



# **PACERS**

## **DELAWARE HAYES HIGH SCHOOL**

### **ADMINISTRATION OFFICE**

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**Mrs. Heidi Kegley, Superintendent of Schools  
Mr. Craig Heath, Assistant Superintendent of Schools  
Mrs. Melissa Swearingen, Chief Financial Officer / Treasurer  
Mr. Jerry Stewart, Executive Director of Human and Material Resources**

# Student Handbook

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**NOTE:** For more information about the applicable Board of Education Policies or Administrative Guidelines, contact the building Principal or access them at [www.neola.com/delaware-OH](http://www.neola.com/delaware-OH).

Delaware City School District is an equal opportunity employer and educator and does not discriminate on the basis of gender, sexual orientation, race, color, age, religion, national or ethnic origin or disability in administration of its organizational policies, activities, admissions, programs or employment practices.

**Board Approved  
May 18, 2020**

## **SECTION 1 – INTRODUCTION AND LEGAL NOTICES**

### **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardian may have during the school year. This handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep this handbook available for reference by you and your parent/guardian. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building Principal. This handbook replaces all prior handbooks and other written material on the same subjects.

### **DISTRICT VISION STATEMENT**

The Delaware City Schools will promote a culture of excellence that engages and empowers students and staff to embrace the challenges of our global society. We will build on our traditions, respect our diversity, and partner for a strong community.

### **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin has the right to file a complaint. Complaints and/or questions should be directed to the District's Compliance Officer.

District Compliance Officer: Assistant Superintendent  
Alternate Compliance Officer: Executive Director of Human Resources  
(740) 833-1100

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

### **EXPECTATIONS FOR STUDENTS**

It is our belief that students are entitled to basic civil liberties guaranteed to all citizens. It is, therefore, the purpose of the schools (staff members and society in general) to help students exercise these liberties. It is further recognized that the role of the school official and teacher is "in loco parentis" relative to the student. School officials must often make decisions that protect the health and well being of all students while at the same time safeguarding individual rights.

Students also have responsibilities. These responsibilities include regular school attendance, conscientious effort in classroom work, and obedience to school rules and regulations. Most of all, they share with the administration and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living. The ultimate goal of the school is to provide the students with attitudes and behavioral patterns that will lead to productive employability and result in an individual who is a positive, contributing member of society.

The need for a well-ordered school environment is unquestionable. So that every student will be informed, rules and regulations pertinent to daily school life are outlined. Students will be afforded all rights as required under due process and the provisions of the Amended Substitute House Bill 421 of the State of Ohio.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire, tornado, school safety drills, and accident reporting procedures. Specific instructions on how to proceed with each drill will be provided to students by their teachers who will oversee the safe, prompt, and orderly process. 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 completed, signed by a parent/guardian, and on file in the school office. Students with specific health care needs should inform the school regarding those needs, in writing and with proper documentation from a physician.

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

A student who becomes ill during the school day should request permission from the teacher to go to the school office/clinic. The office staff/school nurse 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. To report issues that affect education or safety, contact the school office or call 1-866-listen2me.

## **PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND BULLYING**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Delaware City School District is strictly prohibited. Such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, electronic, or physical act including cyber-bullying through electronically transmitted acts e.g., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Pursuant to House Bill 116, the entire anti-harassment policy can be found in Board Policy 5517.01.

## **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents/guardians should contact the school Principal or Counseling office whenever such help is needed.

## **PESTICIDE USE**

Notice to parents/guardians of students, adult students, and the staff employees: You "may request and receive prior notifications of scheduled service visits by pesticide businesses in which pesticides may be periodically scheduled for application" to building structures of schools during the current school year. Contact the school office and request form (#8431-F5).

## **ASBESTOS MANAGEMENT PLAN**

The management plan for compliance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763, effective December 1987, describing the locations and conditions known and assumed asbestos-containing building materials is available at the school Administrative office for anyone to review. Please contact the Director of Facilities for assistance.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT**

Positive Behavior Intervention Support (PBIS) is an evidence-based, data driven model that increases student achievement, attendance and school success and decreases challenging behaviors. PBIS is not a specific practice or curriculum, but a general approach to preventing problem behavior. It is also not limited to any particular group of students and is not new but is based on a long history of behavioral practices and effective instructional design and strategies.

## **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) 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 also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedures. Parent/ guardian involvement in this process is required. To inquire about special education services and placement, parents/guardians should contact the Special Education Department at the Administration Building at 740-833-1100.

## **GIFTED SERVICES**

In accordance with the belief that all students are entitled to education commensurate with their particular needs, students who are gifted in the District must be provided opportunities to progress as their abilities permit. The Delaware City Schools Board of Education believes that these students require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

Annually, professionally qualified persons using a variety of assessment procedures identify gifted students. The Board encourages efforts to provide services to the students who are gifted as an integral part of the kindergarten through grade twelve classrooms.

For further information on the District Gifted and Talented Program, please contact the Curriculum Department at 740-833-1100.

### **BUILDING SECURITY**

Delaware City School buildings are equipped with video monitoring devices. These cameras are placed at key locations throughout the building to improve the health, welfare and safety of all staff, students and visitors to District property and safeguard District facilities and equipment.

All images retrieved from the cameras are automatically saved on a digital video recording (DVR) for a period of fourteen (14) days. To the extent that a DVR is determined to be a public record, it will be processed according to the District Records Retention and Disposition Schedule (Administrative Guideline 8310A Public Records, 8310E Records Retention and Disposal, and 8330, Student Records). At any time during the described fourteen (14) calendar day period, a staff member with a Technical or Administrative monitoring level will be able to save an incident to CD format via the workstation. After fourteen (14) calendar days, the images will be automatically recorded over with current images and prior incidents will not be able to be retrieved.

The building Principal or designee shall ensure that only those who have proper authorization view a video record showing student behavior. In the event that disciplinary action is taken as a result of information gathered from a video record, the District will follow applicable Board Policy, student handbook guidelines, and/or the appropriate collectively bargained agreement where applicable.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Administration Building. A minimum of twenty-four (24) hour notice is required to ensure the main office has the opportunity to review the announcement or posting.

## **BOOK BAGS**

For grades K-8, students are not to carry book bags, back packs, etc., during the school day. These items are to be used to transport schoolbooks and supplies to and from school and must be stored in a student's locker during the day.

## **BUS PASSES**

Students must ride their assigned bus and get off at their assigned stop. Students will only be dropped off at board-approved bus stops. In order for a student to ride a bus or get off at a stop that is not his or her assigned bus or bus stop, a written request from a parent/guardian is required. This request is to be submitted to the school office prior to the student obtaining a pass and boarding the bus. If a student does not have a bus pass, s/he cannot ride a bus or get off at a stop that is not assigned to him or her.

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

Schools have a high concentration of people. Therefore, it is necessary to take specific measures when the health or safety of the group is at risk. The 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 NONCASUAL-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 these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by federal law, parents/guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **EARLY DISMISSAL – PERSONAL**

Students are not permitted to leave school prior to dismissal time without either a written request signed by a parent/guardian or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian.

## **EMERGENCY CLOSING AND DELAYS**

Occasionally, inclement weather or other emergency conditions force the schools to close or run on delayed start schedules. Families and community members can access information on school closings and delays in four ways:

- A. The District will provide direct notification whenever possible to families who have provided valid telephone numbers through our automated telephone calling system;
- B. By logging onto the District web page at [www.dcs.k12.oh.us](http://www.dcs.k12.oh.us) and checking the announcement box on the top of the page;
- C. By monitoring local broadcast media; television stations – WSYX/WTTE, WBNS, WCMH, or radio stations – WSNY (94.7 FM), WBNS (1460 AM), WTVN (610 AM), WNCI (97.9 FM); or
- D. By calling the school building's general phone line and selecting option 3 on the voice mail system.

If school is delayed or cancelled on a day scheduled for State or National standardized testing, testing will be rescheduled for the next school day.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school will make the form available to every parent/guardian at the time of enrollment.

### **ENROLLING IN SCHOOL**

Students are expected to enroll in the school district in which they live unless enrolling under a district's open enrollment policy. Students that are new to Delaware City Schools are required to enroll with their parents or legal guardians. When enrolling, the parents or legal guardians must provide copies of the following:

- A. A birth certificate or similar document;
- B. Court papers allocating parental rights and responsibilities, or custody (if applicable);
- C. Proof of residency; and
- D. Proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. If being considered for temporary enrollment, the parents/guardians will be told what records are needed to make the enrollment regular.

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

A student, who has been suspended or expelled by another public school in Ohio, or in another state, may be temporarily denied admission to the District during the period of suspension or expulsion, even if that student would otherwise be entitled to attend school in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Any student registering for enrollment in the Delaware City Schools with the proper paper work will be permitted to begin classes one day after registration and meeting with the school counselor.

### **HEALTH SERVICES**

The school nurse according to guidelines established by the Ohio Department of Health provides screening Services. Vision and hearing screenings occur yearly for the following: Preschool, Kindergarten, and 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grades. In addition to this standard yearly screening, the school nurse accepts referrals from the parents/guardians, teachers, and other staff to screen students. It should be noted that new students to the District are also screened.

Besides providing basic vision and hearing screenings, the school nurse may also screen for communicable diseases for the health and safety of our students.

First Aid is provided for all students in need according to guidelines established by the Ohio Public Safety Office and the Ohio Chapter of the American Academy of Pediatrics.

### **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 from school or school related activities and 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 school nurse.

### **LOCKERS**

Each student is assigned a locker and is responsible for cleaning and maintaining his/her locker. All lockers remain the property of the school and are subject to search at any time. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. Do not share lockers or combination numbers. Students must provide their own combination lock for gym lockers. Students violating the locker policy should expect disciplinary measures.

### **LOST AND FOUND**

The lost and found area is in a designated area. Students who have lost items should check with the administrative assistants and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each term.

### **MEAL SERVICE**



Delaware City Schools is committed to providing your child with nutritious, balanced meals that meet the nutrition standards of the National School Lunch and School Breakfast Programs. Breakfast and lunch are served daily in every building. Meal prices can be found on the district website under Services > Food Services > Menus.

Applications for Free or Reduced-price meals are distributed to all students at the beginning of each year or at the time of enrollment. Completed applications may be returned to your child's school or the Food Services office, 74 W. William St., Delaware, Ohio 43015, for processing. If a student does not receive a form or the parent/guardian wishes to reapply, then the parent/guardian may download a form from the Food Service website or contact their student's school office or the Food Services office at 740-833-1866 for an application.

A parent/guardian may pre-pay on their student's lunch account for meal purchases. Payments may be made by cash, check or online. Checks should be written to Delaware City Schools with the child's name and the purpose for the check in the memo section. When using cash, it is best to send in a sealed envelope with the child's name and the purpose indicated on the envelope. On-line payments may be made by visiting the District's website at [www.dcs.k12.oh.us](http://www.dcs.k12.oh.us), clicking on "For Parents and Students", and then selecting the "SPS EzPay" logo to link to the online payment site. The parent/guardian may register their children to receive free email notifications when lunch account balances are low in funds and to see the balance on their child's account. Payments can be made on-line for both lunches and for school fee payments using the SPS EzPay website. A small convenience fee may be charged for each transaction.

At the beginning of each school year, all students will be issued a debit card to be used as their school ID, as a library card, and for lunch account identification. Elementary student ID cards are kept at the child's school. Students in grades K through 12 are expected to have their ID card with them to present every time they pass through the cafeteria serving line. Students should contact their lunch cashier to replace a lost or damaged debit card and may be charged a replacement fee.

Students may also bring their own lunch to school to be eaten in the school cafeteria. If students forget their lunch or lunch money, they may be allowed to borrow on their lunch account. Students are not permitted to leave school grounds during lunch without specific written permission granted by the Principal or designee.

Students may not charge more than 3 meals and must be paid back to the lunch account as soon as possible.

### **MEDICATIONS NON-PRESCRIBED/OVER THE COUNTER**

Staff members are not permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization. Parents/guardians may authorize the school to administer a non-prescribed medication using a form, which is available at the school office. A physician does not have to authorize such medication. Over-the-counter medication must be provided by the parent/guardian in its original sealed container.

If a student is found using or possessing a non-prescribed medication, s/he will be brought to the school office and the parent/guardian will be contacted and the medication will be confiscated until written authorization is received to administer the medication through the school clinic.

Any student who distributes a medication of any kind to another student or is found to possess a medication, other than one that has been authorized, is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. This includes the use of a metered dose or dry powder inhaler.

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

### **MEDICATIONS – PRESCRIBED**

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

- A. Parents/guardians should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed and all medications registered with the respective building office before the student will be allowed to begin taking any medication during school hours.
- C. Medication that is brought to the office will be properly secured. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers. Medication may be conveyed to school directly by the parent/guardian or other responsible adult at the parent/guardian request. This should be arranged in advance.
- D. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- E. The parent/guardian shall have sole responsibility to instruct their child to take the medication at the scheduled time.

- F. A log for each prescribed medication shall be maintained by the school indicating 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 written release from the parent/guardian.
- G. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

### **SCHEDULING AND ASSIGNMENT**

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

### **STUDENT FEES, FINES, AND CHARGES**

The Delaware City Schools charges fees for specific activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Parents/guardians will receive notice from the school during the summer listing school fees based on the courses selected. Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees or charges may result in the withholding of grades and/or participation in school-sponsored trips.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds. A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

No student is permitted to sell any item or service in school without the prior approval of the building Principal. Violation of this policy may lead to disciplinary action.

### **STUDENT RECORDS**

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

Directory information can be given to any person or organization for nonprofit-making purposes when requested, unless the parent/guardian of the student notifies the Principal in writing that they wish to restrict the release of such information. An annual notice will be sent out notifying parents/guardians what information will be considered directory information with instructions on how to prohibit its release. Directory information includes: Name, address, phone number, date/place of birth, photograph, participation in officially recognized activities and sports, height and weight if member of an athletic team, dates of attendance, awards received, and honor/merit roll.

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

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

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

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. If students choose to bring items of value to school, the student is responsible for their safekeeping and the school will not be liable for any loss or damage to personal valuables.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parent or guardian and in compliance with State law. A student who is under the age of eighteen (18) who withdraws from school without the written consent of his/her parent or guardian will be reported to the Juvenile Judge of the County and to the Bureau of Motor Vehicles for suspension of their driver's license.

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

## **USE OF THE LIBRARY RESEARCH CENTER**

The Library Research Center (LRC) is available to students for academic purposes throughout the school day. To visit, students must obtain a pass from their academic teacher. Books and audiobooks may be checked out for a period of two weeks and can be renewed as needed. Technology is also available for student checkout and due dates vary depending on the type of device. Students are responsible for all library materials, including technology, and fees are assessed for damaged and/or broken materials.

## **USE OF SCHOOL EQUIPMENT**

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

## **USE OF TELEPHONES AND CELLULAR PHONES**

The office and classroom telephones are only to be used by students in emergencies and with the permission of a staff member. Students are not to use the office and classroom telephones for personal calls and will not be called to the phone unless there is an emergency. The office staff will take and deliver legitimate messages only from parents/guardians.

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at or after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other ECD remains off. Students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Cellular telephones and ECDs must be turned off unless a student receives prior approval from authorized school personnel. The use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms, classrooms, and bathrooms. Photos and video are never to be taken during the school day without specific authorization from a building Principal.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released/returned to the student's parent or guardian after the student complies with any other disciplinary consequence that is imposed. The building Principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto District property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

## **VISITORS**

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

## SECTION III – ACADEMICS

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. For overnight field trips, the administration has the final decision on student room arrangements. The Student Code of Conduct and attendance rules apply to all field trips. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent/guardian does not give permission to attend. Students who violate school rules may lose the privilege to go on field trips.

### **GRADES**

The School uses the following grading system:

A+ = 100% - 98%	A = 97% - 93%	A- = 92% - 90%
B+ = 89% - 87%	B = 86% - 83%	B- = 82% - 80%
C+ = 79% - 77%	C = 76% - 73%	C- = 72% - 70%
D+ = 69% - 67%	D = 66% - 63%	D- = 62% - 60%
F = 59% - 0%	P = Acceptable Achievement	I = Incomplete

#### **Grading Periods:**

Students shall receive an online report card at the end of each grading period indicating their grades for each course of study for that portion of the academic term. Upon request, a paper copy will be provided. When a student appears to be at risk of failure in any course, reasonable efforts will be made to notify the parents/guardians so they can talk with the teacher about what actions can be taken to improve grades.

Our teachers use an electronic gradebook to record student progress. Through an account provided by the school, parents/guardians may access their student's homeroom attendance, assignments and grades in core courses. This information is available through any computer with web access. Parents/guardians and students will also be provided a username and password to access their individual information.

### **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade is based on, but not limited to, the following criteria:

- A. Current level of achievement;
- B. Potential for success at the next level; and
- C. Emotional, physical, and/or social maturity.

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

However, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically capable.

### **STATE AND LOCAL ASSESSMENTS**

State and local tests are given to students to monitor progress and determine educational mastery. These tests may help staff members determine a student's instructional needs. Classroom tests/assessments are prepared by staff members and will be used to assess student progress and assign grades.

### **USE OF DISTRICT TECHNOLOGY**

All students and their parents/guardians must sign the District's Acceptable Use Policy, which defines the conditions under which a student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's use of the District's technology and possible disciplinary action as outlined in the Student Code of Conduct and/or referral to law enforcement authorities. In the event that a District owned device is issued to a student it is provided for the exclusive use of the student. Due to insurance and liability issues, the laptops should not be lent to other individuals.

## **SECTION IV – ATTENDANCE**

### **ATTENDANCE IN SCHOOL**

- A. Parents/guardians may excuse their son/daughter for a total of 60 hours for the school year for personal illness before a physician's certificate is required per Ohio Revised Code 3321.04 (ORC). The physician's certificate must be an original. Once a student is required to have a physician's certificate, only the Principal or Assistant Principal has the authority to remove the requirement.  
Parents/guardians must call each day no later than 15 minutes after school begins to explain a student's absence by calling the Safe Arrival hotline 1-844-817-5313 or online at dcs.schoolconnects.com.
- B. All communication regarding absences (notes, phone calls, etc.) must include a reason in order for the absence to be excused, as determined by the building administration.
- C. Only the Principal or designee has the authority to authorize the change of an absence from unexcused to excused.
- D. Students arriving 3.5 hours after the school day begins or leaving 3.5 hours before the school day ends will be considered absent for one-half of the school day.
- E. A student must be in attendance for 3.5 hours of the school day to participate in or attend an extracurricular or co-curricular event, unless otherwise authorized by a Principal or designee.
- F. The Delaware City Schools reserves the right to file truancy charges after 72 hours and/or retain a student who misses more than 108 hours.

### **MAKE-UP POLICY**

All make-up work is to be completed regardless of the cause of an absence.

### **MEDICAL APPOINTMENTS**

Doctor, clinic, and/or dentist appointments should be made after school hours if possible. Because this is not always possible, the student will be excused from school with proper documentation from the physician indicating the appointment time and duration of the office visit. Upon returning to school from a scheduled appointment, students must sign in at the attendance office and receive a pass to return to class. When leaving the building during the school day, students must sign out in the attendance office. Failure to adhere to sign-in and sign-out policies may result in disciplinary action being taken.

### **PREARRANGED ABSENCE**

Prior agreement between the parent/guardian and administrator should be reached and a written record on file in the attendance office in the event such absences are appealed.

The student must make arrangements with each teacher to complete all assignments. The student should ask the teacher for assignments prior to the prearranged absence. Any make-up work assigned to the student during the prearranged absence is to be submitted to the teacher upon the student's return to school.

### **EARLY DISMISSALS**

A written note or phone call from a parent/guardian must be brought to the attendance office prior to the beginning of the school day of the early dismissal. Students must sign out prior to leaving the building and sign in upon returning to school.

### **UNEXCUSED ABSENCES**

Unexcused absences from school (truancy) are not acceptable. A student who is absent from school for any portion of the day, without school authorization and parental consent, will be declared truant. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive school hours, for 42 or more school hours in one (1) month, or 72 or more school hours in one (1) school year.

If a student is habitually truant and the student's parent/guardian is responsible for the student's absences, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Students are considered unexcused from school for one or both of the following reasons:

- A. The absence was not validated by the parent/guardian with a note or phone call.
- B. The student has surpassed the 60 personal illness hours allowed per year without a valid physician's note.

**Make-up of Tests and Other School Work:**

Students who are absent from school with an excuse shall be given the opportunity to make-up work that has been missed. Upon return to school, the student should contact his/her teachers as soon as possible to obtain missed assignments. If a student is absent for three or more consecutive days, the assignments can be obtained upon request to the main office.

Students will be given the same number of days of excused absence to make-up missed work, unless otherwise determined by the teacher or Principal.

If a student misses a test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a standardized test, the student should consult with the school counselor to make arrangements for taking the standardized test.

**Suspension from School:**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up schoolwork during a suspension. The student must obtain the assignment from a teacher's web site. The student must keep up with missed assignments during the suspension and turn them in to the teacher. Make up of missed tests will be scheduled on the day the student returns to school. Some work may not be made up (labs, field trips, etc.).

The student will be given credit for properly completed assignments and a grade on any tests.

**Vacations during the School Year:**

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parent/guardian should contact the school office to make necessary arrangements. It may be possible for the student to receive certain assignments to be completed during the trip.

## **SECTION V – STUDENT ACTIVITIES**

### **ATHLETICS**

Delaware City Schools provides a variety of athletic activities in which students may participate providing they meet District and State eligibility requirements. District requirements include a Pay-to-Participate fee per sport and an athletic physical on file prior to any conditioning, practices, or tryouts. Participation in these activities is a privilege and not a right. Authorized school personnel without further notice, hearing, and/or appeal rights, in accordance with Board Policy 5610.05, may prohibit students from participation in all or part of such activities. It is a privilege to be a member of the school's athletic teams, which can only be earned when one, abides by the rules of the school and of the game. Our athletes are expected to be models of good behavior. They are representing the school and the community at athletic events throughout the area. In order to be eligible for participation in any extra or co-curricular activity, the student must be in school for at least 3.5 hours the day of the activity

### **ATHLETICS – ACADEMIC ELIGIBILITY**

According to the Ohio High School Athletic Association, in order for students to be eligible to participate in high school sports, they must adhere to the following rules:

In order to be eligible, students in grades 9, 10, 11, and 12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and receiving passing grades during that grading period in subjects that earn a minimum of 5.0 credits per year toward graduation.

- A. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
- B. A minimum 1.5 grade point average and passing five core classes for freshman. Sophomores starting with the last term of their freshman year through seniors are required to have a minimum of 1.75 GPA and passing five core classes.
- C. Students in grades 9-12 whose GPA falls below the minimum requirement for the immediately preceding grading period may become eligible to participate by accepting a ONE-TIME waiver and agreeing to go on academic probation. The OHSAA standard of passing 5 classes or the equivalent must still be met for a student to accept the waiver. The Eligibility waiver can be applied only ONCE in a student's entire High School Career (9-12).
- D. The Administrative office for reasons of discipline may declare a student ineligible.
- E. Medical clearance and insurance waivers are required prior to participation. Physicals are good for one calendar year only.

Any student participating in any school athletic program shall carry either the District's student insurance or provide a written statement signed by the parent/guardian.

For students younger than the 9th grade, in accordance with the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extra-curricular activity a student must be passing at least five (5) courses. Additionally, students must have maintained at least a 1.5 grade-point average for the grading period prior to the grading period in which s/he wishes to participate. If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period. Students whose GPA falls between 1.5 and 1.75 will be on academic probation. To maintain eligibility, they must show acceptable academic performance with progress checks through the current grading period.

### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the school office or online. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-District sponsored organization may use the name of the school or school mascot on any materials or information.

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Delaware City Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. It is the District's policy that authorized student groups are only those approved by the Board of Education and sponsored by a staff member. Students should be alert for announcements of meetings for these activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and authorized school personnel without further notice, hearing and/or appeal rights may prohibit students from all or part of their participation in such activities.

## **STUDENT EMPLOYMENT**

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

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending after school events as non-participants are properly safeguarded, it is strongly advised that younger students be accompanied by a parent/guardian or adult chaperone when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Spectators, by their behaviors and reactions, play an important role in their school's reputation for sportsmanship. Spectators should be reminded and should keep in mind that athletes are friendly rivals as members of opposing amateur teams. They are expected to be treated as such. Spectators should be reminded that the contest should be between the teams engaged in the competition and not between their supporters. It is important that all spectators embrace the following:

- A. Know and demonstrate the fundamentals of sportsmanship;
- B. Respect, cooperate, and respond enthusiastically to the cheerleaders, coaches, and athletes of all teams;
- C. Be positive toward players and coaches regardless of the outcome of the contest; and
- D. Respect the judgment and the professionalism of the officials and coaches.

Spectators are to refrain from inappropriate behaviors such as:

- A. Verbal/physical abuse of officials and coaches;
- B. Berating players, coaches, or other spectators through chants, signs, and/or cheers; and
- C. Interruption of contest by behaviors such as throwing objects on the playing area, entering the playing area, and/or any other disruptive behavior.

Disciplinary actions include:

- A. Removal from the contest;
- B. Conference/hearing with school officials;
- C. Removal from future athletic contests;
- D. School discipline; and/or
- E. Suspension from all athletic contests for one calendar year from the event.

## **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 adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

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 may be directed to the Principal or to the student government.

A student has the right to a hearing if the student believes s/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 in grade.



## **SECTION VI – STUDENT 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 and/or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

### **ADMINISTRATION OF THE STUDENT CODE OF CONDUCT**

Violations of the Student Code of Conduct will result in disciplinary action. Discipline consequences may include, but are not limited to: Verbal and/or written warning; redirection and/or reprimand; conference with student and/or parents/guardians; lunch detention; before or after school detention; work detail; community service; confiscation of contraband items; loss of extracurricular activity privileges; loss of leadership positions; loss of privilege to attend or participate in assemblies, activities, banquet and/or awards ceremonies; loss of awards; letters of recognition; loss of technology privileges; assignment to In School Intervention; intervention referral; referral to community agency; emergency removal; suspension alternative program; out-of-school suspension; expulsion; permanent exclusion; and/or referral to appropriate court/legal authorities.

Discipline consequences will be issued to students on an individual basis appropriate to the severity of the violation and the individual needs of the student. Consequences may be assigned more than once on a case-by-case basis.

### **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

Students participating in extracurricular and co-curricular activities (e.g., student council, athletics, cheerleading, clubs, trips, plays) are subject to the 365-day rule prohibiting the use of drugs, alcohol, and tobacco at any time. Students should read the extracurricular and co-curricular Code of Conduct and the consequences of any drug, alcohol, and tobacco violations.

### **FORMAL DISCIPLINE**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion for up to eighty (80) school days, and permanent exclusion. 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 extracurricular activities such as band and athletics can lose their eligibility for violation of school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

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

Before a student may be suspended, expelled, or permanently excluded from school there are specific procedures that must be followed. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges and given an opportunity to make a defense.

### **FORMAL DISCIPLINE – EMERGENCY REMOVAL**

“Emergency removal” shall be the exclusion from curricular or extracurricular activities or from school premises of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process either within a classroom or elsewhere on school owned, controlled, or supervised premises.

### **FORMAL DISCIPLINE – EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the student and the parents/guardians. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or to explain the student's actions, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A formal hearing will be scheduled no earlier than three (3), and no later than five (5) school days after the notice is given. Parents/guardians may request an extension of time for the formal hearing. The student may be represented by his/her parents or guardians, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy, even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents/guardians will receive written notice within one (1) school day of the imposed expulsion.

Within fourteen (14) days after the Superintendent notifies the parents/guardians of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. The appeal will be formal in nature with sworn testimony. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas. All opportunity to earn grades or credit is at the superintendent's discretion.

#### **FORMAL DISCIPLINE – IN-SCHOOL INTERVENTION**

Assignment to an In-School Intervention (ISI) isolates the student in the ISI room under the direction of the school staff. An ISI is a temporary change in educational setting where the student remains responsible for all academic work, including tests. When possible, an assignment to ISI will begin the same day of the Code of Conduct violation. Participation in learning activities designed to assist the student in improving and/or altering his/her behavior is a required part of assignment to ISI. A student who fails to attend ISI or follow ISI rules may be subject to emergency removal or suspension from school.

#### **FORMAL DISCIPLINE – STUDENT SUPPORT TEAM**

The school's Student Assistance Team's focus is on the prevention of drug abuse. The goal, through education and drug awareness programs, is to reduce substance abuse within the student population and ultimately within the community. Referrals made to this team, as a result of violations to the Student Code of Conduct (numbers 3, 4, and 5), may result in the disciplinary action being reduced if the student receives a drug/alcohol assessment by a certified alcohol/drug dependency counselor and completes any recommendations made by the counselor. It should be noted that any costs associated with the assessment and follow-up recommendations are the responsibility of the student and the parents/guardians.

#### **FORMAL DISCIPLINE – SUSPENSION ALTERNATIVE PROGRAM (SAP)**

The Suspension Alternative Program (SAP) is designed as a positive alternative for students who face out-of-school suspension. This program is designed to provide a rigorous, supervised, and structured daily work program. Through this program, we hope to lower the number of school suspensions, expulsions, and dropouts. Students will receive help to become more successful in school by learning career, vocational, academic, and social skills.

#### **FORMAL DISCIPLINE – SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After an informal hearing, the Principal [or Assistant Principal/other Administrator] will make a decision whether or not to uphold the suspension. If a student is suspended, s/he and his/her parents or guardians will be notified in writing, within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, in writing, within five (5) days after receipt of the suspension notice, to the Director of Student Services. During the appeal process, the student shall not be allowed to remain in school.

#### **INFORMAL DISCIPLINE**

Informal discipline takes place within the school. It includes a change of seating or location, lunchtime or after school detention, assigned work detail, or assignment to the In-School Intervention room (ISI).

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

In the event that informal discipline occurs before or after school, it is the responsibility of the parent/guardian to provide transportation.

#### **SEARCH AND SEIZURE**

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, backpacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and random searches of the lockers and their contents may be conducted. Students may not share

lockers. Unannounced and random canine searches may also be conducted. Students are not permitted to carry backpacks or gym bags during class changes.

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

### **SELF-REFERRAL**

A student that recognizes that s/he has a substance abuse problem may refer himself/herself to the school's Student Support Team for intervention without any school discipline. A student, who already has violations pending or reported that self-refers himself/herself, will not be considered a self-referral.

### **STUDENT RIGHTS OF EXPRESSION**

The District recognizes the right of a student to express himself/herself. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, buttons, badges, or other insignia, clothing, banners, and audio/video materials. All items must meet school guidelines as follows:

- 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; and/or
  - 4) Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

## SECTION VII – STUDENT CODE OF CONDUCT

### **Expected Behaviors:**

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

### **Code of Conduct:**

A goal of the Delaware City Schools is to provide an environment that is orderly, safe, and conducive to the educational process. To reach this goal, rules and regulations have been developed based upon the policy of the Delaware City School Board of Education. The purpose of the Student Code of Conduct is to assist students in developing appropriate school and community behavior.

Students and parents/guardians should understand that it is impossible to anticipate, describe, or perceive every possible violation that may occur. The administration reserves the right to exercise flexibility in applying discipline in those situations where it is warranted for the safety, protection, and the maintenance of good order.

This Student Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Student Code of Conduct applies to:

- A. Misconduct by a student that occurs off school property but is connected to activities or incidents that have Occurred on school District property; and
- B. Misconduct by a student that is directed at a District official or employee or the property of an official or employee.

Students enrolled in the Delaware City Schools and receiving educational services at other sites (i.e., Ventures, Delaware Area Career Center, etc.) are subject to disciplinary action based on the Code of Conduct at either Delaware City Schools or the alternative educational site. Suspensions/expulsions from one educational site will be in effect during the same period of time for any educational site the student is attending.

#### 1. Damage to School or Private Property

A student shall not vandalize or attempt to damage any school property or private property of another while on school grounds or during a school activity, function, or event off school grounds. This includes buildings, equipment, lockers, signs posted in a building, and vehicles. Parents, guardians, or custodians may be held financially responsible for any property damage by their child (ORC 3109.09; ORC 2307.70). Charges may be filed with the local law enforcement.

#### 2. Disruption to School

A student shall not, by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations.

#### 3. a. Alcohol, b. Drugs, c. Narcotics, d. Counterfeit Controlled Substances, e. Paraphernalia

A student shall not possess, use, show evidence of use, transmit, buy, sell, conceal, or consume any alcoholic beverage, intoxicant, or illegal drugs.

This provision shall be applicable to any conduct on school grounds: during and before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function, or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages, intoxicant, or illegal drugs at any time before the student's arrival at school or at a school-sponsored/related event or activity, or manifest evidence of such use, such as odor, reddened eyes, or other similar characteristics. Examples of drugs of abuse include, but are not limited to, alcohol, narcotic drugs, hallucinogenic drugs, generic drugs, steroids, amphetamines, barbiturates, marijuana, glue, cocaine, as well as look-a-like, synthetics, or other substances that could modify behavior. Students shall not transmit, sell, or conceal any drug-of-abuse instrument or paraphernalia. "Instrument or paraphernalia" includes, but is not limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits, etc. Charges may be filed with the local law enforcement agency.

#### 4. Over the Counter or Prescription Drugs

Students shall not possess, use, transmit, sell, or conceal over-the-counter or prescription drugs. When a student needs to take prescribed medication at school, the parent/guardian needs to turn in a completed medical authorization form, signed by the doctor. Medications are registered and maintained in the school's main office.

5. a. Smoking, b. Tobacco Products

Students shall not possess, use, transmit, or conceal cigarettes, tobacco products, or look-a-likes (vape pens) in any form in any school building, school property, or school transportation vehicle at any time under any condition.

A student shall not possess or use matches, lighters, or other smoking related items on school property or at school related activities. Students smoking on school property (including the parking lot or in line of sight of school property) or exhibiting evidence of use (odor of cigarettes), may be suspended. Any youth in violation of the “smoking” law, Sub Senate Bill 218, may be reported to the local law enforcement agency.

6. Weapons and Dangerous Instruments

A student shall not possess, handle, transmit or bring a weapon on school grounds or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property. Examples of weapons include, but are not limited to, guns, knives, straight razor, utility knives, box cutters, ice picks, pocketknives, switchblades, buck knives, chains, chemicals and gases. e.g. - mace, and stink bombs-fireworks of any kind.

Other more commonplace devices, which are not normally considered weapons that may, under certain circumstances, be used as a dangerous weapon. If a student uses such a device in this fashion, it will be considered a violation of the rule on weapons.

7. a. Insubordination, b. Disrespect, c. Repeated Acts of Misconduct

A Student shall not be disrespectful or refuse or fail to comply with directives and reasonable requests of school employees and/or volunteers.

While addressing or interacting with school employees and/or volunteers, a student should not exhibit behavior or an attitude that is characterized by being rude, discourteous, irreverent, insolent, or impudent.

A student shall comply with all school rules and regulations. Repeated acts of misconduct include, but are not limited to, disruption of class, repeated violations of minor rules, and failing to serve detention or any other assigned disciplinary consequence.

8. Profanity or Obscene Language

A student shall not use profanity or obscene language, either written or verbal, in communicating with any other person. Included in this prohibition, but not limited to, is the use of obscene gestures, signs, pictures, or publications. Obscenities or profanity directed at school personnel, either verbally or in writing, may result in suspension from school.

9. a. Theft, b. Extortion

A student shall not take, attempt to take into possession, aid in the theft of, or have unauthorized possession of the property or equipment of the school District or the personal property of another person while under the jurisdiction of the school.

A student shall not attempt to obtain or receive money, items of value, or special favors from anyone by actual or implied force.

10. Harassment, Intimidation, and Bullying

A student shall not harass, intimidate, disparage, incite, provoke, stalk, bully/cyber-bully, or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment, intimidation, and bullying includes, but is not limited to: slurs, profanity, written information, text messages, instant messaging, social networking sites, photos, videos, denigrating remarks or actions, obscene gestures, the wearing or display of insignia sign buttons, clothing, or apparel, or other verbal or physical conduct including those based on race, color, national origin, ancestry, citizenship, religion, handicap, age, sex or sexual orientation that have the purpose or effect of:

- A. Causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety
- B. Causing or intending to cause a hostile, intimidating, or offensive environment for any other student or school employee
- C. Causing or intending to cause material disruption of the educational process
- D. Unreasonably interfering with a student’s curricular, co-curricular, or extracurricular performance
- E. Otherwise unreasonably having a negative impact on a student’s educational opportunities.

A student who believes he/she has been a victim of harassment should report and file a complaint in the Principal or School Counselor’s office. In addition to disciplinary action issued by school officials, violations may be reported to the appropriate law enforcement agency. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber-bullying by an electronic act or otherwise has occurred, it will result in prompt and appropriate remedial and/or disciplinary actions. This may include suspension or expulsion for students. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying/cyber-bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and may result in disciplinary action as indicated above.

#### 11. Sexual Harassment

Sexual harassment includes, but is not limited to, inappropriate contact, unauthorized touching, unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. A student who feels s/he has been a victim of sexual harassment should report and file a sexual harassment complaint in the Principal or School Counselor's office.

#### 12. Hazing

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. A student who believes s/he has been a victim of hazing should report and file a complaint in the Principal or School Counselor's office.

#### 13. a. Assault b. Fighting c. Instigating d. Physical Aggression e. Threatening Behavior

A student shall not cause physical injury, menace, intimidate, or behave in such a way as to attempt, threaten, or cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property. A student shall not engage in inappropriate contact or unauthorized touching. A student shall not assemble, video record to observe nor encourage an assault or fight, nor inhibit school personnel from intervening when a fight or assault occurs. It should also be noted that any individual whose deliberate behavior directly leads to a fight between parties may be considered a participant.

#### 14. Academic Dishonesty

Presenting someone else's (author, critic, or peer) work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quizzes, or test answers and plagiarism. Providing one's own work for another student to copy is also considered cheating.

#### 15. Falsification

A student shall not lie about, fabricate, distort, or misrepresent, in verbal or written form, information given to school employees.

A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, or other data on school forms or school related correspondence.

#### 16. Gambling

Gambling, card playing, and any games of chance are prohibited on school premises, under school authority, or while at any school sponsored activity, function, or event, except with the expressed permission of the building Principal or designee.

#### 17. School Transportation

According to Section 3319.41 O.R.C., the school bus driver has the authority and responsibility to maintain control over the students on the school bus. The driver will issue a referral to the Principal's office for infractions on the bus. The penalties imposed may include warning, suspension, or expulsion from riding the bus and/or school. Transportation infractions, including to and from field trips, are subject to both transportation penalties and normal school discipline procedures.

Bus riding is regarded as a privilege. For this reason and for purposes of safety, all students are expected to obey the bus transportation rules. Continued disorderly conduct or refusal to submit to the authority of the driver shall be reason for refusing transportation service to any pupil.

#### **Bus Transportation Rules:**

- A. Students are to arrive at their assigned place of safety (bus stop) 5 minutes before the bus is scheduled to arrive.
- B. Students must wait in a designated place of safety as directed by the bus driver.
- C. Behavior at school bus stops and on the bus must not threaten life, limb, or property of any individual. While at the bus stop and on the bus, students are to behave and conduct themselves in accordance with the Student Code of Conduct for the Delaware City Schools.
  - 1) Students must observe classroom-like conduct and obey the driver promptly and respectfully. Disrespectful, insubordinate, and rude behavior is not acceptable.
  - 2) Students must not use profane language and/or gestures.
  - 3) Students must refrain from chewing gum and eating or drinking, except as required for medical reasons.
  - 4) Students must not have tobacco, alcohol, or drugs in their possession on the bus.
- D. Students must board their assigned bus and go directly to their assigned seats.
- E. Students must remain seated keeping aisles and exits clear.
- F. Students must not throw or pass objects on, from, or into the bus.
- G. Students may carry on the bus only objects that can be held in their laps. Loose items should be secured.
- H. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- I. Students must not put head, arms, or other body parts out of the bus windows.

- J. Items, such as, but not limited to, animals, aerosol cans, glass, firearms, ammunition, weapons, matches, lighters, laser pointers, explosives, or other dangerous materials or objects are prohibited on the school bus.
- K. Students must be silent at railroad tracks until the crossing is complete.

18. Abuse of Computer Hardware, Software, Digital Imaging Equipment or Internet

A student shall not abuse the school District's electronic technology such as, but not limited to, computers, hardware, software, or the network. Violations include, but are not limited to, the following: unauthorized access; tampering with computer programs, data, files, disks and hard drives; using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using District computer facilities for purposes unrelated to the instructional program of the District, unless written permission from a school official has been obtained. (For additional information, please see Section VI - Student Network and Internet Acceptable Use Policy.)

19. Unauthorized Use of Fire

A student shall not set nor attempt to set any unauthorized fires. A student shall not have in his/her possession cigarette lighters, matches, or any other items used to that could be used to start a fire.

20. Tardiness, Truancy, Unexcused Absence, and Leaving School Property

- A. Tardy to School – All students entering school after the designated start time must report to the Attendance office, sign in, and receive a class admission slip. The teacher will not admit the student without a valid admission slip. A student arriving no later than 3.5 hours after the designated start time or leaving 3.5 hours before the school day ends will be considered absent one-half (.50) day.
- B. Tardy to Class – All teachers will develop procedures for students tardy to class. Repeated violations will be referred to the Principal or designee.
- C. Truancy from School/Unexcused Absence from Class is declared when a student is absent from school, or any portion of the day, without school authorization and parental consent. In addition:
  - 1) A referral to the court appointed school liaison and/or truancy charges may be filed with the juvenile court.
  - 2) A physician's certificate may be required to verify absences.
- D. Unexcused Absences from School - The following is the approved list of excused absences by the State Department of Education:
  - 1) Personal illness (not to exceed 60 hours in a school year – see below) and/or medical appointments;
  - 2) Severe illness in the immediate family;
  - 3) Death in the family;
  - 4) Religious observances;
  - 5) Family vacation or college visit with prior approval from Principal or designee; or
  - 6) An emergency or set of circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence.

Any absence that does not fit into the above categories is considered unexcused. When the total number of absences and unexcused absences due to personal illness, for which no physician's certificate is presented, exceeds 10 school days in a school year, subsequent absences due to personal illness will require a physician's certificate/note in order to be excused.

- E. Leaving School Property - When under the jurisdiction of school authorities, a student may not leave school premises without proper authorization from an administrator. When leaving school, students are required to sign out in the attendance office.

21. Electronic Devices

Appropriate use of electronic devices is expected during the school day, while on school property, or while attending a school-sponsored activity on or off school property (See Acceptable Use Policy). The possession or use of laser pointers is prohibited at any time. The District is not responsible for any lost, stolen, or damaged items. All Code of Conduct rules apply to the use of all electronic devices as it pertains to school or related school-sponsored events. This includes, but is not limited to the use of profanity, threatening behavior, transference of inappropriate materials between devices, or using a device to conduct academic dishonesty. Violations in this area can result in school as well as community consequences as appropriate.

22. Dress

While being permitted to reasonably reflect changes in style trends, student dress should be clean, neat, and modest. Dress that is bizarre, offensive, unduly revealing, disruptive, distracting, or that which violates health regulations, and/or raises safety issues will be subject to regulation by the school staff. In all cases, the building administrators reserve the right to make judgments and decisions regarding appropriateness and acceptability of student dress.

In order to assist parents/guardians and students in understanding what is acceptable, the following guidelines should be followed:

- A. Dark glasses may not be worn in school except for medical purposes.
- B. Head coverings shall not be worn, except for medical or religious purposes. This includes bandanas worn in any manner or configuration.

- C. Clothes with offensive language, images, or that display or promote alcohol, tobacco, drugs, or violence is prohibited.
- D. Bare midriff, spaghetti strap tops, see-through garments, tank tops, halter-tops, strapless garments, and muscle shirts are unacceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
- E. Shorts and skirts must be at least fingertip length when student's arms are hanging loosely by their sides.
- F. No "sagging" pants. All pants must fit around the waist and be properly fastened.
- G. Students are prohibited from wearing clothing/apparel that is, or may be perceived as, gang identification or affiliation.
- H. All undergarments must be completely covered by outer clothing.
- I. Shoes are to be worn at all times.
- J. Pajamas and/or slippers are not appropriate for school.

Students violating the dress code may have to call home to have a parent/guardian bring in appropriate clothing.

23. General Misconduct or Inappropriate Behavior

General misconduct is considered as anything that disrupts the educational environment. This includes, but is not limited to, being in an unauthorized area, out of assigned area without a pass, loitering in the restroom and/or hall, running, boisterousness, horseplay, public displays of affection, and extreme loudness.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas, as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of the educator does not end at the classroom door but extends to every inch of the building and grounds. Students are expected to cooperate with all school personnel and/or volunteers.

24. Repeated School Violations

A student shall not repeatedly fail to comply with the directions of any authorized school District personnel or repeatedly violate the student Code of Conduct during the period of time when the student is properly under the authority of school personnel. This includes failure to attend school as outlined in the District attendance policy.

Repeated offenses and violations of school rules and regulations may follow disciplinary progression of suspension from school with the possibility of an expulsion recommendation.

25. Inappropriate Behavior at School Related Activities

A student who has been accepted or qualifies for membership in a co-curricular, school-sponsored, or related extracurricular activity shall not behave in a way that disrupts or tends to interfere with that activity. Students shall not violate the rules, regulations, or policies, which govern participation in a co-curricular or extracurricular activity, whose rules, regulations, or policies are provided to participants and made a part of this code. Likewise, any student attending any co-curricular or school-sponsored extracurricular or related activity shall not behave in any way that disrupts or tends to interfere with the conduct of that activity. This rule applies in addition to all other rules of student conduct for which students may be disciplined.

26. Other School Violations

It should be noted that other possible student conduct, not mentioned specifically in the previous rules, but reaching the gravity outlined by these rules, in terms of persistent disobedience (i.e., failure to serve assigned disciplinary consequences) or gross misconduct, as elsewhere defined, may also serve as grounds for disciplinary action.

27. Creating Unsafe Situation and Impairing Security of Building, Grounds, or Property

Students shall not engage in activities that put other individuals or the building and its contents in a lessened state of security or safety. This includes, but is not limited to, intentionally "propping" a door open with an object, letting other students or non-attending individuals into the building without permission from staff, or using equipment/furniture/etc. in an unauthorized or non-prescribed manner.



## SECTION VIII – HIGH SCHOOL PROCEDURES

### COUNSELING DEPARTMENT

740-833-1028

School counselors are advocates for students. They are available to assist and advise each student in the areas of personal/social, academic, and career domains. This includes personal/social concerns, academic concerns, career exploration & choices, course selections, college choices, scholarship applications, test score interpretation, setting goals, examining options, teacher/student relationships, and any special situations that may be important to a student. Our conversations are confidential, however, **by law, school personnel are required to report child abuse, intent to harm oneself or others, and unlawful activity**. When needing to contact a counselor, students should follow these procedures:

- A. Students should have a pass to come to the Counseling Department.
- B. Whenever possible, appointments should be made in advance and held during a passing period, study hall, lunch period, or before or after school. Students can also use these times to stop into the Counseling Department to make an appointment.
- C. In case of an emergency during class time, students must have a pass from a teacher or an administrator to come to the Counseling Department.
- D. After a counseling appointment, students are to sign out and have their agenda signed by the counselor or an administrative assistant in the Counseling Department.
- E. Parents may make appointments for conferences with teachers, counselors, or principals by telephoning the school.

Mrs. Smith	Ext. 1023...Grade 9
Ms. Stevenson	Ext. 1025...Grades 10-12 (A-G)
Mrs. Shonebarger	Ext. 1026...Grades 10-12 (H-O)
Mr. Downey	Ext. 1027...Grades 10-12 (P-Z)
Mrs. Pollard	Ext. 1024...College & Career, Foreign Exchange
Ms. Estes	Ext. 1028...Administrative Assistant
Mrs. Cowan	Ext. 1034....Administrative Assistant

### DELAWARE AREA CAREER CENTER (D.A.C.C.) ATTENDANCE POLICY

Students attending the Delaware Area Career Center are welcome in the school five minutes before their first scheduled activity and must wait in the commons area until the period bell rings. All other attendance policies referenced throughout this handbook also apply to D.A.C.C. students.

### DIPLOMA WITH HONORS AND ACADEMIC AWARDS

A Diploma with Honors is awarded to seniors who meet the requirements as determined by the Ohio Department of Education.

The GPA for a Diploma with Honors or an Academic Award is calculated based on grades earned for completed courses and the first semester averages for yearlong classes of the applicable year.

### DRIVING AND PARKING

Limited parking is available for students on the northwest side of the school grounds. Prior to the first week of school, students who plan to drive to school must purchase a parking permit to cover the cost of signs, permits, paint, etc., and register their car with the main office. **Seniors will get first priority.**

If driving to school and using the parking lot facilities, students must adhere to the following rules:

- A. Students are not permitted to loiter in the parking lot (i.e., sit for extended periods of time in vehicles) before, during or after school hours.
- B. The speed limit on school grounds shall not exceed 10 m.p.h.
- C. Student parking permits must be visible at all times while on school grounds.
- D. Student vehicles are not permitted in the bus alley from 7:00 a.m. to 3:00 p.m.
- E. Pedestrians and school vehicles **have** the right-of-way.
- F. Students are not to litter the parking lot.
- G. Any inappropriate behavior with a vehicle will result in the loss of driving privileges on district property.
- H. Students are not to park in teacher/visitor spaces at any time or in the front of the building.
- I. Motorcycles, bicycles, and mopeds should be parked in the racks located in the front of the building. There is to be no parking on sidewalks or blocking of doors to the building.

Students who fail to uphold these conditions will be subject to the discipline code, loss of parking privileges, parking fines, and the possibility of their car being towed. The cost of towing a vehicle will be the student's responsibility.

## **EIGHTEEN-YEAR OLD STUDENTS**

Students who are eighteen years of age or older must adhere to all school rules. As long as a student lives at home with his/her parent/guardians. The parents/guardians need to communicate the absence to the school.

An eighteen-year-old self-supporting student, who is not living in the home with his/her parents or guardians, must complete a form available in the Counseling office. This form requires information such as:

- A. Proof of employment
- B. Proof of residency; and
- C. Proof of age

This form must be approved by an administrator and on file in the Main office before the student may write his/her own excuses.

## **EVALUATING STUDENT PROGRESS**

### **POWERSCHOOL**

Our teachers use an electronic grade book program to record student progress. Through an account provided by the school, parents may access their student's homeroom, attendance, assignments, and grades. This information is available through any computer with internet access. Students will also be provided a username and password to access their individual information. For further information please contact an administrative assistant in the Counseling Department at 740-833-1028.

## **GPA CALCULATION**

The following values will be used for courses taken at Hayes.

### **Letter Grade to Grade Point Conversion**

Letter Grade	Grade Point	Letter Grade	Grade Point	Letter Grade	Grade Point	Letter Grade	Grade Point
A+	4.0	B+	3.3	C+	2.3	D+	1.3
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7
						F	0.0

### **GPA Calculation:**

- 1. Multiply the grade value by the credit.
- 2. Total the sum.
- 3. Divide by the credit total.

Cumulative GPA's are based on the yearlong or semester final grades. Semester GPA's are calculated using all completed courses and semester averages for the current year.

Courses taken at the Delaware Area Career Center (D.A.C.C.) are assigned values as described in their student handbook.

## **EXAM SCHEDULE**

Based on the school calendar, the following schedule will be used for first and second semester exams. During exam testing week, if school is delayed or cancelled for any reason (i.e., calamity day), testing will be rescheduled for the next school day.

- A. Semester Exams will be given at the end of the second quarter. *Students attending D.A.C.C. half time may take the scheduled exam during the make-up time the same day.*
- B. State of Ohio end of the year assessments will occur throughout the year.
- C. Final exams will be administered at the end of the fourth quarter.

## **EXTRA-CURRICULAR AND CO-CURRICULAR SUPPLEMENTAL STUDENT POLICY FOR TOBACCO, ALCOHOL, AND OTHER DRUG VIOLATIONS**

The twelve-month (365 day) extra-curricular and co-curricular policy is a supplement to the school policy and will be enforced for students participating in extra-curricular (e.g., student council, athletics, clubs, trips, plays, National Honor Society) and related co-curricular (e.g., band, strings, choral groups) activities which are not graded and extend beyond the normal school day. Students with an alcohol/drug violation will forfeit all leadership positions. However, future positions may be held after twelve months with an alcohol/drug assessment. Parents, police, and the Juvenile Court will be notified of all alcohol and drug violations. Proof of alcohol/drug assessment by a certified chemical dependency counselor must be completed within thirty days (30) and eight (8) hours of related education completed within sixty (60) days. Parent involvement is required for the student to receive an alcohol/drug assessment and recommendations must be followed. Failure to follow the assessment recommendations will result in the original penalty. A principal-led team, assisted by other involved staff (adviser, coach, student assistance team, or other support staff), will determine to what degree the student will be denied participation in the season or scheduled activities, including scrimmages, rehearsals, etc.

**A. DISTRIBUTING ALCOHOL/DRUGS, OR “LOOK ALIKE” COUNTERFEIT DRUGS**

First Violation - 12 months denial of participation in all athletics from the date of offense or 50% denial of participation in the season if alcohol/drug assessment occurs.

Second Violation - Denial to participate in all athletics for the remainder of the student’s school career.

**B. POSSESSING, USING, OR UNDER THE INFLUENCE OF ALCOHOL /DRUGS, DRUG PARAPHERNALIA, OR “LOOK ALIKE” COUNTERFEIT DRUGS (Excluding prescription drugs and/or over the counter pain relief medications which are governed by the Administrating Medication to Student Policy-JHCD.)**

First Violation - 50% denial of participation in season or 20% denial of participation in season if alcohol/drug assessment occurs and 8 hours of education.

Second Violation – 12-month denial of participation in all athletics from the date of offense or 50% denial of participation in season if alcohol/drug assessment occurs and 8 hours of education.

Third and Subsequent Violations - Denial to participate in all athletics for the remainder of the student’s school career or 12 months denial of participation in all athletics if alcohol/drug assessment occurs.

**C. POSSESSING OR USING TOBACCO**

First Violation- 10% denial of participation in season or no denial of participation if attendance at a community Tobacco Education Program occurs within 30 days.

Second Violation - 20% denial of participation in season or 10% denial of participation in season if attendance at a community Tobacco Education Program occurs within 30 days.

Third and Subsequent Violations - 12-month denial of participation in all athletics from the date of offense.

A student that recognizes that he/she has a substance abuse problem may refer himself/herself to the school’s Student Support Team for intervention without any school discipline. A student, who already has violations pending or reported that self-refers himself/herself will not be considered a self-referral.

Parent involvement is required for the student to receive an alcohol/drug assessment and recommendations must be followed. Failure to follow the assessment recommendations will result in the original penalty. A principal-led team assisted by involved staff (coach or other support staff) will determine how the percentage of denial to participate in season, including scrimmages will be allocated and imposed.

Appeal/Hearing Procedures

A participant suspected of violating any of the above-mentioned regulations would be afforded the rights of students being considered for suspension or expulsion from school under the District’s Student Code of Conduct, if removal from curricular activity for twenty-four (24) hours or more is contemplated. This policy will be distributed to all students. Any request for appeal must be submitted in writing.

**GRADING POLICY**

This policy uses a method of grade computation based on recording and averaging numerical percentage grades, including semester exams, throughout the length of the course. Term and semester exam percentage grades will be converted to a letter grade for the permanent record. To compute the final grade for the course, the following procedure is used:

**Year long course:**

1. Add the term percentages for each of the four terms and multiply by two
2. Add the percentages for each semester exam
3. Divide the total for the terms and exams by 10.

**Semester Course:**

1. Add the term percentages for each of the two terms and multiply by two.
2. Add the percentage for the semester exam.
3. Divide the total for the terms and exams by 5.

Convert these percentages to a letter grade according to the following scale:

A+ = 100% - 98%	A = 97% - 93%	A- = 92% - 90%
B+ = 89% - 87%	B = 86% - 83%	B- = 82% - 80%
C+ = 79% - 77%	C = 76% - 73%	C- = 72% - 70%
D+ = 69% - 67%	D = 66% - 63%	D- = 62% - 60%
F = 59% - 0%	P = Acceptable Achievement	I = Incomplete

**Grading Scale:**

1. Regular classes are on a 4.0 scale
2. Honor classes are on a 4.5 scale
3. College credit classes are on a 5.0 scale

## **OHIO CORE GRADUATION REQUIREMENTS**

### **Course Requirements (Class of 2021 and Beyond)**

Delaware City Schools requires students to earn 21 credits in order to graduate from high school. These requirements are described below by subject area.

<b>Subject</b>	<b>Credits Required</b>
English Language Arts	4.0 credits
Mathematics	4.0 credits
Science	3.0 credits
Social Studies	3.0 credits
Health	0.5 credits
Physical Education	0.5 credits
Fine Arts	1.0 credit
Electives	5.0 credits

### **Testing Requirements (Class of 2021 and 2022)**

In addition to earning the course credits described above, the State of Ohio requires students to fulfill testing requirements in order to graduate from high school. For the graduating classes of 2021 and 2022, students must complete one of the following testing options:

#### **OHIO STATE TESTS:**

- Earn a total of 18 points on the seven Ohio State Test (OST) end-of-course exams
- The tests include:
  - English Language Arts 1
  - English Language Arts 2
  - Algebra 1
  - Geometry
  - US History
  - Government
  - Biology
- Each test is scored on a scale of 1 – 5.
- In addition to the cumulative 18 points, students must also earn a minimum of:
  - 4 points on the English Language Arts tests,
  - 4 points on the math tests, and
  - 6 points on the science and social studies tests

#### **INDUSTRY CREDENTIAL:**

- Earn at least 12 points by receiving a state-approved, industry-recognized credential(s) in a single career field, and
- Earn a 13 or higher on the WorkKeys work-readiness assessment

#### **COLLEGE AND CAREER READINESS TEST:**

- Earn a “remediation-free” score on either the ACT or SAT.
  - **ACT**
    - English: 18 or higher
    - Mathematics: 22 or higher
    - Reading: 22 or higher
  - **SAT**
    - Writing: 430 or higher
    - Mathematics: 520 or higher
    - Reading: 450 or higher

## Testing Requirements (Class of 2023 and Beyond)

In addition to earning the course credits described above, the State of Ohio requires students to fulfill testing requirements in order to graduate from high school. For the graduating classes of 2023 and beyond, students must complete the following:

### COMPETENCY DEMONSTRATION:

- Students must earn a passing score on both the Algebra 1 and English Language Arts 2 tests.
- Students who do not pass one or both of these tests can fulfill this requirement through one of the following three options:
  - Demonstrate two career-focused activities, including one foundational activity:
    - Foundational activities:
      - Proficient score on WebXams
      - 12-point industry credential
      - Pre-apprenticeship or acceptance into an approved apprenticeship program
    - Supporting activities:
      - Complete 250 hours of work-based experience
      - Workforce-readiness score on WorkKeys
      - OhioMeansJobs Readiness Seal
  - Earn credit for one college-level math and/or English course through college credit plus
  - Enlist in the military

### READINESS DEMONSTRATION:

- Students must also earn at least two of the following readiness seals, one of which must be defined by the state.
  - State-defined seals:
    - OhioMeansJobs Readiness Seal
    - Industry-recognized credential seal
    - College-ready seal
    - Military enlistment seal
    - Citizenship seal
    - Science seal
    - Honors diploma seal
    - Seal of biliteracy
    - Technology seal
  - Locally-defined seals
    - Community service seal
    - Fine and performing arts seal
    - Student engagement seal

### Community Service

In order to graduate from Hayes High School, students must also complete 21 hours of community service. The community service requirement can be completed at any time during the student's four years of high school. Forms documenting the community service completed by students can be found in the main office. The forms should be submitted to the main office prior to the last day of classes for seniors

## ACADEMIC HONORS

### Graduation Honors

Based on the 7<sup>th</sup> semester GPA, students will be awarded the academic honors of:

- Cum Laude - GPA of 3.5 – 3.74
- Magna Cum Laude - GPA of 3.75 – 3.99
- Summa Cum Laude - GPA of 4.0 or above

### Honor Roll

Students with a GPA of 3.5 and above are members of the Honor Roll.

### Merit Roll

Students with a GPA of 3.0 and above, who are not on the Honor Roll, are recognized as being on the Merit Roll.

## REPORT CARDS

Report cards provide a summary of the student's scholastic achievement and attendance. They are available online four times during the school year.

## **SCHEDULE CHANGES**

- A. There will be no schedule changes the first 3 days of school, you must follow your printed schedule until you are able to make an appointment with your counselor.
- B. Classes may be added within the first full week of a semester based on the class size of the requested course.
- C. Classes may be dropped within the first two (2) weeks if a student has a full schedule. Core classes required for graduation may not be dropped.
- D. At the beginning of the school year, Delaware Area Career Center students wanting to transfer back to Hayes must attend at least four days at the Career Center. Schedule changes from the Career Center may only be made within the first two weeks of the school year and with Hayes High School administrative approval at the end of the first semester.
- E. **PROPER FORMS MUST BE COMPLETED THROUGH THE GUIDANCE OFFICE.**
- F. The administration and Counseling Department reserve the right to adjust a student's schedule in order to balance classes, accommodate staff changes, and/or to provide a positive learning environment.

## **WORK PERMITS**

The State of Ohio requires any student who is under eighteen (18) years of age and employed to obtain a work permit. This application may be obtained through the Main office or on-line. The student must obtain a new work permit each time s/he changes employers.

## **ADDITIONAL BUILDING RULES AND PROCEDURES**

### **Commons/Cafeteria-lunch area:**

- A. No collecting, loitering, or standing.
- B. No sitting on stacked chairs or on tables.
- C. Students need to follow lunch-line rules as posted by the Food Services staff.
- D. No line cutting.
- E. No backpacks or book bags in the lunch lines.
- F. No food throwing.
- G. No rough play or horseplay of any form.
- H. Students need to clean up their tables before they leave. All students sitting at a table are responsible for cleaning that table.
- I. Students need to pick up their trash and trays and throw them away.
- J. No students permitted in the music hallways without a pass to or from the assigned classes in that area.
- K. No outside restaurant food can be ordered without permission from the administrators.

Violation of these rules may result in disciplinary action.

### **Entering/Exiting the Building:**

- A. All Students must enter and exit through the appropriate doors.
- B. Students **MUST** remove hats, scarves, headwear, etc., upon entering the building.
- C. Any student arriving at school after 7:25 a.m. or leaving school before 2:30 p.m. **MUST** sign in/out at the Attendance Office.
- D. Students attending Delaware Area Career Center, Post-Secondary or C.B.I. programs, etc., **MUST** sign in/out when arriving or leaving school daily.

### **Detention:**

- A. Students must report when assigned.
- B. Students must stay for the entire assigned detention period and will not be permitted to leave.
- C. Students assigned for multiple days will need to bring work or will be assigned work.
- D. There is no talking or moving around the room without permission.
- E. There is no sleeping or head down.
- F. Students assigned to lunch detention will be given one (1) days' notice and will need to bring their lunch with them to detention as they will not be permitted to leave during the detention period.

### **Study Halls:**

The following rules and procedures highlight the main concerns with study halls and must be followed by all students and will be strictly enforced by staff:

- A. Student must report to study hall prior to the bell and remain in their assigned seat.
- B. Students **MUST** bring the necessary study materials/work to study hall. Study hall is not a time for socialization.
- C. Students may work together at the tables on the auditorium end of the commons. However, all students should sit in their assigned seats until attendance is taken and then get permission to work together before moving.
- D. ALL students must have a signed pass from the study hall teacher to leave a study hall.
- E. Procedures if a student must report to another teacher's room during study hall.
  - a. Requesting teacher must have previously signed the student's agenda with date, period, and destination.
  - b. Student reports directly to the requesting teacher and stays the entire period.
- F. Students who are disruptive or insubordinate to the rules will be assigned consequences.

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the Board's computers, network, and Internet connection ("network") for educational purposes. Use of the network is a privilege, not a right. When using the network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the network, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the network students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent/guardian permission is required for minors. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Smooth operation of the Board's network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive. They are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the network. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students may only access the network by using their assigned network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not intentionally disable any security features of the Network.
- D. Students may not use the network to engage in "hacking" or other illegal activities such as, but not limited to: software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; including sexting; fraud; sale of illegal substances and goods.
  - 1) Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a different degree than other school publications or utterances. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
  - 2) Students shall not use the network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the network for commercial purposes (i.e., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites,) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)] Cyberbullying includes, but is not limited to the following:
  - 1) Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
  - 2) Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
  - 3) Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
  - 4) Posting misleading or fake photographs of students on web sites.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
- 1) Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the network including, but not limited to, public messages, private messages, and material posted on web pages.
  - 2) Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  - 3) Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
  - 4) Do not post information that, if acted upon, could cause damage or a danger of disruption.
  - 5) Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
  - 6) Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - 7) Never agree to get together with someone you "meet" on-line without parent/guardian approval and participation.
  - 8) Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.
- I. Use of the network to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political, or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that s/he intentionally violated this provision.
- J. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher or building principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
- K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- L. Downloading of information onto the Board's hard drives is prohibited, without prior approval from a teacher. Only public domain software may be downloaded. If a student transfers a file or installs a software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal.
- N. Users have no right or expectation to privacy when using the Network. The District reserves the right to access and inspect any facet of the Network, including, but not limited to, computers, devices, networks or Internet connections, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of the Network constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Network and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, emails and records.



The following notice will be included as part of the computer log-on screen:

“The District’s computers, network, and Internet system is to be used for educational and professional purposes. Users are reminded that all Network use, including Internet use, is monitored by the District”

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. Disclosure, use, and/or dissemination of personal identification information of minors via the Internet are prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form (aka “AUP”).
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remain at all times with the Board.
- R. File sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the network.
- S. Students may establish or access web-based e-mail accounts on commercial services through the network (e.g., Gmail, Hotmail, Yahoo mail) for educational purposes.
- T. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District’s users will be fully investigated and disciplinary action will be taken as appropriate.
- U. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the teacher. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose.
- V. Game playing is not permitted unless under the direction of a teacher.