

**UNIOTO HIGH SCHOOL
STUDENT AGENDA
2011-2012**

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**SCHOOL CALENDAR
2011-2012**

Aug. 17	Students' First Day
Sept. 02	In-Service NO SCHOOL
Sept. 05	Labor Day-NO SCHOOL
Sept. 08	Picture Day
Sept. 20	Interim Report Day
Oct. 05	Pro. Development.-2 Hr. early release
Oct. 21	End of 1 st nine weeks
Oct. 27	Grade Card Day
Nov. 02	Pro. Development - 2 Hr. early release
Nov. 03	<i>Parent Teacher Conferences (4-8 P.M.)</i>
Nov. 04	<i>Parent Teacher Conferences (8-11:15 A.M.)NO SCHOOL</i>
Nov. 11	Veteran's Day -NO SCHOOL
Nov. 15	Senior Composite Picture Day
Nov. 28	Interim Report Day
Nov. 23	2 hr. early release
Nov. 24-25	Thanksgiving Break -NO SCHOOL
Nov. 28	School Resumes
Dec. 07	Pro. Development - 2 hr. early release
Dec. 21	2 hr. early release- (end of 2 nd nine weeks)
Dec. 22-Jan. 02	Winter Break-NO SCHOOL
Jan. 03	Teacher Work Day -NO SCHOOL
Jan. 04	School Resumes
Jan. 06	Grade Card Day
Jan. 16	Martin Luther King Day-NO SCHOOL
Jan. 19	<i>Parent Teacher Conferences (4-8 P.M.)</i>
Jan. 20	<i>Parent Teacher Conferences (8-11:15 A.M.) NO</i>
SCHOOL	
Feb. 01	Pro. Development – 2 hr. early release
Feb. 07	Interim Report Day
Feb. 20	President's Day-NO SCHOOL
Mar. 07	Pro. Development - 2 hr. early release
Mar. 09	End of 3 rd nine weeks
Mar. 15	Grade Card Day
Apr. 04	Pro. Development - 2 Hr. early release
Apr. 06-09	Spring Break
Apr. 10	School resumes
Apr. 18	Interim Report Day
May 02	Pro. Development - 2 Hr. early release
May 13	Graduation
May 18	Students' last day (no early release)
June 01	Grade Card Day

***Make-up days could be made up during the school year or at the end of the year**

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Dwight A Garrett, Superintendent of Schools

**James A. Osborne, Principal
Wilma Gillott, Asst. Principal/Dist. Curriculum Coordinator
John Rose, Treasurer
Sara Williams, Guidance Counselor
Joe Alspach, Guidance Counselor
Mary Winks, Principal's Secretary
Sandra Ater, Guidance Secretary**

BOARD MEMBERS

**Mrs. Sarah Cochenour, President
Mrs. Laura Uhrig, Vice President
Mr. Joe Smart
Mr. Ray Storts
Mr. James Lovenshimer**

“Students of the Union Scioto School District will achieve and succeed in a safe and drug free environment.”

Dear Parents and Students,

Welcome to Unioto High School, Home of the Tanks!!!!!!! This year is very special, as are all when you are blessed with the opportunity to be educated and better your life for now and the future.

Contained in this agenda is an all encompassing guide to rules and regulations as well as vital information for the curriculum necessary to graduate from Unioto. Key information for you and your parents to review periodically when questions arise can also be found. Always search here first to answer questions about attendance, clubs and organizations or policies that may affect you. Remember that when in doubt, contact the school for clarification of any information that is not revealed in these pages or is unclear to you.

Most Cordially,

James A. Osborne, Principal
Wilma Gillott, Assistant Principal

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STUDENTS RIGHTS AND RESPONSIBILITIES

The Union Scioto Board of Education, in compliance with state law, provides for the education of all school-age residents in the district. The school shall abide by all legal rights guaranteed to the students.

Each student has a right to all educational resources necessary to operate an instructional and extra-curricular program. Students in the school have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in the school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs.

The school principal assumes responsibility for establishing and enforcing procedures necessary to insure that student rights are preserved and that the accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming their responsibilities.

It is the intent of the staff and administration of the high school that a proper environment for learning to exist within the building at all times. To insure such an environment we must look to the largest group of individuals that inhabit the building, you the students. Each and every student is expected to assume the responsibility for his/her actions and strive to adhere to the necessary rules and regulations established by the staff and administration.

Each classroom teacher will establish the rules for his/her classroom. The rules will naturally vary somewhat from teacher to teacher. However, the classroom rules will be established to insure an atmosphere suitable for learning. In addition, a school Code of Conduct has been written to provide a basis for the consistent handling of disciplinary matters within the jurisdiction of the school.

To help in making you a good school citizen some general guidelines are listed below:

1. Arrive on time to school and class. Strive for an excellent attendance record by avoiding unnecessary absences. **Fifteen days in a year period may result in loss of driver's license or permit.**
2. Assume the responsibility for the materials and supplies needed for class.
3. Be sure you understand and complete all assignments fully, neatly and on time.
4. After an absence, obtain any missed assignments from your teacher and complete make-up work promptly.

5. If you're having a problem, in or out of class, seek help from a teacher, the guidance counselor, the nurse or the principal.
6. Respect the rights and property of others and the school.
7. Take pride in your personal appearance.
8. Observe the normal traffic flow in the halls. Walk at a normal pace, which blends in with the traffic.
9. No electronic games or devices, cameras, MP3s, iPods, CD players, sidekicks, cards or other items or games not necessary for school are not permitted. Exceptions: before and after school, during lunch, study hall and teacher permission. **The school is not responsible for stolen devices.**
10. All money and/or other items found by students should be turned over to the nearest teacher or the secretary in the office.
11. Do not be in the halls without an approved pass from a teacher.

STUDENT & FACULTY HEALTH SERVICES

School Nurse

The Union-Scioto Local Schools provides a School Health Nurse for the administration and supervision of first aid, safety practices, and health information for the students and staff. The school nurse is available 5 days per week and covers all schools and grade levels in the Unioto system.

Illness or Injury

Any student or staff who becomes ill or suffers any injury at school should report to the main office for assistance. The school nurse, if not in the building, will be contacted as needed. Many general complaints and minor injuries are handled by the secretarial staff under guidelines of the Ohio Department of Health. The school maintains basic first aid supplies for these situations. The school nurse will be contacted for assistance as the need arises and in many cases, the nurse will be contacted prior to student's being sent home from school. Parents may request a nursing evaluation of their child prior to leaving school or for routine problems.

Nurse Schedule

The school nurse is available for staff and students every day and is accessible by the office staff via pager. Students are free to see the nurse or schedule an appointment during the school hours. A schedule of buildings and office hours is posted by the Nurse's Office, in the rear of the library. Students may also contact the office for assistance as noted above.

STUDENT ATTENDANCE POLICY AND PROCEDURES

In order to receive the maximum benefit from the instructional program at Unioto High School, regular attendance is necessary. Every student of compulsory school age is required by Ohio Law to attend school. Every parent or legal guardian of a child of compulsory school age is required by Ohio Law to make sure their child is attending school on a regular basis. Students are expected to be in school and attend all assigned classes every day. Any attendance pattern contrary to this will be investigated and, when appropriate, reported to the Ross County Attendance Officer for action.

NOTICE OF UNEXCUSED ABSENCE OR TARDINESS

The Ross County Juvenile Court requires that you be notified when a student is unexcused, absent or tardy, after three days. Once we determine this applies, a notice is mailed detailing the dates and times of the unexcused absence or tardy and a copy of the laws regarding compulsory school attendance and the ramifications for parents of juveniles.

NOTICE OF REFERRAL TO PARENT EDUCATION PROGRAM

Parent/Student education programs may be assigned. Attendance and participation in this program are mandatory. Failure to attend this program could result in a complaint of Parental Educational Neglect being filed with Ross County Juvenile Court. If found guilty of this charge, a misdemeanor of the fourth degree, the parent(s) could be fined a maximum of \$250 and incarcerated in the Ross County jail for up to 30 days.

When a student is going to be absent, the parent or guardian must call the school attendance number, 773-4105 ext. 133, between 7:30 a.m. and 9:15 a.m. on the day the absence is to occur in order to receive an excused absence. This is abiding with the Missing Child Act. Parents who do not have access to the telephone will be obligated to contact the principal so special arrangements can be made in the event of a student's absence. Such arrangements should be made prior to any such absence. If the parent does not call, the attendance office will make a reasonable attempt to call parents of students reported as absent from school. In the event of a special circumstance which prevents a parent from calling the school, or the attendance office being able to make contact with the parents, a written note, dated, signed by a parent or guardian and stating the reason for the absence must accompany the student on the first day of his/her return to school. **If a student is absent for medical reasons a Medical Excuse must be returned within 48 hours of the appointment time.** The student must report directly to **The Attendance Office-located behind the main office, across from the student restrooms.** Absences of students, which are not verified by parent contact, will be viewed as unexcused and will be dealt with accordingly.

A partial day of school absence also requires a phone call or a written note in compliance with the guidelines above explaining the reason for non-attendance. * **All students should be aware that any partial day of absence could eliminate them for any perfect attendance recognition by the school: this includes be tardy.**

All students arriving late to school must sign in the Principal's Office. Students will then be issued a pass, which will admit them to the appropriate class. Please be aware that excessive tardiness to class or school may result in disciplinary action under the Student Code of Conduct.

Upon their return to school after an absence, students are required to obtain and complete all missing assignments. It is the student's responsibility to contact teachers and make arrangements to make up assignments. An excused absence will allow the student to receive full credit for the completed assignments. The formula for make-up work is the number of excused days absent plus one.

An unexcused absence will result in loss of credit on all work missed during the absence. Students are responsible for all material covered during the absence, whether excused or unexcused, and should obtain and make-up all assignments. After five days-unexcused absences, a notice will be sent to the County Attendance Officer. **After ten unexcused absences,** the County Attendance Officer will file charges in Juvenile Court. According to the State Department of Education the average student misses a **total of ten days per year.** It is our policy to require a doctor's excuse for any absence incurred **after ten excused or unexcused absences.** **Twenty days absent in a year class may result in no credit being assigned. Ten days in a semester class may result in no credit being assigned.**

EARLY RELEASE

Senior students may leave early for the last **TWO** periods of the day. This privilege is only for students who are on track to graduate in the spring with proper credit accrual and have passed all five parts of the OGT. Students must have a minimum cumulative GPA of 1.5 and complete the proper documentation at the start of the school year. No one will be released from school before the end of 5B period without proper school and employment verification. **School administration may revoke this privilege at anytime.**

***Students with early release are responsible for attendance based on special bell schedules.**

ATTENDANCE POLICY

Excused Absences=absences for which work can be made up.

1. Personal illness or injury
2. Medical or dental appointments (Dr. Excuses must be submitted within 48 hours of visit. Extended Illnesses must also be submitted within 48 hours of diagnosis.)
3. Illness in the family
4. Quarantine
5. Death in the family
6. Observance of Religious Holiday
7. Court Appearance
8. Being detained to work at home by a parent if student is over age 14 (law prohibits a parent from detaining a student under 14 years of age from school to work at home)
9. Buses cannot reach a student
10. Emergency or set of circumstances which in the judgment of the superintendent his/her designee constitutes a good and sufficient cause for absence from school.
11. **Administrative pre-approved vacation for no more than five days. (Advanced letter in writing)**
12. **Deer Hunting – One day pre-approved to be included in five days allowed for vacation (#11)**

Job interview (for PRCTC Only) or a college visitation (this may include other comparable activities). These are regarded as curricular in nature similar to a field trip. They are limited to two days with pre-approval and showing documentation upon student's return to school. All visitations ultimately at the discretion of the building principal and must be made in advance.

Unexcused Absences = absences for which work cannot be made up.

Suspension = unexcused absence

Attendance Requirements

1. A student may not receive credit in a class if not in attendance at least 85% of the days due during a semester.
2. **We will accept up to ten parent notes for illness. After ten absences we require a note from medical personnel in order to be excused.**
3. A student being excused more than one hour either half of a school day will be counted as absent for that half day.
4. **In compliance with ORC-Section 3321.12 any student that accumulates ten consecutive days or fifteen unexcused days during a semester may be recommended for suspension of his/her temporary driver's permit or driver's license by the superintendent or his/her designee through notification to the registrar of motor vehicles for the state of Ohio.**
5. Any student 18 or over who is absent more than 85% of the time in a semester or for a full year may be withdrawn and/or expelled from school.
6. One day pre-approved absence for deer hunting with proof of deer tags/hunting license.

As defined by Ohio Law:

Chronic Truant=child of compulsory school age who is absent without a legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

Habitual Truant=child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.

TARDINESS

Students arriving at school by the end of 2nd period or leaving after 6th period will be counted tardy, not absent. Students not riding a bus should arrive at school no later than **8:05 a.m.**

- Five (5) times/Sem. Extended Day/In-School Restriction
- Ten (10) times/Sem. Two Extended Days and Driving Privileges revoked one week
- Fifteen (15) times/Sem. Two Extended Days and Driving **Privileges Revoked for 60 days or remainder of semester-whichever is greater.**

******* Students arriving late to school or leaving early are to bring a note from their parent. We also request that parents call the school between 7:45-9:15 a.m. to notify the office of a late arrival or an early release. *We will only accept 10 parent notes for illness.**

SCHOOL VISITATION

All adult members of our community are welcomed to visit the school. To avoid interruption of the educational process, students are not permitted to bring visitors to school. State law requires any person visiting the school to report directly to the Principal's Office and secure a visitor's pass.

Parents are encouraged to keep open communication with any and all classroom teachers. Teachers have a regularly assigned period of time when conferences can take place. Any conference with teachers should be scheduled in advance and parents must report directly to the Main Office upon entering the building.

WITHDRAWAL OR TRANSFER FROM SCHOOL

Any student withdrawing from Unioto High School shall report to the guidance secretary as soon as such withdrawal or transfer plans are known. The parent/guardian must come to school to sign an authorization to transfer records. A withdrawal sheet will be issued to be checked and signed by each teacher and the librarian as the student returns all school property. This includes returning textbooks, library books, paying school fines, or other debts and cleaning out one's locker. When completed the sheet is left with the school secretary.

PERSONAL PROPERTY

Students bringing personal property items to school run the risk of damage or loss of the item (s). Students are expected to leave such items at home as they do not contribute to the formal educational process. Items brought as part of a class project must be properly secured with the responsibility remaining that of the student. Failure to adhere to this request could result in the school's confiscation of the items and/or disciplinary action through the Code of Conduct.

GRADING POLICY

The Union-Scioto Local School District firmly believes that students should be permitted to have a variety of learning opportunities, students may expect also a variety of evaluation methods to be used to ascertain their knowledge and understanding of the concepts and materials which are taught. We also believe that

our students hold a serious responsibility for their learning, and receive more from their experiences when effort and energy are put forth to learn. The following grading policy will be used by all staff in the determination of student grades.

- Students in grades 9 through 12 will receive percentage grades. The minimum percentage grade for all graded assignments and assessments shall be 50%. If the student is putting forth effort, as determined by the teacher, the minimum percentage grade shall be 60%

END OF GRADING PERIODS:

End of Grading Period I	October 21, 2011
End of Grading Period II	December 21, 2011
End of Grading Period III	March 09, 2012
End of Grading Period IV	May 18, 2012

Grade Cards will go home:

October 27, 2011	January 06, 2012
March 15, 2012	June 1, 2012

Interim reports are issued to students four times a year. These reports are given at the mid-point of each period. The dates are as follows:

September 20, 2011	November 28, 2011
February 07, 2012	April 18, 2012

Parents and students may always access grades online via Progress Book. If you do not have log-in information for this resource, please contact the school.

GPA calculated by the computer using Quality Points. The percentages used in grading must be converted to Quality Points, which recognizes the differences within the Grading Scale. The figuring is rounded to two places behind the decimal.

TO FIGURE A SEMESTER GRADE

Multiply 1st nine weeks X 2
2nd nine weeks X 2
Add exam grade + _____
Divide by 5

Example: Susie Ross received an 83 for 1st nine weeks, an 86 for the 2nd nine weeks and a 90 on her semester exam.

83 X 2 = 166

$$\begin{array}{r} 86 \times 2 = \underline{172} \\ + \underline{90} \end{array}$$

=428 Divided by 5 = 85.6

The following Scale is used for the conversion of Percentage Grades to Quality Points:

The Rank of Salutatorian and Valedictorian are positions on the Weighted Scale (there may be more than one student occupying each position).

Unioto High School only reports GPA on the weighted scale.

Percentage:	Quality		
	Points:	Unweighted:	Weighted:
99%-100%	4.00	4.00	5.00
96%-98%	3.79	3.79	4.79 EXCELLENT RANGE
93%-95%	3.58	3.58	4.58
91%-92%	3.49	3.49	4.49
88%-90%	3.07	3.07	4.07 ABOVE AVERAGE
85%-87%	2.65	2.65	3.65
83%-84%	2.49	2.49	3.49
80%-82%	2.07	2.07	3.07 AVERAGE RANGE
77%-79%	1.65	1.65	2.65
			NO WEIGHT GIVEN
76%	1.49	1.49	1.49
73%-75%	1.16	1.16	1.16 BELOW AVERAGE
70%-72%	0.67	0.67	0.67
50%-69%	0.00	0.00	0.00 FAILURE

COURSES WHICH CARRY WEIGHTED GRADES:

All Advanced Placement (AP) Courses: Physics – Calculus – Spanish IV/V – French IV/V- Anatomy & Physiology. Any class taken at the college level must be in a weighted class at UHS in order to receive weight.

STUDENT'S ENROLLING IN ANY AP CLASS WILL BE REQUIRED TO TAKE THE AP EXAM IN MAY. THE FEE FOR EACH EXAM IS APPROXIMATELY \$87.00+.

OTHER COURSES MAY BE ADDED TO THESE WITH THE ADVICE AND CONSENT OF THE UNION-SCIOTO SCHOOL DISTRICT'S BOARD OF EDUCATION AND SUPERINTENDENT.

STUDENT FEES AND FINES

Unioto High School assesses fees for 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. The school and staff do not make a profit.

*** A fee waiver form is available for students with financial need.**

The 2011-2012 school year "class/lab" fee amounts are as follows:

Art Fee	\$20	Parking Tag	\$5
French I	\$11	School Agenda	\$3
French III	\$11	AP Tests	\$87+
All Science Classes	\$15	EMT Class	\$10
Computer Classes	\$10		

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly, others may need their use. Failure to pay fines and fees may result in the withholding of grades and credits.

SCHOOL DRESS CODE

The staff and administration recognize that students' clothing will reflect the latest fashions. However, student dress and appearances should be such that it is satisfactory and acceptable to future employers of the area. Students are expected to accept and adhere to the following guidelines when dressing for school. In addition, the principal may determine whether appearance is unacceptable and/or if in his/her judgment; the appearance is inappropriate or disruptive to the school or interferes with the education process.

SPECIFICALLY:

1. Hair shall be neat, clean and well groomed. Students, male or female, in the school building during the school day unless special permission has been granted by the administration shall wear no head coverings and/or

sunglasses. Piercing must not distract from learning environment or cause a health concern.

2. The following articles are not permitted to be worn at school: Displays of gang colors, symbols or apparel that indicate gang affiliation/support.
3. Clothing for both male and female students shall be constructed and worn in such a manner that it is not **unduly revealing**. Sleeveless shirts are permitted provided they extend to the edge of the shoulder. All tops must be long enough to be tucked into your pants. Halter tops, midriff tops, bathing suit tops, sleeveless muscle shirts with gaping armholes, spaghetti straps and other garments of this nature are not acceptable. No exposed backs or cleavage permitted and no pajamas.
4. No article of clothing shall be worn which defames or demeans any person, school, community, race, entity or nation. Articles of clothing associated with alcoholic beverages, tobacco or drugs will not be worn. No article of clothing shall be worn that contains or implies obscene, profane or sex-related words or pictures.
5. **Clothing must be in good repair and in good taste. Pants will be worn at the waist and must be properly fitted. All dresses, skirts and shorts will be no shorter than four inches above the knee. Boxers, Spandex or lycra shorts ARE NOT permitted as outer wear. Proper undergarments must be worn at all times and are not to be seen. Holes in pants are permitted at the knee or below. No Article of clothing may be worn that is unduly revealing.**
6. **Shoes must be worn at all times. NO HOUSE SLIPPERS!!!!**
7. **Coats may not be worn during the course of the school day. They must be placed in locker prior to home room and remain there. Sweat shirt/hoodies however may be worn assuming they are waist length.**

****Daily, teachers will determine whether students are adhering to the Unioto Dress Code. If a teacher feels that a student is not dressed accordingly to the code, the student will be sent to the principal for disciplinary action.**

*** *Disciplinary action will be as follows: 1st offense-Correct problem and Warning; 2nd offense-Detention; 3rd offense-Extended day/ISR. Class time missed due to Dress Code Violations is unexcused.**

CAFETERIA SERVICES

Unioto High School participates in the National School Lunch and Breakfast Programs. Breakfast and lunch are made available for purchase to all students daily. Some students may qualify for reduced price or free meals. Please fill out the 2011-2012 Free and Reduced Price School Meals Family Application and return to school promptly at the beginning of the school year to see if your student(s) qualify for these benefits. If you wish to have information on the School Meals Family Application used in consideration for other benefits (fee waivers, etc.) you must also complete the Sharing Information with Other Programs form, which is attached to the School Meals Family Application.

Breakfast is served from 7:30 until the first bell rings. Prices: regular price \$1.00; reduced price \$0.30; adult \$1.25. Some ala carte beverages are also available during breakfast.

Students are offered a variety of meal combinations each day in the Sherman Value Meal at lunch time. Sherman Value Meals costs: regular price \$2.00 or \$2.25 reduced price \$0.40; adult \$2.50. All items offered in the Value Meal as well as a variety of other selections are offered ala carte.

Menus are listed under the menus tab on the building website. Menus are subject to change.

We encourage families to make advance payments on student accounts. This may be done at school during meal service or online using the districts EZPay system. A link to EZPay can be found on the district's homepage.

Cafeteria Charge Policy

In the event a student forgets, loses, or just does not have money for lunch, we do allow them to charge all or a portion of the Sherman Value Meal or breakfast price. Any money received during a transaction will be applied to the cost of the Sherman Value Meal or breakfast before allowing for ala carte purchases. **We do not allow charges for ala carte items.**

Example: A student has only \$2.25 and has chosen a Sherman Value Meal and an extra ala carte item (chips, snack, etc). The \$2.25 will be applied to the price of the Sherman Value Meal first, leaving them no money for the ala carte item; therefore the student must put back ala carte selection since charging for ala carte items is not permitted.

The student's account is credited for the amount charged and payment is due on the next school day. **The maximum permitted to be charged is \$6.75. No ala carte items may be purchased until all charges are paid.**

We understand that at times a family may experience unusual circumstances, making it difficult to find money for lunch. In such a time, please call Tracey Forcum at the Food Services Office so we can help make arrangements to provide meals for your student.

FIRE, TORNADO and LOCK-DOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State Law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of an alarm on the PA system. (Siren) ***Or air horn blast during power outage**

Lock-Down Drills will be conducted according to state safety guidelines.

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio stations: WBEX, WKKJ and WFCB. Channel 4, 6,8 and 10 on your T.V. or their websites.

Parents and students are responsible for knowing about emergency closing and delays.

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness and talking during a program. Improper behavior may result in removal from future assemblies.

LOCKERS

All students will be assigned a locker. The locker is a place to store personal belongings, but it is also school property and may be searched at the administrator's discretion. ****STICKERS are NOT PERMITTED on lockers. * There is no expectation of privacy with lockers and/or contents.**

GUIDANCE DEPARTMENT

The guidance department is available to help students and parents navigate through the high school and college decision-making process. **When possible please schedule an appointment prior to the time you need to see the counselor.** Parents may call at 773-4105 ext. 139. Students may stop by the guidance office to schedule an appointment. A student/parent might wish to see the counselor concerning the following.

1. Personal or academic problems of the student
2. ***Letters of recommendation with a written two weeks' notice**
3. College career information/applications/scholarships
4. Schedule changes
5. Test Information (**OGT, PLAN, ASVAB, PSAT, ACT, SAT, AP, etc.**)
6. Transcript requests
7. Financial aid/copies of FAFSA form (www.fafsa.ed.gov)
8. Request make-up work
9. Schedule parent/teacher conference
10. Information about summer school or correspondence courses.

Students are highly recommended to complete registration for the ACT and SAT online at www.actstudent.org (ACT) or www.collegeboard.com (SAT). Hard copy registration booklets and test dates for those tests are available in the guidance office. **Our school code is 360940.**

Parents and students are strongly advised to visit the counseling department website for the most up-to-date news at www.unioto.k12.oh.us/guidance_news.htm
Another valuable website for students is www.mystudentedge.com

COLLEGE VISITATION

The Union Scioto Board of Education recognizes that educational experiences are not limited to those taking place within the building. It is desirable to afford students the opportunity to learn provided those experiences have obvious educational benefits.

If a visitation is approved the absence will be considered excused and schoolwork missed during the experience may be made up upon return to school. Students will pick up a copy of College Visit form from the guidance office prior to the actual visit.

To be granted a college visitation the student must:

1. Submit a request one-week prior to the beginning date of the visitation
2. Not have a cumulative D or F average in any course
3. Not have more than 5 absences for the semester at the time of the request

4. No more than 3 visitations are allowed per Junior/ Senior year

To be approved:

1. Have a college visitation form filled out by student, parent & teachers
2. Return form stamped with college seal of college visited to the guidance office

HALL PASSES

No student may be out of his/her assigned classroom without a hall pass.

ONE STUDENT PER HALL PASS.

TEXTBOOKS

The Board of Education furnishes all necessary textbooks. For identification, each book is numbered. Each student is responsible for all textbooks loaned to them, and is expected to turn in each book at the end of his/her participation in the course or pay for any book lost, destroyed, stolen or mutilated. No report card, records or transcripts will be issued until all books are turned in and/or fees paid.

STUDENT COUNCIL

The Student Council is your democratic government body. The council is composed of class representatives. Elections for council membership will take place in the spring. The Student Council plans school activities, discusses recommendations from the students, teachers or principal and seeks to improve Unioto High School.

ATHLETIC ELIGIBILITY

According to the Ohio High School Athletic Association for a student to be eligible he/she must be passing subjects the preceding grading period that earn a minimum of five credits per year and have a 1.50 GPA . An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility would remain until the first school day after the end of the next grading period. Student athletes must be enrolled in a minimum of 5 credits in graded classes.

WORK PERMITS

All working students are required by the State of Ohio to have a work permit up to the age of 18. You may secure information from the high school office. The permit form will be completed by the secretary and signed by the principal. Students working without permits place their employers in jeopardy of legal action by state authorities.

LOST AND FOUND

Unioto High School's lost and found is located in the main office. If you find an article in the hallway or restroom, turn it in to the high school secretary. Unclaimed articles will be disposed of on the last day of each month.

Lost textbooks are turned in to the high school office also. Students should immediately write their names in all textbooks issued to them in the space provided inside the front cover and record their book number. Lost textbooks will be returned to the appropriate teacher on the last school day of each month.

PERMISSION TO LEAVE SCHOOL GROUNDS

Permission to leave the school grounds during the school day is issued by the Principal's office by parental request only. **This applies to all students regardless of age.** Students may not leave the school grounds without permission from the Principal and permission granted by the parents. **Students are not permitted to go to their cars during school hours unless granted permission by the main office for exceptional circumstances.**

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal.

The school has a central bulletin board located in the Commons, which may be used for posting notices after receiving permission from the Principal.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

TRANSPORTATION

Bus Regulations

Ohio law does not require that transportation be provided for high school students. However, the Board of Education provides transportation in recognition of the special geographic and transportation problems noted in its district. Students who fail to cooperate with bus drivers and students who fail to comply with basic safety regulations may be denied the privilege of bus transportation.

NO BUS PASSES unless deemed an emergency by the administration.

Self Transportation to School

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

The following rules shall apply:

1. All students driving to school shall complete the Student Vehicle Form (main office) and provide:
 - driver's license
 - insurance certificate
 - registration
2. Parking lot speed limit is 10 mph.
3. The student must obtain a permit tag for one designated space from the office and pay a fee of **\$5 for the entire school year.**
4. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules **will result in loss of driving privileges** and/or disciplinary actions for the student.

5. When the school provides transportation, students shall not drive to school-sponsored activities.

6. Tardiness will also result in loss of driving privileges. (See *Tardiness page 10.*)

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Unioto High School provides students the opportunity to broaden their learning through curricular-related activities. Curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include:

National Honor Society	Spanish National Honor Society
Tri-M	French National Honor Society
FCCLA	French Club
Student Council	Quiz Bowl
Key Club	Yearbook Club
Drama Club	National Art Honor Society
FCS	Unioto International Aide

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

ATHLETICS

Unioto High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently offered. For further information contact the Athletic Director.

Basketball (B & G)	Baseball
Cross Country (B & G)	Soccer (B & G)
Track (B & G)	Football
Softball	Golf
Cheerleading	Tennis (B & G)
Volleyball	Bowling
	Wrestling

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four years.

In order to receive a diploma and graduate, a student will need to pass all parts of the Ohio Graduation test and earn the minimum specific credits according to his/her graduation year.

All graduating seniors are expected to attend Commencement Exercises. Only those students who have met minimum standards for graduation will participate in the commencement exercises.

NATIONAL HONOR SOCIETY

The National Honor Society is sponsored and supervised by the National Association of Secondary School Principals (NAASP)

Selection Process for members in the Unioto National Honor Society:

1. To be eligible for membership in the Unioto National Honor Society a candidate must have a minimum grade point average of a 3.5 on a weighted scale.
2. To be eligible for membership in the Unioto National Honor Society a candidate must be a member of the junior class or senior class.
3. According to the NAASP only students that have been in the school the equivalent of one semester may be considered eligible for membership in the Unioto National Honor Society.
4. To be considered for candidacy eligible students must complete a student conduct profile, a profile of activities and sign a conduct contract. Candidates will also be required to write an essay. This essay will be completed on a designated day during school hours. Students may have their profiles and a dictionary with them while writing their essay but nothing else. The candidate will be notified through school announcements of the date.
5. Failure to complete the essay portion or profiles will end the student's eligibility for selection into National Honor Society.
6. A ballot of eligible candidates will be given to all high school staff. Faculty will be given the opportunity to evaluate each candidate in the areas of scholarship, leadership, service and character. Faculty may rate only the students with which they are familiar. This information is shared with the faculty council.
7. The principal selects five staff members to serve on the faculty council.
8. All the information about each candidate gathered through the essay, profile and evaluation is presented to the faculty council. The council is afforded adequate time to read each profile and essay. The council meets and considers each candidate separately. The council weights each equally in

judgment for selection. A secret ballot is taken and a candidate receiving a majority of 'yes' vote is invited into the Society.

9. The National Honor Society Advisor **does not** vote.
10. Only the principal and advisor know the identity of faculty council.

Membership into the National Honor Society is a privilege, not a right. All evaluations and ratings are kept confidential and are not subject to discussion once selection has been made.

EARLY COLLEGE ENROLLMENT OPTIONS

Any student at junior or senior standing may elect to enroll in a post secondary partnership program with the home high school and a local college, providing he/she meets the requirements established by the school district, and the State of Ohio. Students at Unioto High School may elect to participate in the Seniors to Sophomores initiative or Post Secondary Enrollment Options (PSEO). There are specific qualifications students must meet including (but not limited to) certain GPA &/or class rank, completed coursework, and on track to graduate. There is a meeting each spring for interested/eligible students and his/her parents. Any student interested in the PSEO program should contact the guidance office for more information.

STUDENT CLASSIFICATION

Students are classified by grade level in high school by credits earned:

- Pass Eighth Grade=freshman
- 5 credits=sophomore (10th)
- 10 credits=junior (11th)
- 15 credits=senior (12th)

SCHEDULING & CLASS INFORMATION

***Students are to schedule six (6) class periods.**

***Students may have no more than one (1) study hall.**

***AP courses begin in the summer (June 1st), if a student decides he/she cannot complete the summer assignment, the school must be notified in writing by July 1st _ after this date, dropping an AP course will result in a withdraw fail (WF) on the transcript.**

* After the 1st 15 days of the semester, any student dropping a course with the agreement of the teacher, counselor, and parent will be recorded as withdraw failing (WF). Requests to drop a class must be made in writing and include a parent signature.

* Important information regarding the scheduling process and course offerings are detailed in the course selection guide given to students each spring. Students and parents should refer to this booklet for questions regarding classes, graduation, and scheduling procedures at UHS.

MINIMUM REQUIREMENTS FOR GRADUATION:

Graduation Requirements for the Class of 2012 & 2013

To graduate from Unioto High School a student must:

1. Earn a minimum of 21 specific credits
2. Pass all five portions of the Ohio Graduation Test

Please note: Only students who have met the above requirements will be able to participate in the commencement exercises.

The minimum credits for all students must include the following:

- 4 credits of English
- 3 credits of Math
- 3 credits of Science
- 3 credits of Social Studies (including World & US history, ½ credit of government & ½ credit economics)
- ½ credit of Health
- ½ credit of Physical Education (2 semesters at ¼ credit each or 2 approved sport/band waivers)
- ½ credit of Technology
- 1 credit of Fine Art (Visual, Musical, or Performing)
- 1 credit of an additional Math, Science, or Social Studies (student choice)
- 4 ½ credits of electives/additional coursework

Total: 21 credits

Graduation Requirements for the Class of 2014 & beyond

To graduate from Unioto High School a student must:

***Earn a minimum of 22 specific credits**

***Pass all five portions of the Ohio Graduation Test**

Please note: Only students who have met the above requirements will be able to participate in the commencement exercises.

The minimum credits for all students must include the following:

4 credits of English

4 credits of Math ***change due to Ohio Core requirements*

3 credits of Science

3 credits of Social Studies (including World & US History, ½ credit of government & ½ credit economics)

½ credit of Health

½ credit of Physical Education (2 semesters at ¼ credit each or 2 approved sport/band waivers)

1 credit of Fine Art (Visual, Musical, or Performing)

1 credit of an additional Math, Science, or Social Studies (student choice)

5 credits of electives/additional coursework ***change due to Ohio Core requirements*

**Electives MUST include ½ credit of technology (per local guidelines)*

**If you're planning on going to a four year college/University it is recommended you take 2 years of the same foreign language (minimum as elective credits)*

TOTAL: 22 CREDITS

For the classes of 2014 & beyond

** Math must include 1 credit of Algebra II (or the equivalent)*

** Science must include 1 credit of physical science, 1 credit of life science, and 1 unit of advanced science study*

*Electives must include foreign language, fine arts, business/career, family & consumer sciences, technology, English, math, science, or social studies not otherwise required (required courses, i.e. health **do not** count as electives).

*All students must take economics to meet the “financial literacy” requirements established under Ohio Core.

There are specific requirements students must meet in order to earn a Diploma with Honors from the State of Ohio. Please refer to the Course Selection guide or the Ohio Department of Education website, or contact the guidance office for detailed information.

Vocational Requirements

A vocational student is a student enrolled in our Career Based Intervention Program (CBIP) or the Pickaway/Ross Vocational Center must still meet the graduation requirements at UHS.

UNIOTO HIGH SCHOOL CODE OF CONDUCT

Our school atmosphere is built upon a foundation of building a sustainable future for our student, our community, and the world in which we live. Our school culture is based on promoting caring and positive behaviors that build productive citizens.

In accordance with this culture of caring, all Unioto students are expected to respect themselves, others and the environment.

The positive principles we choose when we attend Unioto include the following:

Unioto students choose their words carefully, so as to present themselves in a respectful and mature manner.

Unioto students value the process of becoming an educated person, since education is the best means to a safe, satisfying, and secure future.

Unioto students choose to clean up after themselves, and keep the school and the grounds in good repair for future Unioto students.

Unioto students pursue service to others whenever possible in order to build goodwill, knowing that in future, they may need the service of others.

Unioto students reflect good sportsmanship in all their pursuits, so as to build the reputation of our high school in all endeavors large and small.

Unioto students strive to develop in themselves and their fellow students the traits and habits that lead to a fulfilling and productive adulthood.

In accordance with the philosophy of the Union Scioto Board of Education, the High School has developed a procedure to discipline its students. Discipline is a necessary part of the educational process. The following code sets forth limits, which prohibit certain types of conduct by students when identified as:

STUDENT DISCIPLINE PROCEDURES AND GUIDELINES

- 1. On school grounds or immediately before or immediately after school hours when in the jurisdiction of the school; or**
- 2. On school grounds at any other time when the school or school property is being used by a school group or for school sponsored supervised activities; or**
- 3. Off the school grounds at a school sponsored activity, function or events; or**
- 4. While riding the school bus on regularly scheduled runs and to or from extra-curricular activities and field trips including athletic transportation.**
- 5. Academic Integrity/Cheating- No student shall copy. Falsify or obtain work from any other individual other than themselves.**

ALL DISCIPLINARY CONSEQUENCES ARE SUBJECT TO THE DISCRETION OF ADMINISTRATION BASED ON THE SEVERITY OF THE INCIDENT.

UNIOTO HIGH SCHOOL CODE OF CONDUCT

- 1. Disruption of School**

Students should respect the school, the staff and students. A student shall not by use of violence, force, noise, coercion, threat, false alarm, intimidation, fear, active or passive resistance, or any other conduct, intentionally cause the disruption or obstruction of any process or function of the school or urge other students to engage in such conduct.

The following acts are prohibited:

- A. Occupying any school building, school grounds or parts thereof, with intent to deprive others its use.
- B. Blocking the entrance or exit of any school building or corridor or room therein, with intent to deprive others of lawful access to or from or use of such stated areas.
- C. Tampering, unauthorized use of the fire alarm system, to include Possession of an incinerating device (lighter), firefighting equipment, or emergency alarm. Consequences: **1.** Extended Day/ISR **2.** OSS/Alternative School, **3.** Out of School Suspension. Setting fire to or damaging any school building or property. ***(FEDERAL OFFENSE)** Individual may be turned over to proper authorities.
- D. Preventing students from attending a class or school activity.
- E. Blocking normal pedestrian or vehicular traffic.
- F. Continuously and intentionally creating noise or acting in any manner so as to interfere with any process or function of the school.
- G. Using objects or materials in school which could distract or disrupt the educational process. These items include, but are not limited to, CD player, walkmans, electronic games, MP3 Players, IPODs, Sidekicks, cards, trading cards or other items, toys or games, cameras **NOT NECESSARY** to the educational process. Music playing devices may be used before school, study hall, during lunch, and at the teachers discretion.
- H. Dressing in a manner so as to interrupt the normal operation of the school day.

2. Disruption of Class

A student shall not continuously or intentionally create noise or behave in any manner, which interferes with a teacher's ability to conduct his/her classroom.

Consequences: 1. Detention/ISR

2. Extended Day/ISR
3. OSS

3. Failure to follow Cafeteria Procedures (Consequences same as #2)

A student shall not intentionally fail to follow cafeteria procedures, comply with the request of the cafeteria supervisor, or behave in any manner, which could interfere with the smooth operation of the cafeteria.

4. Failure to follow School Bus Regulations

A student shall not continuously or intentionally create noise or behave in any manner, which could distract a driver or interfere with the smooth operation, control or safety of a school bus.

Consequence:

- 1st Offense: Warning/Detention/Bus Suspension
- 2nd Offense: Extended Day/ISR/Bus suspension
- 3rd Offense: Bus Suspension

5. Promoting or Inciting Disruption of the School Processes (* See # 12 for consequences)

A student shall not promote or incite a disagreement or conflict between others, which could result in a disruption of the school processes. This includes, but is not limited to, making accusations or threats, repeating or transmitting gossip or rumors or encouraging either physically, verbally or in writing a conflict which could result in a disruption.

6. Deception/Withholding Information

A student shall not withhold, distort nor falsify any information to a school official relevant to an event, which falls within the jurisdiction of the school.

7. Forgery/Academic Integrity/Cheating/Copying

A student shall not illegally possess, use, transmit or conceal authorized school forms.

A student shall not falsely use the name of any person, nor falsify times, dates, grades, addresses, nor any other data on school forms, nor any correspondence to or from the school. This would include unauthorized use of materials for research papers, exams etc... (copy, cut, paste)

Consequences: (1.) detention, loss of credit (2.) Extended Day, loss of credit/ISR (3.) OSS, loss of credit

8. Disrespect

A student shall not display any type of disrespect toward their fellow students, teachers, administrators or other authorized school personnel.

9. Insubordination

A student shall not fail to comply with the reasonable instruction or request of teachers, substitute teachers, administrators or other authorized personnel during any period of time when he/she is under the authority of school personnel. This includes school rules either written or verbal and class rules given to the students in writing by each classroom teacher or any reasonable verbal request of a school employee exercising his/her assigned duties.

10. Damage or Destruction of School or Private Property

A. A student shall not cause or attempt to cause any damage or defacing of school property. Students and/or their parents or guardians will be held financially responsible for any vandalism, damage or destruction the student commits against school property. Complete restoration of the damage will be required.

B. A student shall not cause or attempt to cause damage to private property, including that of other students, teachers, administrators or other school employees.

11. Theft of School or Private Property

A student shall not steal or attempt to steal school or private property including that of other students, teachers, administrators or other school employees.

12. Possession of Lost or Stolen Property

A student shall not be in possession of any property belonging to anyone other than himself or herself without the specific permission of owner.

Consequences for #5-12

1st Offense: Detention/Extended Day/ISR or Out-of-School Suspension

2nd and Subsequent Offenses: Extended Day/ISR/Out-of-School with a Possible **Recommendation for Expulsion.**

13. Possession of Obscene Materials

A student shall not display or possess words, objects or illustrations, which could be considered immodest, lustful, indecent, lewd or inflammatory towards any group of people while under the jurisdiction of the school.

14. Use of Profanity

A student shall not use profanity or obscene language, either written or verbal, in communication with faculty, students or any other person while under the jurisdiction of the school. This prohibition includes the use of obscene gestures, signs, pictures or publications.

Consequences: # 13 - 14

1st Offense: Detention

2nd Offense: 1 Extended Day/ISR

3rd Offense: Out of School Suspension

***Profanity directed toward any staff member is an automatic OSS or in reference to a staff member.**

15. Indecent/Lewd Behavior

A student shall not by any means, including verbal, written, gesture or dress/appearance behave in a manner which could be considered immodest, lustful, indecent, lewd or inflammatory toward any group of people while under the jurisdiction of the school.

16. Sexual Harassment/Harassment/Bullying

A student shall not by any means (including by not limited to comments, gestures, illustrations or physical contact) suggest, invite, or encourage any type of sexual activity. Nor shall a student make reference to sexual activity, attitudes, physical attributes or characteristics that could be considered offensive, lustful, indecent or lewd.

*** Examples of bullying behavior can include, but are not limited to, the following: pushing, tripping, hitting, teasing, mocking, threatening, taunting, and spreading rumors, gossip, and lies.**

Consequences for # 15, 16 and 17

1st Offense: Detention/Extended Day/ISR or Out-of-School suspension.

2nd and Subsequent Offenses: ay/Out-of-School Suspension **with a possible** Recommendation for Expulsion.

17. Verbal Abuse/Hazing/Racial Slurs

A student shall not display, possess or use words, phrases or illustrations that are offensive to any ethnic, racial or religious group. Nor shall a student by any means, verbal, written, or gesture, attempt to degrade, humiliate or defame another student, a member of the school staff or any other person while under the jurisdiction of the school.

18. Coercion/Threat

A student shall not by threat of violence, force, intimidation or fear attempt to influence the behavior or attitude of a fellow student, school employee or any other person.

19. Extortion

A student shall not by threat of violence, force, intimidation, or fear attempt to influence another person to relinquish control of their property.

20. Intimidation/Aggressive Behavior

A student shall not by means of physical contact (touching or pushing), invasion of personal space, loud voice, or aggressive language attempt to influence the behavior or attitude of a fellow student, school employee or any other person.

21. Reckless Behavior/Negligent Injury/Horseplay or Damage

A student shall not behave in a reckless or negligent manner, which could reasonably be anticipated to result in injury to him or her, another person or property damage.

Consequences for # 18, 19 20 and 21:

1st Offense: Detention

2nd Offense: Extended Day/ISR/OSS

3rd Offense: 5 Days at the Alternative School/or

OSS

22. Fighting

A student shall not attempt to resolve a conflict through active physical means.

23. Physical Assault

A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a fellow student, school employee, or any other person.

Consequences: (for 22 and 23)

1st Offense: 3 Days Out-of-School Suspension.

2nd and Subsequent Offenses: 5 Out-of-School Suspensions (AUTOMATIC) with a Possible Recommendation for Expulsion.

24. Dangerous Weapons or Instruments

A student shall not possess, handle, transmit, or conceal any object, which is considered a dangerous weapon or an instrument of violence. Examples of such instruments include, but are not limited to, lighters, matches, firearms, ammunition, fireworks, knives, chemicals, explosives, or any other

dangerous object of no use to the pupil in school. This ban extends to all "look a likes" and counterfeits of dangerous weapons or instruments and includes all toys and replicas of such devices. * **To include any school activity.**

The Superintendent/Principal may suspend a student's Drivers Permit or Driver's License pursuant to Ohio Revised Code 9(R.C.O.) 3313.66 AND 2923.123 (A.), (B), (D) AND (E) (1).

**** # 24 and 28 Suspension of License/or permit-minimum of 60 days**

Consequence: Suspension with a possible recommendation for expulsion.

25. Cell Phones and Electronic Communication Devices

A student shall not use or transmit an electronic device **or have any camera, cellular digital telephone communication device** during the course of a school day. Cell phones may not be used once the student enters the building in the AM. Cell phones may not be used until the conclusion of the school day at 2:35PM. Cellular/Digital telephones, camera or electronic pager must be **concealed/not in view or in operation mode during the course of a school day.** While the school recognizes the necessity for personal communication devices, they must never interfere with the educational process. **The school district may not be in any way responsible for lost, stolen, damaged or misused items of this nature. No warnings will be issued.**

Consequence: No Warnings will be issued

1st Offense: -Detention and confiscation of device. Returned to student at the end of the day.

2nd Offense:-Extended Day and confiscation of device. **Returned to parent only.**

3rd Offense: -Returned to parent/guardian and ISR

4th Offense: 3 Days OSS.

26. Policy for Violations of Code of Conduct and Consequences for attendance at Extra-Curricular Activities

Any student committing a suspend able offense while in attendance as a spectator at any school sponsored extracurricular event (home or away) will be barred from attending any event the remainder of that season or sixty days, whichever is greater. The student code of conduct is in effect at any or all school activities. This policy would include, but not be limited to, drug or alcohol related offenses, possession of weapons, acts of violence such as threats, assaults and/or fighting. This policy would encompass but not be limited to athletic events, dances, plays, concerts or field trips.

27. Possession or Use of Tobacco

A student shall not possess, use, transmit, or conceal any form of tobacco in any part of the school building, or school grounds, or during any period of time when he/she is properly under the authority of school personnel. This ban extends to all items commonly utilized in the use of tobacco products.

Consequence:

**1st offense: 3 Days Out-of-School Suspension. (Rescinded with attendance at Tobacco Awareness Class as scheduled
2nd and subsequent offenses: 3 Days Out-of-School**

Suspension

28. Alcoholic Beverages, Inhalants, Narcotics, Drug Instruments, and Counterfeit Drugs

A. A student shall not possess or conceal any alcoholic beverage, inhalant, narcotic, drug, drug instrument, or counterfeit drug.

B. A student shall not use or be under the influence of any alcoholic beverage, inhalant, narcotic, or drug.

C. A student shall not sell or transmit any alcoholic beverage, inhalant, narcotic, drug, drug instrument, or counterfeit drug.

The prohibitions above include prescribed and non-prescribed medicines, chemical preparations, inhalants, plants, seeds, steroids or derivatives thereof, as well as hallucinogens, barbiturates or amphetamines. These prohibitions also include any substance which could be considered a substitute or counterfeit for the aforementioned substances:

Consequences: # 24 and #28

10 days out of school suspension with a possible recommendation for expulsion. (5 days reduced with approved counseling)

29. Excessive Tardiness to Class

The individual teacher shall issue detentions as warranted.

A student shall not be out of his/her seat unprepared to begin class activities when the teacher calls the class to order signaling the beginning of class.

30. Excessive Tardiness to School

A student shall not arrive at school after the bell signaling the start of the school day.

Five (5) times/sem.....	Extended Day/ISR
Ten (10) times/sem.....	Two Extended Days/ISR and Driving Privileges Revoked 1 week
Fifteen (15) times/sem.	Two Extended Days/ISR and Driving Privileges Revoked till end of

semester or 60 days - whichever is greater. (pg. 10)

31. Class Cuts/Leaving Class without Permission

A student shall not be absent from any class or properly assigned area without proper school authorization. After arriving on school property, a student shall not leave without proper school authorization.

Consequence:

1st Offense: Extended Day/ISR

2nd Subsequent Offenses: Extended Day or Out-of-School Suspension.

32. Loitering/Unauthorized Areas

A student shall not be in any **unscheduled or unauthorized** area of the school building or grounds without the express permission of a member of the school staff or administration. A student shall not loiter in any part of the school building (i.e., restrooms, hallways, etc.) or on school grounds at any time between class or at anytime.

Consequence: Same as # 21

33. Truancy

A student shall not be absent from school for any portion of the school day without school authorization. Nor after arriving on school property, shall a student leave without proper school authorization.

Consequence:

1st Offense: Extended Day/ISR

2nd and Subsequent Offenses: Assigned to ISR and reported to the county attendance officer

34. Gambling

A student shall not gamble for money or valuables, buy, sell, or trade items, or exchange money with other students while under the jurisdiction of authorized school personnel. No student, while involved in any portion of the school day and/or school activity, shall possess or use any gambling devices. **Consequence: Extended Day/ISR**

35. Displays of Affection (PDA)

A student shall not participate in displays of affection (i.e. kissing, embracing) on school grounds before, during or after normal school hours.
Consequences: 1st Warning, 2nd Detention, 3rd Extended Day/ISR/OSS

36. Other Violations

It should be noted that other examples of conduct reaching the gravity of the above examples may also serve as grounds for disciplinary action.

ADMINISTRATION OF STUDENT DISCIPLINE

The administrative staff will ultimately determine disciplinary procedures for violations of the Code of Conduct. Depending upon the severity and frequency of violations, the following will be used to resolve the issue. In all situations due process will be followed:

1. Conference (s) between Teacher and Student
2. Referral to Administration for a Conference which could include Teachers and/or Parents
3. Detention
4. Extended Day/ISR
5. Out-of-School Suspension
6. Alternative School
7. Referral to an appropriate Agency or Juvenile Court
8. Expulsion from School

Chain of Command for Discipline and Academic Grading

1. Assigning teacher
2. Principal/Assistant Principal
3. Superintendent
4. Board of Education

COURT REFERRAL

Ross County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

APPEAL

Should you not agree with a disciplinary action, please start the appeal process where it originated (i.e., if a teacher assigns a detention you do not

agree with, discuss it with the teacher. If the principal recommends expulsion, discuss it with the principal.) The "Chain of Command" to appeal (in general): teacher, Principal, Superintendent and finally the Board of Education.

DISCIPLINE

The right of every Ohio resident between the ages of six and twenty-one to a free public education has been undeniably established time and time again by Ohio law and the Ohio courts. Irrespective of race, color, creed, or sex, all youngsters are entitled to equal opportunities to obtain an education conforming to minimum standards prescribed by the State Board of Education.

At the same time, however, the courts have also held that each student in the Ohio Public School System has the responsibility to act in such a way as not to interfere with the rights of others in their same educational opportunities. A student may forfeit his rights when his conduct is such that it substantially disrupts the educational process and thereby deprives others of their rights.

DETENTION

2:40-3:10

A student may be detained after school or asked to come to school early by a teacher, after giving the student a one day notice. It is the responsibility of the student to notify his/her parents of the assigned detention, not the school system. The student or his/her parents are responsible for homebound transportation. ****A student after receiving five detentions will receive an automatic extended day.** The detention will last 40 minutes.

Students not serving a detention without a medical excuse will be given an **Extended Day/ISR with 24 hour notice.**

Only the assigning staff member may change or excuse an assigned detention – PRE-APPROVED.

IN-SCHOOL RESTRICTION

At the discretion of the principal, the student may be detained on the school premises during the school hours, but denied the right to participate in any regular classes. Students may pack their lunch or purchase a Class A meal only, no ala cart. The student will be responsible for all assignments that are missed. All procedures for restriction will be followed. The student will remain in the area designated by the principal during the course of restriction.

EXTENDED DAY

2:40-5:40

Assigned students will attend a continuous 3-hour period during which time they will be permitted one 5 minute break at the monitor's discretion. Each student shall

arrive with sufficient educational materials to be busy during the three-hour study period. 48-hour notice will be given for an assigned Extended Day. The student or his/her parents are responsible for homebound transportation.

Students missing an assigned extended day without a note from a doctor/hospital and clinic medical excuse will be assigned two days of ISR. Students with Detention and Extended Day the same night must serve Extended Day over detention.

The following rules shall apply to the Extended Day: One time only then OSS.

1. Students are required to have class assignments with them;
2. Students are not to communicate with each other unless given special permission;
3. Students are to remain in their designated seats unless given special permission;
4. Students shall not be allowed to put their heads down or sleep;
5. No radios, cards, magazines, or other recreational articles shall be allowed;
6. No food or beverages allowed.
7. Removal from Extended Day may result in OSS 3 days.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students may be suspended from school for violations of the Student Code of Conduct after proper due process hearings. The number of days suspended depends upon the seriousness of the offense. Students are not allowed to attend any school function (to include activities at other schools) or to be on school property until the day following the last day of the suspension. In addition he/she must be in the custody of parent or guardian during school hours.

Students will be given an opportunity to complete all assignments missed during an Out-of-School Suspension. However, no credit is given for either in class or homework assignments missed during an O.S.S. and all grades are recorded as zero (50).

EXPULSION

If all other attempts to modify student behavior are unsuccessful or if repeated offenses are committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to 90 days and schoolwork missed may not be made up.

COMPUTER AND INTERNET ACCEPTABLE USE AGREEMENT

Internet access is now available to students and teachers in the Union-Scioto School District. We are very pleased to bring this access to Union and believe the Internet offers vast, diverse and unique resources to both students and staff. In

defining the Internet's resources as an extension of the Library, the American Library Association has both a Library Bill of Rights and a Media Center Bill of Rights that discourages censorship and promotes collections of varied views. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing and innovation, and communication.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. **If a user violates any of these provisions, his/her access will be terminated.** When you receive the agreement the signature(s) at the end of the document indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

ACKNOWLEDGEMENT

As noted by my signature below, I have read the Unioto High School Handbook in its entirety, and understand the information contained within. I also understand that this signed Acknowledgement page must be returned to Unioto High School.

Print
Name _____ **Grade** _____

Parent/Guardian Signature
Date

Student Signature

Date

Teacher's Name

Date