pt.
- Indent the first line of paragraphs one half-inch from the left margin. MLA recommends that you use the Tab key as opposed to pushing the Space Bar five times.
- Proofread for spelling, correctness of content. Do not rely on spell check to identify all errors.
- Check with your teacher for other specifications regarding your paper. This might include number of references used, page length, etc.

FIRST PAGE INSTRUCTIONS WHEN NO TITLE PAGE

- Your Name—aligned left 1 inch down
- Your teacher’s name—aligned left—2 lines below name
- Your class—aligned left—2 lines below teacher’s name
- Date in the following format—day month year
- Title: Double space under the date. Title should be centered and in upper and lower case, only capitalizing the beginning letter of important words. Do not capitalize prepositions or the words an, or, not—unless it’s the beginning word of your title. Do not underline or use quotation marks!
- First Paragraph: Double space and indent for the first paragraph of your paper.

Header for Name/page number:

Create a header (View/header) in the upper right-hand corner that includes your last name, followed by a space with a page number (use insert page icon); number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and flush with the right margin. Usually the page/name is not placed on the first page, so in the header, uncheck “Show number on first page” and click o.k.

Name/ Instructor
format

The screenshot shows a document header and the beginning of a paragraph. The header is located in the top right corner and reads "Beth Catlin" followed by "1". An arrow points from the text "Name/ Instructor format" to the header. Another arrow points from the text "Header" to the header. The first paragraph is indented and begins with "Andrew Carnegie: The Father of Middle-class America". An arrow points from the text "Title format" to the first line of the paragraph. The text in the screenshot is as follows:

Beth Catlin
Professor Elaine Bassett
English 106
3 August 2009

Andrew Carnegie: The Father of Middle-class America

For decades Americans couldn't help but love the red-headed, fun-loving Littleton, Colorado native. The image of the little girl moving so quickly from poverty to wealth provided hope for the poor in the 1930s, and her story continues to be a dream of what the future just might hold. The rags-to-riches phenomenon is the heart of the American Dream. And few other people have embodied this phenomenon as much as Andrew Carnegie did in the late 1800s and early 1900s. His example and industry caused him to become the father of middle-class America.

Andrew Carnegie can be looked to as an ideal example of a poor immigrant making his way up to become leader of the capitalist world. Carnegie was born into a poor working-class family in Scotland. According to the PBS documentary "The Richest Man in the World: Andrew Carnegie," the Industrial Revolution was difficult on Carnegie's father, causing him to lose his weaving business. The Carnegie family was much opposed to the idea of a privileged class, who

Header
Name / page #
usually not printed
on first page.
This is what it
would look like on
subsequent pages!

Title format

Source: *The Purdue OWL*. Purdue U Writing Lab, 2008. Web. 27 Dec. 2008.

Important Research Terms

MLA Style	Modern Language Association; most commonly used format for English Courses
APA Style	American Psychological Association; most commonly used in science courses
Abstract	Briefly gives the main points of the article
Full Text	The entire article
Boolean Logic	Used for researching: and, but, or, not
URL	Uniform Resource Locator—website address
Bibliography	A list of sources in a paper or report used to document research or to recommend further study
Footnote	A citation when a number follows the info, and the source information is listed at the bottom of the same page
Endnote	A citation when a number follows the info, and the source information is listed on a separate page
Parenthetical Citation	The placement of citations or other documentation in parentheses within the text
Database	An electronic research source; common databases used include: EBSCOhost, Newsbank, Biography Reference Bank, Science Online, etc.
PDF	Portable Document Format; a scanned image
HTML	Text only; loads quicker than PDF

WORK CITED (MLA 7th edition format)

GENERAL INFORMATION

The Works Cited page provides information necessary for a reader to locate and retrieve any source you cite in your work. Each source you cite must appear in your works-cited list. Your “Works Cited” list should appear at the end of your paper.

When creating your Works Cited Page, remember to: Begin the Works Cited on a new page, but number consecutively (i.e., if the last page of your essay is page 3, the Works Cited is page 4)

- Alphabetize each entry by first letter (Skip a, an, the)
- Italicize all titles of books, magazines, films, etc.
- Put quotation marks around the titles of poems, short stories, and articles
- **Hanging indentation**--Indent the 2nd line, the 3rd line, and all subsequent lines of each citation
- **Double space** all entries
- Capitalize the first letter of the first word, last word, and all major words of the title and subtitle, including words that follow hyphens, e.g., English-Speaking.
- The following terms should not be capitalized when they are in the middle of a title: articles (a, an, the), conjunctions (and, but, for, nor, or, so, yet), prepositions (e.g., in, of, to, between, against).

Titles: Titles of books, periodicals, art works, reports and Web sites are italicized.

PAGE NUMBERS: Do not repeat any numbers that can be easily inferred by the reader. This is done to minimize the length of works cited lists. E.g. 125-35 (not 125-135) 3200-22 (not 3200-3222) When an article appears on nonconsecutive pages (for example A1 and A6) give only the first page number followed by a "+"

Dates: With the exception of May, June and July, the names of the months must be abbreviated in MLA works-cited lists as follows:

- January = Jan.
- February = Feb.
- March = Mar.
- April = Apr.
- August = Aug.
- September = Sept.
- October= Oct.
- November = Nov.
- December=Dec.

WORKS CITED EXAMPLES Based on **MLA Handbook, 7th Edition, 2009**. Due to space limitations, the examples are shown single spaced. In reality, everything should be double spaced. Notice the punctuation.

PRINTED BOOK with 1 author	Author's Last name, Author's first name. <i>Full Book Title</i> . (in italics) Edition. (if stated) City of Publication: Publisher, Copyright date. Medium.
Book example	Marcovitz, Hal. <i>The Manning Brothers</i> . Broomall, PA: Mason Crest, 2009 Print.
E-BOOK	Author's Last name, first name. Title (Italicized). City of Publication: Publisher, copyright date. Title of database or website (In Italics). Medium. Date of Access.
Example of e-book	Wharton, Edith. <i>The Age of Innocence</i> . New York: Appleton, 1920. <i>World Book Advanced</i> . Web. 16 Aug. 2010.

INFOHIO RESOURCES

EBSCOhost	Author Last Name, First Name. "Article Title." (in quotation marks) <i>Name of Magazine (in Italics)</i> . <i>Date (Day Month Year)</i> : Pages. <i>Name of Database (in italics)</i> . Web. Date Accessed. (Day Month Year). <URL optional>.
EBSCOhost magazine article example-no URL	Nussbaum, Alex, et al. "Obamacare's Cost Scalpel." <i>Business Week</i> . 5 April 2010: 64-66. <i>Mas Ultra School</i> . Web. 6 Apr. 2010.

Et al. (stand for "and others"—use if 3 or more authors)

EBSCOhost newspaper article example	Sowinski, Greg. "St. Henry Native Crowned Miss Ohio." <i>Lima News</i> . 21 June 2009: <i>Newspaper Source</i> . EBSCO. Web. 29 Jan. 2010. < http://web.ebscohost.com >.
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Note: page not given in article. That's why it's not recorded.

Newsbank (After the date, if no edition and page is given, use a period.)	Author. "Article Title." <i>Name of Newspaper (in Italics)</i> . Date (Day Month Year), Edition: Section Letter: page. <i>Newsbank (in italics)</i> . Web. Date Accessed (Day Month Year). <URL optional>.
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Newsbank example	"Quiet Homan Sound at Linebacker." <i>Columbus Dispatch</i> . 15 Oct. 2009. Home Final, Sports: 01C. <i>Newsbank</i> . Web. 23 Oct. 2009.
------------------	---

World Book Encyclopedia	Author Last Name, First Name. "Article Title." <i>Name of Encyclopedia (In Italics)</i> . Publisher (<i>World Book</i>). Copyright year. Medium (Web). Date accessed (Day Month Year). <URL optional>.
--------------------------------	--

World Book Example	Garrow, David J. "King, Martin Luther, Jr." <i>World Book Advanced</i> . 2010. World Book. Web. 12 Jan. 2010.
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WEBSITE	Author Last Name, First Name. "Article or Webpage Title." (in quotation marks) <i>Web Site Title (In italics)</i> . Publisher or Sponsor of the site, Date of Publication. Publication Medium (Web). Date accessed. (Day Month Year) <URL optional>.
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Website with sponsor --no author --no date of pub, so after sponsor ends in period.	"Emphysema: Medline Plus." <i>National Library of Medicine-National Institutes of Health</i> . Web. 06 Apr. 2010. < http://www.nlm.nih.gov/medlineplus/emphysema.html >.
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IMAGES FROM A DATABASE	Artist (last name, first name.) <i>Title of artwork</i> . Date. Type of artwork. (painting, etc.) Collector Owner, City. Name of Database. Web. Date accessed. <URL optional>.
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	l'Orangerie, Paris. <i>Grove Art Online</i> . Web. 22 Nov. 2006.
INTERVIEW	Name of Person Interviewed. (last, first) Type of interview. (telephone, e-mail, personal). Date or range of dates.
Interview	Smith, Janet. E-mail interview. 2 Feb. 2010.
NEWSPAPER	Author's name. "Article Title." Publication Title. Date of publication, edition (if given), section letter or number:
Newspaper example	Healy, James R., and Anthony DeBarros. "Toyota Considers Another Recall." <i>USA Today</i> . 18 Feb. 2010, Money ed., sec. B: 1. Print.
BLOG	Author's Last Name, First Name. "Title of Individual Blog." (enclosed in quotation marks) <i>Name of Web log</i> . (in italics) Site Sponsor (i.e., Bloodspot). Day Month Year posted. Publication Medium. Day Month Year accessed. <URL optional>.
E-MAIL MESSAGE you received	"Ohio's 21st Century Skills Summit." Message to the author. 6 May 2010. E-mail.
E-MAIL MESSAGE someone else received	"Making Connections to Museums." Message to John Smith. 6 June 2010. E-mail.
OCIS—Ohio Career Information System	Electrical and Electronics Engineer." <i>Ohio Career Information System</i> . University of Oregon, 2009. Web. 6 May 2010. < http://ocis.ode.state.oh.us/ >.

PARENTHETICAL / IN-TEXT CITATIONS

Parenthetical documentation is another way to cite sources in your essay. Use parenthetical documentation to credit original authors with information. All borrowed information should be credited to the source from which it came unless it is a well-known fact.

Sources with Author and Page: Write the last name of the author and the page number (for print sources) with no punctuation between them.

For (Baker 223) example:

Sources without Author: When a source has no known author, use a shortened title of the work instead of an author name. Place the title in quotation marks if it's an article or italicize it if it's a longer work (e.g. book, television show, entire website) and provide a page number (for print source). For example: (Science Today 45)

Internet Sources: When citing an Internet source, give only the name of the author, and if that is not provided, give the name of the Internet site. You do not have to put page numbers. For Example: (Smith) or (The Website of Many Uses).

Use the following guidelines for citing information:

1. Cite the source of a direct quotation.
2. Cite the source after citing borrowed statistics.
3. Cite the source with every graph, figure, or picture borrowed.
4. Cite the source after information borrowed from a source if the information is not considered common knowledge.
5. Cite the source when stating someone else's opinions.

***Note: Do not cite the source after every sentence or paragraph. Cite the source when you change to a new source or when you go to a new page within that same source.

TITLE PAGE: See Media Center's webpage for "CREATING A TITLE PAGE."

USEFUL WEBSITES AND LOGIN INFORMATION:

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