



# Northview High School

## 2021-2022

STUDENT HANDBOOK  
A HIGH SCHOOL THAT WORKS SCHOOL

5403 Silica Drive  
Sylvania, OH 43560  
(419) 824-8570  
Fax (419) 824-8698



Scan this QR Code to connect with all Sylvania Schools Policies  
and click the Policy tab

**\*\*The dates noted in this planner for special activities and events may have been revised or rescheduled after this handbook went to print in June, 2021. Other information, such as Board of Education policies may have also been updated.**

The information in this book was the best available at press time. Watch for additional information and changes.



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2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883  
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# SYLVANIA NORTHVIEW HIGH SCHOOL

5403 Silica Drive  
Sylvania, OH 43560



419-824-8570  
419-824-8570  
419-824-8710  
419-824-8715  
419-824-8713

Principal's Office  
Main Office  
Attendance Office  
Guidance Office  
Athletic Office

## SYLVANIA BOARD OF EDUCATION

Julie Hoffman, President  
Greg Feller, Vice-President  
Ruslan Slutsky  
Kimberly Conklin  
Tammy Lavalette  
Dr. Veronica Motley,  
Superintendent  
Mark Pugh, Principal  
Gracy Hinojosa-Lloyd, Assistant Principal  
Libby Mcilwain, Assistant Principal  
Chris Irwin, Athletic Director  
Jon Monheim, Dean of Students



Northview Web Page [www.sylvanianorthview.org](http://www.sylvanianorthview.org)

Follow Northview @NVHSWildcats @NviewAthletics @NVLeaders @NVHS Interact

Like Northview on Facebook Sylvania Northview High School

Remind 101 Text Notifications: Text @northview to 517-969-7669

The Sylvania School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

# SYLVANIA SCHOOLS – 2021-2022 CALENDAR

Monday/Tuesday, August 9 & 10

Thursday, August 12

Friday, August 13

New Teacher Orientation

Teacher Workday

Teacher Inservice/PD

## FIRST QUARTER

Monday, August 16

Tuesday, August 17

August 18, 19, 20

Friday, September 3

Monday, September 6

Monday, October 11

Thursday, October 14

First Day Students 1-6, 9 - Freshman Orientation

First Day Students 7-8, 10-12

Kindergarten Preview Days

Teacher Collaboration Day - no classes pre K-12

Labor Day - no classes preK - 12

Teacher Inservice/PD- OAPSE day - no classes preK - 12

End of 1st Quarter (K-12)

## SECOND QUARTER

Monday, October 25

Monday, November 1

Tuesday, November 2

Wed/Thurs/Fri, November 24, 25, 26

Tues/Wed/Thurs, December 14, 15, 16

Friday, December 17

December 20 – December 31

Teacher Collaboration Day - no classes preK - 12

5-8 Parent/Teacher Conferences - no classes pre K-5

K-12 Parent/Teacher Conferences - no classes

No School – Thanksgiving Break

High School - 1st semester exams

End of 1st Semester - Records Day - no classes preK - 12

Winter Break

## THIRD QUARTER

Monday, January 3

Tuesday, January 4

Monday, January 17

Friday, February 4

Monday, February 21

Monday, February 15

Friday, March 11

Teacher Collaboration Day - no classes preK - 12

Classes resume after Winter Break

MLK Day - no classes preK - 12

6-8 Parent/Teacher Conferences (no classes 6-8)

Presidents' Day - no classes preK - 12)

No School – Presidents' Day

End of 3rd Quarter - preK - 12

## FOURTH QUARTER

Monday, March 28 – Friday, April 1

Friday, April 15

Friday, May 6

Thursday, May 19

Tuesday, Wednesday, Thursday -  
May 24, 25, 26

Thursday, May 26

Friday, May 27

Spring Break - no classes preK - 12

No classes, preK - 12

Teacher Collaboration Day - no classes preK - 12

last day of school for PreK

2nd semester exams

Last day of school/ End of 4th quarter

Teacher Work Day

To All Northview Students:

On behalf of the Faculty and Staff, I would like to welcome you back for another exciting, fun, and educational school year at Northview High School. The start of a school year is a new beginning, with limitless potential. The knowledge you will gain and the friends you will make will stay with you for a lifetime. High school is indeed one of the best times of one's life, and hopefully this school year will prove no different. Take advantage of the opportunities and challenges that our school community offers, and make this year at Northview High School your best yet.

This handbook contains a significant amount of information that you will need during the school year. It is your responsibility to be knowledgeable of all its contents. Some information has changed; read carefully and ask your teachers questions if you have any. Feel free to take advantage of the organization this handbook offers. Use this tool to keep track of your assignments, projects, tests, and extra-curricular activities. The hallway passport pages at the end of this book are also your travel ticket throughout Northview. You will use these pages as your hallway pass whenever you need to leave a classroom during the school day. This student handbook should be your constant companion throughout the school year.

Have fun, work hard, and enjoy this school year.

Sincerely,

Mark Pugh, Principal

# CLASS SCHEDULE

Period 1 \_\_\_\_\_  
Room/Teacher \_\_\_\_\_

Period 2 \_\_\_\_\_  
Room/Teacher \_\_\_\_\_

Period 3 \_\_\_\_\_  
Room/Teacher \_\_\_\_\_

Period 4 \_\_\_\_\_  
Room/Teacher \_\_\_\_\_

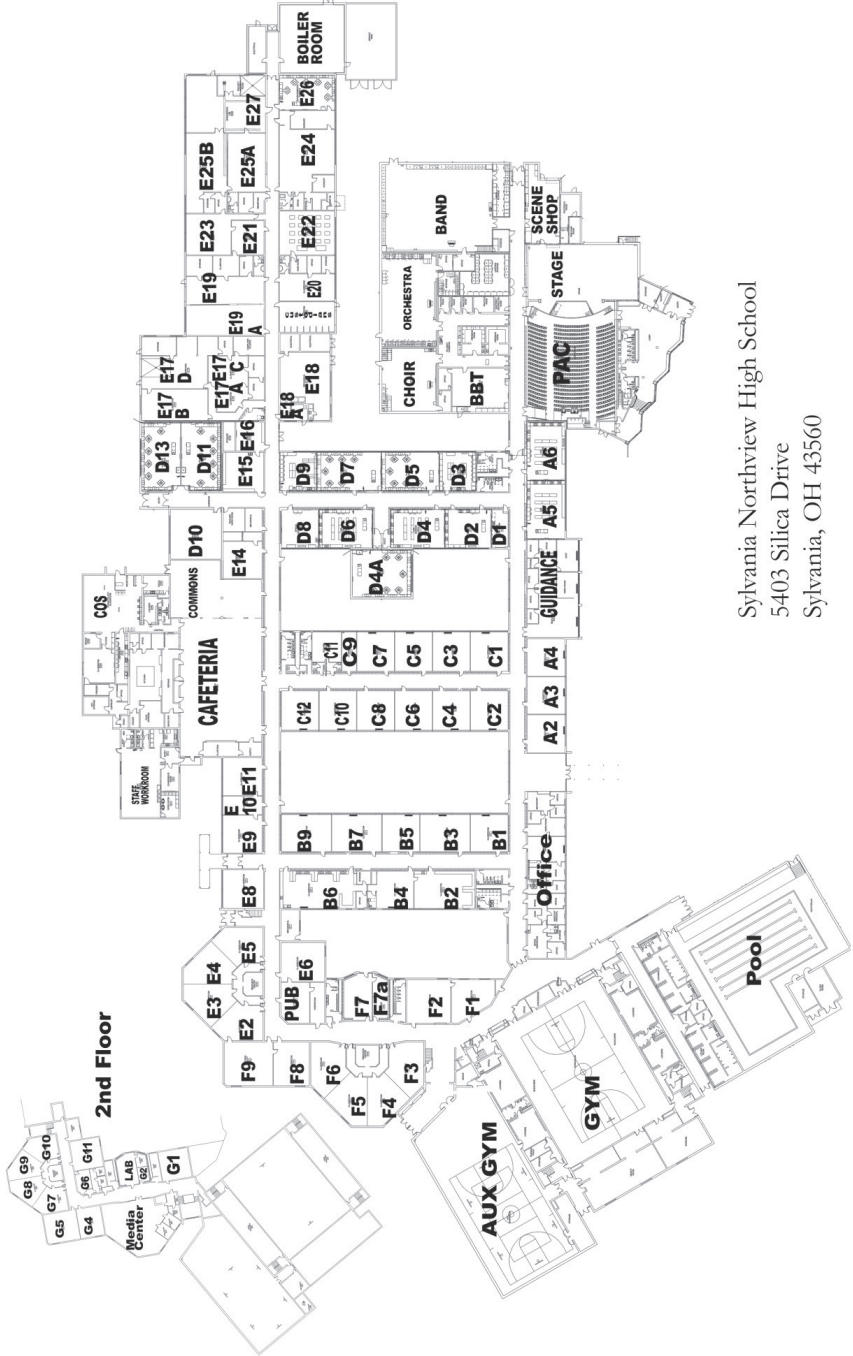
Period 5 \_\_\_\_\_  
Room /Teacher \_\_\_\_\_

Period 6 \_\_\_\_\_  
Room/Teacher \_\_\_\_\_

Period 7 \_\_\_\_\_  
Room/Teacher \_\_\_\_\_

Period 8 \_\_\_\_\_  
Room/Teacher \_\_\_\_\_

Period 9 \_\_\_\_\_  
Room/Teacher \_\_\_\_\_



Sylvania Northview High School  
5403 Silica Drive  
Sylvania, OH 43560





**Philosophy:** Sylvania Northview High School is a comprehensive school designed to prepare its students for citizenship in our community, state, nation, and the world of today.

**Mission Statement:** Sylvania Northview High School is dedicated to providing a respectful, caring, secure environment that empowers students with the analytical and creative skills and strategies necessary to be productive, life-long learners.

## ALMA MATER

Hail to the school we love,  
Thy name we praise,  
In cherished memories  
Our voices we will raise,  
Following to find life's goal  
With our hearts so true  
Kindled with enduring spirit  
Our great love for you.  
We've plans for worthy deeds  
Mem'ries so dear  
We'll treasure all your hopes  
To you we stand and cheer  
Cheer for the black and gold  
Honor to her name  
To be worthy make her proud  
And bring undying fame.

## FIGHT SONG

Fight the team across the field  
Show them that Northview's here  
Were gonna set the earth reverberating  
With a mighty cheer  
Rah! Rah! Rah!  
Hit them hard and see how they fall  
Never let that team get the ball  
Hail, Hail, the gang's all here  
And we'll win that old conference now!

## CORE VALUES

Tradition of Excellence

Courage to **Persevere**

**Ingenuity**

Personal **Growth**

**Respect** for all

Building a connected **Community**

**Colors:** Northview Wildcats are black and gold. Traditionally, color days are announced for certain games. On color day all students are asked to dress in black and gold to show their spirit.

**Crest:** Designed in the spring of 1970 for the school class ring.

**The meaning of the crest is:** The tree symbolizes Sylvania. Lumbering was an early industry.

The Arrow entwined with Atomic symbol represents Indian lore and atomic progress.

Torch/Olympic rings indicate leadership in education and athletics.

Wavy lines represent the Ten-Mile and Ottawa Creeks.

Crossed saber and peace pipe denote General David White who founded the town. He was a general in the War of 1812. Wildcat is the mascot of Northview High School. The mantle of oak leaves represents native trees of Sylvania.

# SYLVANIA NORTHVIEW HIGH SCHOOL

## TIME SCHEDULES

2021-2022

### Schedule I (Regular)

Period 1	7:35	8:16
Period 2	8:21	9:02
Period 3	9:07	9:48
Period 4	9:53	10:35
Period 5	10:40	11:21
Period 6	11:26	12:07
Period 7	12:12	12:53
Period 8	12:58	1:39
Period 9	1:44	2:25

### Schedule II (PM Assembly)

Period 1	7:35	8:13
Period 2	8:18	8:56
Period 3	9:01	9:39
Period 4	9:44	10:25
Period 5	10:30	11:08
Period 6	11:13	11:51
Period 7	11:56	12:34
Period 8	12:39	1:17
Period 9	1:22	2:00
Assembly	2:05	2:25

### Schedule III (Homeroom)

Period 1	7:35	8:13
Period 2	8:18	8:56
Period 3	9:01	9:39
Period 4	9:44	10:25
Homeroom	10:30	10:50
Period 5	10:55	11:33
Period 6	11:38	12:16
Period 7	12:21	12:59
Period 8	1:04	1:42

### Schedule IV (2 Hour Delay)

Period 1	9:35	10:02
Period 2	10:07	10:34
Period 3	10:39	11:06
Period 4	11:11	11:41
Period 5	11:46	12:13
Period 6	12:18	12:45
Period 7	12:50	1:17
Period 8	1:22	1:49
Period 9	1:54	2:25
Period 9	1:47	2:25



# SYLVANIA SOUTHVIEW HIGH SCHOOL

## TIME SCHEDULES 2021-2022

### Schedule I

Period 1	7:35	8:17
Period 2	8:21	9:03
Period 3	9:07	9:49
Period 4	9:53	10:35
Period 5	10:39	11:21
Period 6	11:25	12:07
Period 7	12:11	12:53
Period 8	12:57	1:39
Period 9	1:43	2:25

### Two Hour Delay

Period 1	9:35	10:06
Period 2	10:10	10:38
Period 3	10:42	11:10
Period 4	11:14	11:42
Period 5	11:46	12:14
Period 6	12:18	12:46
Period 7	12:50	1:18
Period 8	1:22	1:50
Period 9	1:54	2:25

### Schedule II

#### Homeroom

Period 1	7:35	8:16
Period 2	8:20	8:59
Period 3	9:03	9:42
Period 4	9:46	10:25
Homeroom	10:29	10:49
Period 5	10:53	11:32
Period 6	11:36	12:15
Period 7	12:19	12:58
Period 8	1:02	1:41
Period 9	1:45	2:25

### Schedule III

#### Activity

Period 1	7:35	8:15
Period 2	8:19	8:58
Period 3	9:02	9:41
Period 4	9:45	10:24
Period 5	10:28	11:07
Period 6	11:11	11:50
Period 7	11:54	12:33
Period 8	12:37	1:16
Period 9	1:20	1:59
Activity	2:03	2:25



# ACADEMICS

## **GUIDANCE AND COUNSELING SERVICES**

Each student is assigned to a counselor. These assignments are made in order to provide maximum service while meeting the needs of students, parents, and teachers. Counselors are assigned by the first letter of the student's last name. Counselors will work with students throughout their years.

**Northview counselor assignments are as follows:**

<b>A – Co</b>	Crystal Burnworth	<b>Me - Sc</b>	Kate Henk
<b>Cr-Hi</b>	Brian Hede	<b>Se– Z</b>	Stacie Wachowiak
<b>Ho - Mc</b>	Melanie Rogers		

**Southview counselor assignments are as follows:**

<b>A – Fe</b>	Michelle Peer	<b>Li – Ro</b>	Jodi Hess
<b>Fi – Le</b>	Megan Houts	<b>Ru – Z</b>	Teresa Ontko

Students are encouraged to go to the guidance offices and sign up for appointments to see their counselors. Parents are welcome to phone during school hours for an appointment with their son or daughter's counselor.

Listed below are some areas in which counselors may be of help:

You and High School

- Course selection and scheduling
- Coping with the demands of high school
- Opportunities for involvement in school and community life
- Administration and interpretation of standardized tests

You as a Person

- Understanding yourself - your strengths and limitations
- Discussion of personal concerns, relationships with others, etc.
- Family situations which affect school performance
- Provide information about community resources, family and/or individual counseling, medical needs, etc.

You and Your Future

- Vocational and career opportunities
- Opportunities for post-high school education, colleges and technical schools
- Applications to colleges and technical schools

## **SCHEDULE CHANGES**

### **ASK COUNSELORS ABOUT DEADLINES**

It is extremely important that you give serious attention to your selection of courses for next year. Our master schedule is constructed to accommodate those students requesting classes during spring registration. Schedule changes after this time will be difficult, if not impossible, due to our increasing student enrollment. If a parent approved scheduled change is to be considered, you should see your counselor prior to the closing of the school year or set up an appointment for the month of August. Space availability will be a major factor in honoring your request. A student may **not** request a specific teacher.

Students may drop a course without penalty until the end of the 10th school day of a semester or year long course with the teacher and parent permission. The course will be replaced with a study hall. Students will not be permitted to drop their course if their course load would drop below the required amount (six courses each semester).

Students dropping a course after ten (10) school days will receive an “F” for the semester unless it is dropped with written teacher recommendation. Teacher recommendation will be based on the following criteria:

1. The student sought assistance from the teacher.
2. The student has taken advantage of any available tutorial services.
3. The student’s work does not indicate the ability to meet minimum course requirements with conscientious effort.

Students will be assigned to a study hall (not commons) for the remainder of the semester if the course is dropped. Students are expected to complete all year long classes, however, a semester’s credit will be given to a student who has successfully passed one semester of a yearlong course if the student was enrolled in the course for the entire year or special circumstances exist to warrant a drop at the end of the first semester.

Seniors are expected to carry six (6) academic periods and Grades 9- 11 are expected to carry seven (7) academic periods. Schedule change request forms can be obtained in the counseling center.

### **WITHDRAWAL FROM SCHOOL**

Parents who are withdrawing students should report to the record’s office to fill out necessary paperwork. If the student is under 18, the parent must provide the name and address of the school the student is transferring to, or provide a current work permit that shows the student is working no less than 30 hours a week. Final transcripts will not be sent until all books and obligations are cleared.

## **GRADING**

### **GRADING SCALE**

The grade card contains the following information each semester:

1. A letter grade for the first and second nine-week periods.
2. A letter grade for the exam.

Each reporting period is 40% of the semester average while the exam equals 20%. The final percentage determines the letter grade that is listed on the transcript.



The semester grade is determined by multiplying the 1st marking period grade by two as shown in the chart below. The 2nd marking period grade is also multiplied by two. Finally, the exam grade is added to the sum of both marking periods and divided by five.

Example:

1st Quarter Grade	2nd Quarter Grade	1st Semester Exam
99/A+	91/A-	91/A-

$$A+ A- A- = (99 \times 2) + (91 \times 2) + 91 = 471/5 = 94.2 = A$$

A minimum total of 300 is necessary to receive a passing grade for the semester.

## GRADING SCALE & CONVERSION CHART

Grade	Grade Range	Conversion Equivalent	Honors Conversion Equivalent	Advanced Placement Conversion Equivalent
A+	98-100	4.0	4.5	5.0
A	93-97	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.3	1.3
D/P	60-66	1.0	1.0	1.0
F	50-59	0	0	0
DNA	Did Not Attempt	0	0	0

- The top of the grading scale is capped at 100 while the bottom is set at 50.
- For honors classes, a student earning the grade of A+ through C- will receive an additional .5 on the semester average GPA.
- For Advanced Placement (AP) classes, a student earning the grade of A+ through C- will receive an additional 1.0 on the semester average GPA.
- A student earning any combination of two F's in one semester automatically fails the course.
- A student may receive a grade of "P" if in the teacher's judgment the effort is commensurate with a passing grade.
- "I" is incomplete. An "I" must be removed within ten school days or it becomes an "F" unless the administration grants an extension.
- "W" is a withdrawal from the course.
- "DNA" (Did Not Attempt) is a designation used for students who do not attempt an exam. The DNA value is zero. DNA designation may include, but not be limited to: Non-attendance, attendance but not attempted, answers minimal questions, answers are random and indicates a student had not read the questions, and final score is extremely low and does not show work if required.

Cumulative Grade Point Average (GPA) is calculated by multiplying the semester average GPA points by the semester credit value for each class. The total GPA points per semester are divided by the total credit values to equal the semester cumulative GPA.

Example:

Sem Cum GPA	Total	Honors Choir	Health	PE	History	Science	AP Math	English	Class
		A+	B	A+	D	C	B-	A+	1st Qtr Grade
		99	85	99	63	75	81	99	1st Qtr %
		A-	F	A+	C-	C	A	B	2nd Qtr Grade
		91	59	99	71	75	95	85	2nd Qtr %
		A-	F	A+	C+	C	A+	A-	Exam Grade
		91	59	99	78	75	99	91	Exam %
		94.2	69.5	99	69.2	75	90.2	91.8	Sem Avg Conv %
		A	F	A+	D+	C	A-	A-	<b>Sem Avg Grade</b>
		4.5	0.0	4.0	1.3	2.0	4.7	3.7	Sem Avg GPA Pts
	<b>3.25</b>	.5	.5	.25	.5	.5	.5	.5	Credit Value
<b>2.8</b>	<b>9.1</b>	2.25	0.0	1.0	0.65	1.0	2.35	1.85	GPA Pts/ Sem

9.1 / 3.25 = 2.8 cumulative GPA for the semester.

## HONOR ROLL

An Honor Roll, compiled and published at the end of each nine-week grade period recognizes outstanding academic achievement. A student must take four solids to be considered for the honor roll. The highest honor is **4.0** or better average and the next honor is for the student who achieves a cumulative of **3.5** to **3.9** grade averages. Any grade below a "C" will eliminate a student from either of the above honors. In addition, students who achieve **3.0 to 3.4** grade point averages will be honored on the Merit Honor Roll and students who increase their grade point average by **.5** from the previous quarter will be recognized for their achievement on the Principal's Recognition Award.

## INTERIM REPORTS

Interim progress reports will be posted to **PowerSchool** at the midpoint of each quarter. This will provide the student an opportunity to assess his/her academic progress and make changes if necessary. We encourage parents to contact teachers at any time should a concern arise. Teachers are asked to contact you immediately if there is a concern regarding your child. Paper copies of the Interim will be made available upon parent request.

## GRADE CARDS

Because grades and GPAs are updated daily in **PowerSchool**, hard copies of grade cards are no longer distributed. As a general rule, final grades are officially stored one week after the last day of the term. If you should require a paper copy of your grade card, one can be printed upon request.

## CHEATING AND PLAGIARISM POLICY

The intent of this policy is to communicate to students and parents that cheating and plagiarism are against school policy, and in violation of the Student Discipline Code and completely unacceptable under any circumstances. All students are expected to adhere to the highest standards of personal honesty in their work. Work presented for credit in all classes must be original student work.

**Cheating:** Cheating is the use of a device or another individual in the completion of any assigned task, unless the directions for the task specify otherwise. Examples of cheating include but are not limited to:

- the deliberate copying of another's work on an examination, test, quiz, homework assignment or project which was assigned to be completed by an individual;
- representing work copied from another or work which was done collaboratively with another's as one's own;
- working with others on an assignment, quiz, or other work that was intended to be done by an individual;
- looking at an examination, test, or quiz of another student (whether or not information seen was used);
- submitting papers taken from the Internet;
- using Internet or other electronic translator programs to translate a foreign language assignment, quiz, or test or
- the use of cheating devices such as "crib sheets," books, or other materials to aid on a test or quiz.

**Plagiarism:** Plagiarism is the presentation of all or part of another's work as one's own without giving credit to the originator. Work may include speeches, written work, music, video, art, graphic designs, or any other work that is not original. Examples of plagiarism include but are not limited to

- paraphrasing a portion of any written or recorded work without crediting the original author;
- using direct quotations without identifying them as such;
- using a direct quotation without citing the source;
- the use of portions of music, video, photos, designs, or other media without citing the source; or
- misrepresenting the work of one author to be that of another or several others.

**Consequences:** An incident of cheating or plagiarizing will result in several consequences:

- The student found cheating or plagiarizing will receive a zero on the assignment, quiz, test or project involved;
- A referral from the teacher will be submitted to the administration. Depending on the circumstances and seriousness of the incident, this referral may result in a demerit or more serious consequences such as suspension or expulsion.
- The teacher will notify the student's parents.
- Cheating or plagiarism may be a factor in selection or continuing membership in the National Honor Society.
- Repeated violations of this policy will be treated as serious offenses and will result in harsher consequences



# TESTING

## EXAM POLICY

All students are required to take semester exams as scheduled. **New students** attending less than **one quarter** will not be required to take semester exams. In these situations, the quarter grade for that semester will be averaged together for the semester point average. The student may elect to take the exam(s) as a measure of his/her progress or an option to improve his/her grade if they choose.

**Seniors may be exempt from taking final exams if they meet one of the following exemption guidelines.**

1. **Students can have no more than five (5) absences per class period for the second semester.**
2. **Students must maintain a minimum of “B-” or above both quarters in the class they wish to be exempt from the exam.**
3. **Students may not have any discipline dispensed by The Student Services Office for the 2nd semester.**
4. **In a performance class (e.g. choir, band, orchestra, etc.) students may not be exempt from the exam when a performance is required.**
5. **For an Advanced Placement (AP) Course, if the AP Exam Score is not used for the final exam grade, the teacher may assign an alternative project to take the place of the final exam grade.**

## OST (OHIO STATE TESTS) INCENTIVE PROGRAM

All students succeeding on state tests in Sylvania Schools will receive benefits not only in their test scores, but also in their school grades. This incentive program allows students that have excelled in these tests to replace low semester exam grades with higher grades based on the strength of their state test results. The program aims to incentivize student effort for state tests, which often do not present immediate value to students, and it is based in part on the successful incentive program previously run for Ohio’s Graduation Tests. The details of the incentive program allow for differences among diverse populations of students, from AP students to students with disabilities, providing incentives that make sense for each population.

Students who earn a score on an Ohio State Test (OST) that translates on the below scale to a higher grade than their 2nd semester examination score will be able to submit a grade change form to the Record Secretary to have their 2nd semester exam grade changed to the higher mark.

Students in regular education classes will replace grades according to the following formula:

OST:	5	4	3	2	1
	A+ 100%	A 95%	B 85%	N/A	N/A

Students in AP/honors classes will replace grades according to the following formula:

OST:	5	4	3	2	1
	A 95%	B 85%	N/A	N/A	N/A

Students with disabilities on IEPs will be afforded several options for exam grade replacement:

*Special Education Replacement:* All students completing special education courses with exams, including, but not limited to, essentials-level courses, Academic Strategies, and Fundamentals of Math, will be allowed to raise their exam grade by 10% if their OST score demonstrates an increase from previous scores (see the guide below). This will lead to a letter-grade increase. In the case that a relevant previous test score is not available, the case manager and assistant principal for teaching and learning will decide on a reasonable measure for growth.

Ohio State Test	Relevant Previous State Test
English Language Arts I	Grade 8 English
English Language Arts II	English Language Arts I
Algebra I	Grade 8 Mathematics
Geometry	Algebra I
Biology	Grade 8 Science
American History	English Language Arts I
American Government	American History

- *Co-Taught Replacement:* Students with disabilities in co-taught classes will be offered the regular education replacement option unless the case manager makes a special appeal to use the special education replacement above.
- *Special Arrangements:* A case manager may request a special replacement policy for an individual student with disabilities or a special education class in order to support the individual needs of a student or students.

#### Logistics

- Students will be responsible for comparing the 2nd semester examination score and OST result from each course. While notifications and reminders will be sent to students and parents, the responsibility for initiating the change will be the responsibility of the student.
- Students will complete a Grade Change Form, and submit it to the Records Secretary by the end of the second full week of school in the next academic year.
- The Records Secretary will check the forms for accuracy, comparing the students' records and the OST results.
- The Records Secretary will make necessary changes to student transcripts, which will also alter the student's cumulative GPA.

#### Optional Extension to the Class of 2019 and beyond seniors

- All seniors sitting in American Government or completing an American Government CCP course before or during semester one, starting with the class of 2019, will be tested in American Government in December. This does not include students sitting in AP US Government and Politics, who will test in the traditional spring window.
- These students will choose from one of two options.
  - The student can complete the regularly-scheduled American Government exam in addition to the American Government OST. If the OST grade released in second semester is high enough, the student may opt to replace the exam grade according to the guidelines above.
  - The student can opt out of the regularly-scheduled American Government exam, choosing to replace that grade with the OST grade. In this case, the student must notify the American Government teacher of the opt-out. The teacher will leave the exam grade blank until the OST results arrive. The exam grade will then be replaced by the OST score according to the formula below.

OST	5	4	3	2	1
	A 100%	A 95%	B 85%	D 65%	50%

### SYLVANIA SCHOOL'S TESTING SECURITY

Because of the impact of **Ohio State Tests (OSTs)** on students' graduation and/or the type of diploma they may receive, the State Department of Education takes the security of these tests very seriously.

**Other standardized tests used by the ODE, such as the ACT to determine college readiness and AP Exams, which are used to determine college credit, the** district is required to inform students of the provisions for security of the tests and the penalty for violating test security.

As with any other tests, students must do their own work and keep their work to themselves. Any student suspected of cheating will be investigated using due process according to district procedures. Students confirmed cheating or assisting another student to cheat on a proficiency test will have their test(s) invalidated and may be subject to a disciplinary suspension. Students may also **not** share or discuss any specific test items with another person. If, for example, a student has a question from the math portion of the test, (s) he may not discuss that specific question with another student or teacher. Similar questions may be addressed in context of discussions from previous classes but not by using specific proficiency test questions.

# EDUCATIONAL OPPORTUNITIES

## HONORS AND ADVANCED PLACEMENT COURSES

Honors and Advanced Placement courses exist for the purpose of challenging students who have exhibited high academic achievement. They exist in several academic departments and are open to students only by selection based on these criteria: (1) standardized tests, (2) teacher recommendations, (3) past achievement in the subject matter and (4) department requirements. Students in honors and advanced placements courses are able to earn a 4.5 "A" and a 5.0 "A" as a result of outstanding

## COLLEGE CREDIT PLUS (CCP)

College Credit Plus replaces the post-secondary education option (PSEO) and redefines dual enrollment programs. Eligible students can take a course and earn high school and college credit that appears on both the high school and college transcripts. There is no cost for the student to participate in College Credit Plus when the student is enrolled in a public college or university. Students choosing to enroll in a participating private college or university might incur costs. With both programs, there are several conditions that must be met. Students interested in participating in College Credit Plus must see their school counselor for full details. Prior to the deadline, a required informational meeting will be scheduled to outline the details of this program. All interested students and parents must attend.

## EDUCATIONAL OPTIONS AND CREDIT FLEXIBILITY

Educational options and credit flexibility plans provide alternative means by which high school students may earn high school credit outside the traditional classroom instruction. Students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning may be interested in pursuing high school credit through one of these options. Please refer to the district website: <http://www.sylvania.k12.oh.us/> under the parent resource section for additional information and forms.

## CREDIT RECOVERY

Required courses that fail should be taken in summer school when possible. Students may discuss other options with their guidance counselor. The building administrator reserves the right to limit the number of credits earned through alternative options.

Required courses that are failed should be taken in summer school through Edgenuity or assigned by the counselor or administrator during the school year. Failure to make up courses may ultimately delay graduation. Students must consult with their counselor to develop a credit recovery plan. Students who hire a private tutor to repeat coursework must have assistant principal approval, sign a contract, and meet state guidelines. In such a case, the student must take a department exam to earn course credit. The student should see a counselor BEFORE he or she considers this option. Grades from alternative learning opportunities will be averaged with other grades. If any course is repeated via traditional delivery method, the higher grade will be counted in the GPA. The class being repeated must be the same class as originally taken. Courses taken during the summer must be completed prior to the start of the next school year.

## SYLVANIA VIRTUAL ACADEMY (SVA)

Sylvania Virtual Academy (SVA) is an online school that is part of the Sylvania City Schools system. provides an alternative to the traditional high school experience for those students who may need an alternative environment. SVA has a full time director, a licenced teacher who is also certified in special education so she can assist students on IEPs. Currently, there are 60 seats within SVA. Students at Northview and Southview must complete an application to be considered for admission. The admission process begins at a student's home school through his/her guidance counselor. SVA students are still students at their home schools (Northview or Southview) and may participate in extracurriculars. Also, students who attend SVA and complete graduation requirements in SVA will receive a diploma from the home school. For more information, please see [www.sylvaniaschools.org](http://www.sylvaniaschools.org) and select Sylvania Virtual Academy under the Our Schools tab.

## COMMONS

The Commons area is located next to the cafeteria and is a senior/junior privilege. Commons requires daily attendance unless other arrangements are made in advance by the teacher and student. Students must show the Commons supervisor a pass before leaving for another area. Students are expected to report to Commons on time and remain until the end of the period. Students are not to congregate at the entrance or exit from Commons. Juniors and seniors will be limited to one Commons per day for students who maintain a GPA of 2.5 or higher. (Exception to more than one commons: students assigned laboratory periods will be allowed commons on off setting days.) Students who fall below the 2.5 GPA can be considered for study hall.

At the end of each quarter of the school year, any junior or senior who has two (2) or more "F's" or falls below the 2.5 GPA will be assigned to a study hall in place of any Commons periods they might have.

### **Commons Procedures**

1. **Students must be seated in an assigned area at the beginning of the period.**
2. **Students must have a pass in order to leave Commons for any reason. The pass must first be shown to the commons supervisor.**
3. Instructions from the Commons supervisor must be followed the first time instructed, failure to follow these instructions may lead to removal from Commons for the year.

**\*\*Students may receive demerits and/or be assigned to study hall for not following Commons procedures.**

### **STUDY HALLS**

1. The supervising staff member will assign seats. Attendance will be taken every period.
2. An atmosphere will be maintained which is conducive to study. **No talking without permission.**
3. Books/magazines must be taken to the study hall by the student.
4. Card playing and other games are not permitted.
5. **Students must check into Study Hall first before going to another location. In addition they must have a signed pass from a staff member giving permission to go to that location.**
6. Students wanting to leave Study Hall to use the Media Center must first present to the Study Hall monitor the pass written by the teacher requiring library work. Students then need to sign into the library at the circulation desk. If leaving the library before the end of the period, students should acquire an exit pass from the librarian and then present that pass to the Study Hall monitor. Not following this procedure may result in disciplinary action.
7. No eating/drinking will be allowed in any study hall.

### **INTERVENTION SUPPORT**

Extra support is available in different curricular areas based upon availability. A Math Lab will be available each period of the school day and held in individual math teachers' classrooms. Check the master schedule for teachers and period availability. Writing Lab hours will also be available - check the master schedule for availability. Testing support for small groups and other accommodations is also available upon request. Credit Recovery support will also be available based upon teacher availability - check the master schedule for periods and locations.

### **FIELD TRIPS (DISTRICT SPONSORED)**

A field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a staff member, and an integral part of curricular, co-curricular or extracurricular program.

The Superintendent or his/her designee shall approve all district-sponsored trips.

Students may be charged reasonable fees for field trips, but no student shall be denied participation for financial inability, nor shall non-participation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to its administrative guidelines and policies.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Superintendent or his/her designee.

A staff member's inclusion in a field trip either day or overnight does not denote the trip's being Board approved or school sponsored.

A parent's written permission is required for all field trips during the school year. Permission forms will indicate whether a trip is or is not sponsored.

During the summer, trips will not require signature unless there is indication on a requested permission slip that a trip is Board approved. All trips in the summer will not be approved and therefore, are unsponsored unless the trips are continuations of annual blanket Board pre-approved trips.

To find out whether a trip is sponsored or not sponsored, call the building principal.

It is the responsibility of the student to see their teacher for all make-up work.

## **INTERVENTION ASSISTANCE TEAM (IAT)**

A core team works with staff members and parents to identify at-risk students, gathering necessary information about the individual and then develop a school-based action plan to meet the specific needs of each student in the areas of academics, health, behavior and attendance.

## **EWIMS (Early Warning Intervention and Monitoring System)**

This system is set up to monitor student behavior, attendance and academic performance to ensure that students stay on track to graduate on time. Students are monitored in the three areas and then are assigned interventions and case managers as needed. This could include extra academic support, behavior interventions or attendance meetings with parents. Check ins are conducted to offer support and guidance to students. Grades, behavior and attendance are reevaluated each quarter.

## **MEDIA CENTER**

The Northview Library Media Center, located on the second floor (G hall), is open for student use each school day. The Southview Library Media Center, located just past the main lobby, is open for students each school day from 7:00 a.m. to 3:30 p.m., Monday through Thursday, and is open until 2:30 p.m. on Fridays. The following guidelines have been implemented.

- It is the responsibility of each student using the library media center to sign in at the circulation desk upon arrival. This includes all periods, including lunch hours. Teachers may also schedule classes in the library media center and/or computer labs. Students are excused from signing in when accompanied by the classroom teacher.
- While in the library media center, no food, candy or drinks are permitted. No book bags, backpacks, carrying cases or large purses will be allowed in any part of the facility during all library media center hours.
- Books and back issues of magazines may be borrowed for three weeks. All checkouts are renewable. Students may not check out materials for other students.
- Overdue items will accrue a minimal fine and prevent subsequent checkouts until the obligation is met. Daily fines are ten cents per item per school day. No fine is charged for days when the student can provide an excused absence slip. Fines will never exceed replacement value of the materials. In the rare case of lost materials, a replacement charge will be assessed. See Mrs. Omev at Northview or Mrs. McCrary at Southview for current pricing. Finally, a \$1.00 charge will be assessed for all items returned without a barcode.
- Students are welcome to use the computers in the Library Media Center for independent use. However, teachers who have reserved the area and accompany their classes have priority.
- For student access to the Internet, written parental permission is required yearly on the "Network & Internet Access Agreement." Internet research on Sylvania Schools' equipment is to be curriculum related.
- A copy machine is available for student use. The cost of each 8.5 x 11 color reproduction is 25 cents.
- No passes will be issued by the Library Media Center.

The general policy of the Library Media Center is to provide, within time, budget and staff limitations, all support materials needed by students. All Library Media Center patrons are encouraged to make suggestions to Mrs. Omev at Northview or Mrs. McCrary at Southview. We are proud of the way our students use the facilities; we endeavor to create a positive environment.

## **MARRIED STUDENTS**

The same rules and regulations as the rest of the student body shall govern married and/or pregnant students. However, a pregnant student may be required to be under a physician's care, so as to determine the extent of academic and extracurricular participation, with the immediate concern being for the student and the unborn child.

# GRADUATION

## GRADUATION REQUIREMENTS

The policy of the Board of Education shall be to acknowledge each student's successful completion of the district's instructional program by the awarding of a diploma at fitting graduation ceremonies. The instructional program shall be appropriate to the achievement of district goals and objectives as well as personal proficiency. A regular high school diploma shall be awarded to every student enrolled in the District who meets the requirements of graduation established by the Board or who properly completes the goals and objectives specified in his/her individualized education program (I.E.P.). The I.E.P. shall include either the exemption form or the completion of the achievement tests required for graduation by the State Board of Education. In addition, unless exempted, each student must also demonstrate at least a proficient level of skill on the achievement tests required by the State Board to graduate. The minimum credit requirements for graduation from high school are as follows:

Graduation Requirement:	Credits:
English	4
Social Studies*	3
Science	3
Math**	4
Health/Physical Education	1
Fine Arts***	1
Electives****	6
Total Credits	22

\*One credit of World Studies, 1 credit of American History, .5 credit of American Government, remaining .5 credit elective.

\*\*Mathematics units must include Algebra II.

\*\*\*Students must complete at least two semesters of fine arts. Students following a career-technical pathway are exempted from the fine arts requirement. Please see your guidance counselor for details.

\*\*\*\*Five of the 6 electives must be chosen from foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education, or English, mathematics, or science, social studies courses are not otherwise required.

Credit may be earned at an accredited postsecondary institution. An Honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirement of his/her I.E.P.; attains the applicable scores on the achievement tests required by the State Board of Education for graduation; and meets any additional criteria the State of Board may establish.

*Class of 2018 and beyond*

Students must pass the Ohio Core Curriculum, participate in the end of course exams, and meet one of three pathways to graduation as outlined in the Program of Studies.

## GRADUATION CEREMONY PARTICIPATION REQUIREMENTS

In order to participate (walk) in the graduation ceremony, students must attend the Senior Assembly and graduation practice. In order to participate in the graduation practice, students must ride the school provided transportation to and from the venue.

## GRADUATION STUDENT RECOGNITION

For the graduating class of 2018 and beyond:

- A. Students will be recognized with the following honors depending upon their grade point average as determined at the end of the first semester of the senior year.

<u>Honor</u>	<u>G.P.A.</u>
Cum Laude	3.5 – 3.749
Magna Cum Laude	3.75 – 3.999
Summa Cum Laude	4.0 and above

- B. The class ranks of students will be calculated and reported consistent with board policies and guidelines, but will not be published.

## EARLY GRADUATION

Students who wish to graduate before June of their senior year should contact their counselor at least one quarter before they intend to leave school. Written permission from parents will be required.

Students who leave school in January may take part in the June commencement ceremonies. Seniors graduating in January will be required to follow the normal underclass final examination procedure for the first semester.

Seniors who graduate early are not eligible to participate in extracurricular activities after they are no longer taking classes. They must finish their first semester classes, even if enrolled at a university.

# STUDENT SERVICES

## ABSENCES

### BOARD OF EDUCATION POLICIES REGARDING STUDENTS COMPULSORY ATTENDANCE- POLICY 5200

The Board of Education requires all students enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

## GUIDELINES FOR REPORTING AN ABSENCE:

### EXCUSABLE REASONS FOR ABSENCE

The District accepts the following as **reasonable excuses for time missed at school**. Each absence shall be explained **in writing** and signed by the student's parents. The excuse shall be submitted to the building principal/designee and filed as part of the student's school record.

A **written** excuse for absence from school may be approved for one (1) or more following reasons or conditions:

**A. Personal illness**

**B. Appointment with a health care provider.**

The principal/designee may require a doctor's confirmation if she/he deems it advisable.

**C. Illness in the immediate family**

The absence under this condition shall not apply to children under fourteen (14) years of age.

**D. Quarantine of the home**

The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.

**E. Death of a relative**

The absence arising from this circumstance is limited to the three (3) days unless a reasonable cause may be shown by the applicant child, parent/guardian for a longer absence.

**F. Necessary work at home due to absence of parent(s)/guardians**

Any absence arising because of this condition shall not extend for a period longer than that for which the parents were absent from the home

## G. Observation of religious holiday

Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief. The intent of this section is not to permit half or part-day absence to attend special religious services when these services can be attended before or after school hours.

## H. Emergency or set of circumstances

Any emergency or set of circumstances which in the judgement of the Superintendent of schools or his/her designee constitutes a good and sufficient cause for absence. The building principal shall serve as the Superintendent's designee in the determination of such emergency or set of circumstances.

## I. Out of state travel

Up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction to participate in a District approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours when the student's school is open for instruction, a classroom teacher shall accompany the students during the travel period to provide the student with instructional assistance.

**Parents need to contact the Attendance Office at 419-824-8710 before 8:30 a.m. to verify why students will be absent or tardy for the day.**

### Absence note from Parent/Guardian

Telephone calls **do not** constitute an excused absence for an admit slip. Students are to report to the attendance office with a **written note** upon his/her return to school. Absence notes must include dates of absence, reason for absence, signature and the phone number where parent can be reached. Absence notes need to be taken care of **before** school in the Attendance Office.

### Absence – Request for Assignments

It will be the responsibility of the student to request information and assignments missed during his/her absence. If an absence lasts three consecutive days or more, a parent may wish to call the Attendance Office secretary and arrange to pick-up assignments. **Twenty-four hours** notice will be needed to fulfill this request.

**Make-up Work.** The following conditions apply to the make-up of tests and other assignments missed during any absence - excused or unexcused:

- A. When an absence falls within any one or more of the seven (7) excused categories described above (See Excused Absence), students must make arrangements with the teacher upon his/her return for make-up tests and assignments. Every reasonable help and consideration in make-up will be offered by the faculty and administration to students with the excused absences.
- B. When a student has an unexcused absence or is truant, the faculty and administration assumes no obligation to assist the student with the completion of assignments and tests.
- C. The make-up of tests and other assignments associated with a personal convenience absence is detailed in the **PCA** Section.

## ILLNESS WHILE AT SCHOOL

Whenever a student becomes ill in school and it is necessary that he/she be sent home, one of the parents must be contacted by the school secretary **before** the student may leave the building. If parents are not available by telephone, relatives or neighbors on the Emergency card may be contacted. **All students who are ill and not able to attend class must report to the Attendance Office.** By state law no medication, including aspirin, may be dispensed by office personnel.

## ABSENCE DURING THE SCHOOL DAY FOR PROFESSIONAL APPOINTMENTS

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Students are required to be in attendance from 7:35 a.m. until 2:25 p.m. each day. Students must follow all **sign-out procedures** in the **Attendance Office** to leave school. When a student is to be absent for part of the day:

1. The student shall have a statement to that effect from his/her parents/guardians.
2. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment.
3. The student shall report back to school immediately after his/her appointment if school is still in session. Students enrolled in any program and/or are on a PSTA that allows them to leave the building during the day to work and/or participate in a job shadowing experience will be expected to follow the guidelines set up for that particular program. Failure to do so may result in an unexcused/truancy report for the student. Further violations may result in the removal of the student from the assigned program.



## STUDENTS LEAVING SCHOOL - EARLY DISMISSAL

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the administration/designee and with the knowledge and approval of the student's parents.

## PERSONAL CONVENIENCE ABSENCE (PCA) OR STUDENT VACATION DURING THE SCHOOL YEAR

Personal Convenience Absence (PCA): uninterrupted attendance in school is essential for student success. It is therefore expected that absences from class should occur only in unavoidable circumstances. Absence from school for student and/or parent personal convenience is **not** provided for under school attendance laws of the State of Ohio. Therefore, such absence will be considered **unexcused**. Personal convenience absences are available to parents for students participating in special trips or family activities. The absence is unexcused and must be taken in compliance with the following provisions:

- a) The PCA will be considered **unexcused**.
- b) The PCA forms will be issued only to **parents/guardians** by the principal or his/her designee. Notes from parents will not be accepted. Phone calls may be made to the Attendance Office at any time. Evenings-leave a voice message for the student to pick up the PCA the next school day.
- c) The PCA forms must be completed and on file **before** the date(s) of the absence.
- d) The PCA forms will **not** be issued for absences during **district wide testing, including exams and the first two and last two weeks of the school year**.
- e) The PCA absences are applicable only to trips on which students accompany their parents or designated chaperones.
- f) Students/parents are responsible to inform each teacher of the dates of a PCA.
- g) Students will be permitted to make-up graded assignments, classroom tests and examinations that **are** recorded or calculated as part of the student's grade.
- h) Students/parents are responsible to make arrangements to make-up tests by the **second day the student returns**.
- i) **Failure to abide by the above procedures and other administrative guidelines will result in denial of make-up privileges.**
- j) Sylvania Schools assumes no responsibility for a drop in grades.
- k) Teachers **are not required to prepare assignments in advance** for students who are anticipating days of absences.
- l) Teachers are not required to examine or correct assignments missed during a PCA that are not recorded or calculated as part of the student's grade.
- m) Teachers are not required to grade, examine, correct, or replicate any missed activity, written work, or class experience the completion of which is predicated upon a student's attendance or in-class participation (e.g. lab, play, etc.) You do not need to fill out an admit slip when you return from a PCA.

## COLLEGE VISIT/ MILITARY APPOINTMENTS/ CAREER TRAINING

Students who plan to make a college visitation must have the **College Visit** form on file in the attendance office **prior** to their visit. Parents do not need to pick up the college visit form. Upon your return to school you must provide the attendance office with a copy of the **College Visit** form signed and including the dates of your visit by the college representative. The form must be turned in to the attendance office upon your return to school. Students are allowed three (3) campus visits per school year. College visits will not be issued the first two weeks and the last two weeks of school.

## DRIVER EXAMINATION ABSENCE

Students will be excused from school a ½ day in order for them to take their driver's license examination. This will be permitted one time only. Students who require more than one attempt to pass the exam will be required to do so after school hours.

Driving time is not an excused absence.

## SEMESTER EXAM ATTENDANCE POLICY

Students need to be in attendance for the exams. Students may arrive late to school if they did not have an exam scheduled and may leave after they completed their exam(s) for the day with written permission from their parent/guardian to leave school. Students will not be permitted to leave school during open periods of scheduled exam days.

Occasionally, school delays during semester exams may result. When this occurs, exams will start at the beginning of school for the delay schedule, i.e. 2-hour delay – classes begin at 9:30 a.m. Students are requested to bring lunch for the day because exams will continue until 2:25 p.m. that day and no lunch service will be available.

For cancellations, exams will resume the next day in session and extend until exams are completed, i.e. Wednesday exams cancelled; these will be moved to Thursday. Thursday exams will be moved to Friday with record day being held on Monday. When parents have questions about the report card, they should contact the subject teacher or the counselor. **Students absent from an exam must provide a medical or court excuse to make up the exam.**

## EXCESSIVE ABSENCE AND HABITUAL TRUANCY GUIDELINES

### EXCESSIVE ABSENCES

1. Following requirements for Ohio House Bill 410, a student who has been absent with or without a legitimate excuse for 38 or more hours in one school month or absent 65 or more hours with or without a legitimate excuse in one school year will have a letter sent home informing parents that the student is considered excessively absent from school.
2. A student reaching 65 hours or beyond of absence may have their name forwarded to Student Services. (Absences used here would not include days for which a medical or court excuse has been provided.) Student Services may set up a conference with the parents, the school principal/designee and the Director of Student Services. Possible results of this conference could be referral to the courts, Children Services and the withholding or withdrawal of a student's driver's license, etc.

### HABITUAL TRUANT

Under Ohio House Bill 410, the definition of 'habitual truant' has changed from days to hours. The definition now is: absent 30 or more consecutive hours without a legitimate excuse; absent 42 or more hours in one school month without a legitimate excuse; or absent 72 or more hours in one school year without a legitimate excuse. When a student is habitually truant, the following will occur: 1. Within 7 school days of the triggering absence, the district will do the following: a. Select members of the absence intervention team; b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team. 2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team; 3. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and 4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

### TRUANCY

**Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter for which administrative action will be taken as follows:**

1. **No credit will be recorded for work missed as result of truancy.**
2. **A record of the truancy will be entered in the student's attendance record.**
3. **Parent contact will be attempted.** Truancy is an unexcused absence. A student is truant if he/she leaves school without signing out, leaves school without permission of parents, comes to school but does not attend classes, or obtains permission to go to a certain place but does not report there.

**Northview:** Students are considered truant if caught in Sleepy Hollow. The pathway is Association property and intended only for the use of residents

**Southview:** Students are considered truant if caught in the parking lot or on Cougar Lane without permission.

## DISCIPLINARY ACTION FOR TRUANCY

A. **School truancy** is defined as being absent from school grounds all day or any part of the school day. This may include students returned by parents, police or school personnel.

**1st Offense:** Parents notified. Detention(s) issued. Teachers must record a zero for the unexcused absence.

**Subsequent Offenses:** Parents notified. Administrative discretion for penalty. Teacher must record a zero for unexcused absences.

B. **Class Truancy.** Is defined as missing all or part of any period assigned to the students without a legitimate excused reason from a staff member. This includes lunch, study hall, or Commons.

Offense: Teacher must record a zero for an unexcused absence. Administrative discretion for penalty.

## TARDINESS TO SCHOOL AND DISMISSAL FROM SCHOOL

Tardiness to school is defined as arriving after the start of school at 7:35 am until 7:50 am. After 7:50 am, it will be considered an absence. Students must report to the Attendance Office and sign in.

A dismissal from school is defined as leaving school/classes early before your schedule ends. In order for the dismissal to be excused you must bring documentation for an admit slip.

1st, 2nd, & 3rd offenses: No action

4th offense: Detention

Every four unexcused tardies/dismissals will result in progressive discipline.

## EXCUSED TARDIES/DISMISSALS:

Medical (verified by doctor's office)

Court (verified by court official)

Accident (police report)

Parent notes for illness are required after 65 hours of absences for the year OR 38 hours per month after which time, official verification will be required. (excluding those with medical excuses).

## UNEXCUSED TARDIES/DISMISSALS:

Overslept

Car trouble/traffic problems/speeding

Ride arrived late or never showed up

Missed bus

Accident without police report

**These tardies are cumulative each semester and do not start over at the beginning of each semester.**

## TARDINESS TO CLASS

Students tardy to class are to be admitted by the classroom teacher. Students arriving tardy to class without an admittance pass signed by a staff member are considered unexcused. It is the responsibility of the student to secure a pass from their previous classroom teacher for an excused admit to their next class if they are late. The attendance office will **not** issue passes to class.

## 5600 - CODE OF CONDUCT STUDENT DISCIPLINE CODE

The rules and standards set forth in this student discipline code apply to conduct on school premises, on or off school buses, or involving school property, to misconduct by a pupil that occurs off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a pupil that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee. Any conduct which causes or creates a likelihood that it will cause disruption or interference with the health, safety or well-being, or the rights of other students or Board of Education employees is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all items of misconduct can be itemized. This policy contains an enumeration of some areas of conduct which will lead to disciplinary action.

The consequences for violation of this policy will be decided upon by the administrative staff. Such action can come in the form of counseling, parent conference, assignment of additional work, rearrangement of class schedules, detention, Saturday school, placement in the In-School Reassignment Program, out of school suspension, to the maximum of ten (10) days, recommendation for expulsion from school and/or referral to juvenile authorities.

- A. Disruption of School.** A student shall not by use of force, violence, coercion, threat, harassment, insubordination or repeated lack of cooperation, cause disruption or obstruction to the educational process including repeated or flagrant violations of any school rule or accepted standard of behavior.
- B. Vandalism.** A student shall not intentionally cause or attempt to cause damage to school property or facilities, or to private property which is on school premises. Parents are responsible for such damages and it is the policy of the School District to seek financial redress to the limits of the law.
- C. Stealing.** A student shall not steal, be a party to a theft, possess stolen property, or attempt to steal school property, or private property, which is on school premises or in vehicles on school premises. This includes library books and supplies.
- D. Unauthorized Use of Fire.** A student shall not threaten, set, or attempt to set, any fire on school property, including the use of fire or fireworks. Making false fire alarms or tampering with a fire alarm is a violation of this code.
- E. Loitering/Trespassing.** A student without a specific school-related reason or purpose shall not be on school property or at school-sponsored activity. Any unauthorized entry of school property or any refusal to leave school property when ordered will be considered trespassing.
- F. Fighting.** A student shall not engage in a fight with another student, any school employee or any other person on school property or at a school-sponsored activity.
- G. Causing Harm.** A student shall not act in such a way as to cause physical injury to another student, any school employee or any other person on school property or at a school-sponsored activity.
- H. Threats.** A student shall not, through verbal, written, technological, or any other means, make a statement that physical or emotional harm may come to another person or institution. A direct or indirect threat to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another is prohibited.
- I. Bomb Threats.** Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.
- J. Interference with Security Measures/Procedures.** A student shall not tamper with property installed for security purposes (including, cameras, door locks, emergency kits, etc.). A student must follow safety protocol, including participating in safety drills and following building safety rules.
- K. Aggressive Behavior/Fighting Stalking, bullying, intimidation, coercion, teasing, taunting, name-calling or other aggressive behavior towards another student, staff member or school guest is prohibited.** Engaging in aggressive physical contact or fighting is also strictly prohibited.
- L. Disrespect.** A student shall not use profane, indecent or obscene language either verbally, in writing or on social media toward any student, staff member, or school guest or visitor. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.
- M. Weapons.** A student shall not possess, handle, transmit, or conceal a weapon or any object or look-alike weapon that in fact or under the circumstances can be considered to constitute a weapon. Prohibited weapons include a firearm, firearm part, starter gun, pellet gun, BB gun, air gun, knife, blade, razor blade, box cutter, or other implements for shooting or cutting that may cause death or serious bodily injury. A student shall not use a permissible object in a manner to threaten, harm or harass another.
- N. Knowledge of dangerous weapons or threats of violence.** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
- O. Gambling.** A student shall not be involved in the act of gambling while on school premises or at school-sponsored activities.

- P. Alcohol and Other Drugs.** A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs, narcotics, or any mind-altering substance while on school property, both inside and outside of buildings and school buses. Included in this prohibition is the possession of any drug-related paraphernalia.
- Q. Tobacco Products.** Smoking, evidence of smoking, use of snuff, chewing tobacco, electronic cigarettes, vaporizers, or other tobacco or tobacco-like products on school property or at any school activity, during school hours, (which includes the hours going to and from school) in any school building or on campus, is not permitted.
- R. Falsification and Misrepresentation.** A student shall not falsify, orally or in writing, the name of another person or falsify signatures, times, dates, grades, addresses, or any other data on school forms or correspondence directed to the school. A student shall not use the name or identity of another person.
- S. Inappropriate Attire.** A student shall not dress or appear in a fashion deemed inappropriate because it either (a) interferes with the student's health, safety, and welfare or the rights of other students, or (b) causes a material interference with or substantial disruption of the educational process.
- T. Truancy.** A student shall not be truant from class, Commons, study halls, or school. Excessive tardiness is cause for disciplinary action.
- U. Cheating.** A student shall not work with another person or persons in the execution of a test, report, or paper without authorization to do so. A student shall not use, or assist another student in using, unauthorized material to cheat on a test or other assignment.
- V. Plagiarism.** A student shall not intentionally represent another person's work, words, thoughts or ideas as his/her own, or assist another student in such misrepresentation.
- W. Failure to Comply.** A student shall not fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel.
- X. Hazing.** Hazing activities of any type shall be prohibited at all times. No employee of the School District shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.
- Y. Excessive show of affection.** Any display of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing, and like action.
- Z. Careless or Reckless Driving.** Driving on school property in such a manner as to endanger persons or property is prohibited.
- AA. Electronic Devices.** A student shall not violate Policy 5136 Cellular Telephones and Electronic Communication Devices. Radios/Walkman/Pagers/Cell Phones/Smart watches and any other items or electronic devices which disrupt the educational process may be confiscated from students and held until the end of the current grading period or school year. A parent conference may be requested before the confiscated item(s) are returned.
- AB. Unlawful Harassment/Discrimination.** A student shall not violate Policy 5517 Anti-harassment, including harassment based on sex, race, color, national origin, religion, disability, sexual orientation, or any other unlawful basis.
- AC. Misuse of Computers and Other Equipment.** A student shall not violate the School District's Policy 7540.03 Student Network and Internet Acceptable Use and Safety. Students shall not use the School District's computers or other equipment except as authorized by a teacher or other supervisor, shall not misuse or abuse such items, and shall not use such items to obtain, generate, or use information in an illegal or unethical manner or for illegal or unethical purposes. As used in this Discipline Code, "computers" includes software, hardware, and related devices.
- AD. Inappropriate material.** A student shall not possess, distribute or display material, including a picture that is obscene or pornographic, including material that depicts a person in a state of nudity or undress. Any person possessing, taking, disseminating, transferring, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be disciplined and reported to appropriate law enforcement authorities.
- AE. Copyright infringement.** A student shall not violate Federal copyright law.

**AF. Video and photography.** A student shall not capture, record or transmit the voice (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, where prohibited or where individuals have a reasonable expectation of privacy. For example, video/audio recording and photography is not permitted in classrooms without teacher permission and is prohibited in locker rooms or restrooms.

**AG. Libel/slander.** A student shall not commit libel or slander. Libel is the writing and publication of a false and defamatory statement or report. Slander is the oral communication of a false and defamatory statement.

**AH. Harassment, intimidation and bullying.** A student shall not violate Policy 5517.01 Bullying and Other Forms of Aggressive Behavior, which prohibits harassment, intimidation and bullying.

**AI. Violations of law.** Committing any act not listed herein as a major infraction that is a criminal offense when committed by an adult.

**AJ. Refusing to accept discipline.** A student failing to comply with disciplinary penalties may face enhanced penalties for such action. Violating the conditions of a suspension or expulsion as specified in writing when a student has been suspended or expelled. (Appealing a suspension or expulsion is not considered refusal to accept discipline).

**AK. Violent Conduct.** A student may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

## **CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES POLICY 5136**

Students may use electronic devices (EDs) before and after school, during their lunch break, during after school activities (e.g. extra-curricular activities) and at school-related functions as long as they do not create distraction, disruption or otherwise interfere with the educational environment. Additionally, high school students are permitted to use EDs in-between classes. Devices are to remain inaudible at all times during the school day; ringers must be silenced, headphones must be used as needed and students are not to talk on the phone. Use of EDs, except approved educational devices, at any other time is prohibited and they must be powered completely off (i.e. no just placed into vibrate or silent mode) and stored out of sight. (Refer to Policy 5136)

School administrators will make any final decision in regards to the use of any electronic devices for educational purposes.

If a student needs to phone a parent, the student may come to the attendance office and use the school phone. The school assumes no responsibility if items are stolen or damaged.

**Cell Phones - 1st offense - Phone or ED will be sent to the Student Services Office and the student will be able to pick up his/her device at the end of the school day.**

**2nd offense - phone or ED is sent to the Student Services Office and may be picked up at the end of the school day; 1 hr detention assigned.**

**3rd offense - phone or ED is sent to the Student Services Office and may be picked up at the end of the school day; 1 day ICR assigned.**

**4th offense - phone or ED is sent to the Student Services Office and may be picked up at the end of the school day; discipline will be the discretion of administration**

**Airpods, Apple watches, fit bits and other smart watches are considered to be EDs.**

**There will be no wearing of headphones, earbuds or Airpods during classroom instruction. Use of headphones earbuds or Earpods only while in hallways or lunch - only one earbud or Airpod should be used while traveling in the hallways. Talking on the cell phone during the school day or Face timing during the school day, is prohibited.**

## **TOBACCO PRODUCTS – POLICY 5600- SECTION P**

Student Discipline Code (5600- Section P) states that “smoking, evidence of smoking, use of snuff, chewing tobacco, e-cigarettes or other tobacco products on school property or at any school activity, during school hours (which includes hours going to and from school) in any school building or on campus, is not permitted.” School property means all Board of Education property both inside and outside buildings and school busses.

Obvious possession, actual smoking, chewing tobacco, using snuff, exhaling of smoke, or tobacco in hand or mouth, shall be sufficient evidence of tobacco usage or possession to result in a violation.

**Violation will result in:**

Detention or Three (3) to ten (10) days out of school suspension at administrative discretion.

1 day ICR and make contact with the school’s drug and alcohol counselor within 5 school days. If the student does not meet with the school drug and alcohol counselor, they may receive up to 3 days OSS.

- *Repetitive offensive can result in a 10 day Out of School Suspension with a recommendation for expulsion*

According to The Ohio Revised Code Section 2151.87, Ohio law for a minor to “use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes” now prohibits it. It is also now prohibited for a minor to assist, pay for or share in the cost of such products.

**CONSEQUENCES FOR VIOLATING THE CODE OF CONDUCT**

**DEMERITS**

The first two (2) demerits a student receives will serve as a warning. Every third demerit will result in either a detention, In Class Reassignment (ICR) or out of school suspension (OOS) depending on the total number of demerits accumulated. See table below:

<u>No.</u>	<u>Action</u>
1.....	Demerit
2.....	Demerit
3.....	<b>Level 1 Detention</b>
4.....	Demerit
5.....	Demerit
6.....	<b>Level 2 Detention</b>
7.....	Demerit
8.....	Demerit
9.....	<b>Level 3 Detention</b>
10.....	Demerit
11.....	Demerit
12.....	<b>ICR (In Class Reassignment) or OSS (Out of School Suspension)</b>
13.....	Demerit
14.....	Demerit
15.....	<b>ICR (In Class Reassignment) or OSS (Out of School Suspension)</b>
16.....	Demerit
17.....	Demerit
18.....	<b>ICR (In Class Reassignment) or OSS (Out of School Suspension)</b>
19.....	Demerit
20.....	Demerit
21.....	<b>ICR (In Class Reassignment) or OSS (Out of School Suspension)</b>
22.....	Demerit
23.....	Demerit
24.....	<b>ICR (In Class Reassignment) or OSS (Out of School Suspension)</b>

**POSSIBLE RECOMMENDATION FOR EXPULSION**

In addition to a student being suspended at his/her 9th, 18th and 27th demerits, a student may also be suspended for additional violations in accordance with Board Policy 5600. These suspensions are above and beyond the steps on the Demerit System and will be treated separately.

## LEVEL 1 DETENTION

A Level One detention is a one hour detention that is intended to be an intermediate step in dealing with student behaviors. This would include but not be limited to behaviors that persist after attempts to correct the behavior have been tried. A Level One detention will be held in a designated location at Northview. This location will be noted on the detention form. Students assigned to a Level One Detention are required to be in attendance on the date indicated by 2:45pm until 3:45pm with appropriate school work and materials. Students who fail to attend or remain in assigned Level One detentions may receive additional consequences at the discretion of the Assistant Principal. Students may be removed at any time for behaviors that are deemed disruptive in nature. Students are required to follow school rules while in a Level One detention.

## LEVEL 2 DETENTION AND LEVEL 3 DETENTION

A Level Two or Level Three detention is intended as another option in dealing with student behaviors. Level Two and Level Three detentions are issued as a progressive step in discipline if repeated behaviors have not stopped after Level One detentions have been issued. Level Two and Level Three detentions may be issued from a singular incident depending on the severity of the incident. Students assigned to a Level Two detention are required to be in attendance on the date indicated by 2:45pm until 4:45pm with appropriate school work and materials. Students assigned to a Level Three Detention are required to be in attendance on the date indicated by 2:45pm until 5:45pm. Students who fail to attend or remain in assigned Level Two or Level Three detentions may receive additional consequences at the discretion of the Assistant Principal. Students are required to follow school rules while in a Level Two or Level Three detention.

## IN CLASS REASSIGNMENT (ICR)

In Class Reassignment (ICR) will be assigned to students who have accumulated 12 or more demerits or for actions beyond the scope of detentions. ICR is used in lieu of out of school suspensions. Students assigned to ICR attend school during regular school hours in the ICR classroom. Students are allowed to make up all class work and assessments assigned during days served in ICR and are supervised by the ICR teacher. Students must follow all rules of ICR.

Failure to follow ICR rules and procedures may result in removal from ICR and OSS.

## 5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. [See Policy 2465, "Suspension/Expulsion of Disabled Students."

Students may be subject to discipline for violation of the Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion 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 provided by the District. [See Policy 5610.03 "Emergency Removal"]
- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. **Suspension shall not exceed beyond the current school year. If at the time a suspension is imposed, fewer than ten (10) days remain in the school year, but the superintendent may require a student to participate in community service or an alternative consequence for the number of hours equal to the time left on the suspension.** The procedures for suspension are set forth in the Student Discipline Code and Board Policy 5611 "Due Process Rights".



- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Discipline Code and Board Policy 5611 "Due Process Rights". If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining days of expulsion to the following school year.

### **Responsibility for School Work**

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension.

### **1. Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as a ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury. The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

## 2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult; and
- b. results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6) the Superintendent may expel the student for a period of up to one (1) year.

The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability); or
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

## 3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01) If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/ he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

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 must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy 2271 under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

## **DUE PROCESS RIGHTS POLICY 5611**

### **A. Student subject to suspension:**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;
  - b. Board Treasurer;
  - c. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

### **Appeal of Suspension to the Board or its designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which will be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within fourteen (14) school days of the notice to suspend.

### **Appeal to the Court**

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

**B. Students subject to expulsion:**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

**Appeal of Expulsion to the Board**

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within fourteen (14) school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

While a hearing before the Board may occur in executive session, the Board must act in public.

**Appeal to the Court**

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

**C. Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

**D. Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

**E. Students subject to suspension from bus riding/transportation privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. In-school disciplinary alternative procedures shall not apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extracurricular activities.

# GENERAL POLICIES

## BOOK BAGS/BACKPACKS

Book bags, backpacks, briefcases, any backpack or bag used to carry books are **not** permitted from 7:35 a.m. to 2:25 p.m. They are to be left in the student's locker and may not be taken to class. **An exception will be made for smaller, draw-string style bags to carry books or gym clothes.** Students may carry this smaller book bag/backpack only.

## BUS CONDUCT

Bus transportation is provided at state and local expense. It is administered by the local Board of Education and regarded as a privilege for the parent and child and is not required by state legislation.

The safety of all pupils on the bus is of utmost importance. Every precaution must be taken to see that they arrive at their destination safely. Bus driving is a difficult task, and it is absolutely necessary that students riding on the bus cooperate fully with the bus driver. Failure to do so may result in loss of the bus riding privilege. Bus referral forms are issued by the bus driver in the case of adverse student behavior to and from the school or while on field trips.

Teachers, school bus drivers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary, in accordance with administrative guidelines to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

## CAFETERIA

There are **four** lunch periods. Both hot and cold lunches are available. Students may also bring their own lunches. Whether students purchase lunch or bring lunch, they must eat in the cafeteria. **Food and drink may not be taken from the cafeteria.**

During their assigned lunch period, students are to remain in the cafeteria. **Students are not to be in any of the halls or in any parking area during lunch periods without a pass from an academic teacher or the office.** Students unreasonably late to the cafeteria will be assigned a demerit. **Students wishing to leave the cafeteria during a lunch period must have a signed pass from a teacher, agenda book, or ID card. (Northview: Signed passes are not required for use of C hall restroom during lunch.)**

In order to assist with an orderly dismissal and allow custodians ample time to prepare for the next lunch period, the following guidelines may be implemented:

1. Students should sit in areas large enough to accommodate their particular group. Chairs are not to be moved from other tables and students are not permitted to sit in aisle ways.
2. Improper conduct such as throwing of food or objects will result in a Wednesday Detention assignment for the first offense. Any recurrent offenses will result in disciplinary action and may result in an assigned seat for the remainder of the quarter, semester or a designated length of time.
3. The snack bar is open before school.

## CAREER TECH STUDENTS

Students traveling between Northview and Southview need to adhere to the rules of both schools and be aware of schedule changes that will affect their attendance in career tech programs and/or regular classes.

You must be registered to park at your home school in order to have the privilege to park on school grounds at another school.

Repeated attendance, tardy, or truancy issues will result in revoking your parking privileges at both schools. If you want to attend an assembly at your home school you will need to sign in the attendance office when you report for the assembly.

If you are at one school and leave for an appointment, go home ill, etc.; you must have a pass from the attendance office.

The transfer bus is available between both schools.

## CONFLICT RESOLUTION

Students may be referred for conflict resolution as an intervention before disciplinary measures.

Conflict resolution is a process that brings people who are having a problem together to discuss the situation. By going through the conflict resolution process, the disputing parties begin to develop an understanding of the other person's perspective. Going through this process does not guarantee that the parties will agree instantly, but with the help of the conflict mediator(s), the conflict may be resolved.

Clear violations of the law, such as theft or assault, will involve disciplinary action and may or may not include mediation.

## CULTURAL DIVERSITY AND SENSITIVITY

The school is proud of its diversity. Our students and staff represent a broad cross-section of various religious, ethnic, cultural, and socioeconomic groups. Each of these groups contributes to the distinct and positive fiber, which makes Sylvania an exciting place to learn.

We value our diversity and expect all individuals to be able to feel comfortable with and proud of their individuality. It is imperative, therefore, that we be sensitive to individual needs and concerns while working toward and developing common goals. Briefly, we need to respect each other.

Any behavior or language which detracts from one's feeling comfortable with his/her individuality, e.g., being victimized by religious or ethnic slurs, will be dealt with severely. Such acts against students are regarded as violations of the Student Discipline Code, Board Policy 5600, and are specifically detailed in Section A, Disruption of School, and Section F, Threat to Do Harm. Such acts against staff, regardless of where they occur, are violations of Board of Education Policy 5330.

## DANCES

School dances may be sponsored by classes or organizations recognized by the school. The officers and the faculty advisors do the planning with organization members/parents subsequently volunteering to serve on various committees. Dances must be scheduled at least one month in advance. Complete a dance checklist form and turn into the office one week prior to the dance. Organizations are required to arrange security (police) and chaperones, as well as clean up after the dance.

A picture ID is required for admittance to the dance. Students bringing guests are reminded that all school rules and regulations also pertain to their guests. Students wishing to bring a guest to a school-sponsored dance must get prior approval (dance waiver) from the administration. The form must then be completed and submitted at the time of the bid purchase. Once a student leaves a dance, he/she may not be allowed to re-enter.

Junior high students or non-Sylvania students older than 20-years of age are not allowed at high school dances. The dress code will be enforced at all after game dances.

## DRESS CODE GUIDELINES

Personal appearance shall not detract from the educational process. Appropriateness and tastefulness are the criteria of proper dress for both males and females at both high schools. The following establishes the minimum acceptable standards for student dress:.

**All students are to abide by aunty orders provided by the Governor or Health Department when school is in session. This includes but is not limited to specific requirements with Personal Protection Equipment (PPEs).**

- A. **All shirts and tops must have shoulder seams that are at least four inches wide, full back and fronts.** Transparent, excessively tight or see-through tops, bare midriiffs, strapless tops and outfits that provide minimum coverage or show cleavage, or are of a suggestive nature are prohibited; halters, backless dresses or tops, tube tops, muscle shirts, tops with frayed edges, or any clothing exposing undergarments or excessive skin which may be distracting are prohibited. One-armed sleeved shirts are not permitted. Blouses or shirts should be tucked in or extended below the waistband.
- B. Apparel shall be adequate in both length and coverage to be considered appropriate for school. Shorts, dresses and skirts must be below the fingertips when the arms are extended down the sides. No holes in clothing.
- C. Boxer shorts, pajama bottoms and bedroom slippers are prohibited. Pants or boxer shorts having exposed or open flies are prohibited.

- D. Any articles of clothing or jewelry that could likely cause injury, such as spiked belts, chains, bracelets, rings, chokers, handcuffs, safety pins on the body or studs are prohibited. Wallet chains of any length or size are prohibited.
- E. Apparel, emblems, insignias, badges, or symbols that promote or advertise the use of alcohol, drugs, tobacco, sex-related slogans, violence or any other illegal/inappropriate activity are prohibited.
- F. Apparel or symbols, which may be gang or cult-related, are prohibited.
- G. Head coverings, including hats, bandanas, headbands, skullcaps or scarves worn as head coverings are prohibited, unless for religious reasons.
- H. Anything that covers the eyes such as sunglasses and goggles are prohibited. Eye contacts that cover the cornea with designs will not be allowed.
- I. Pants, shorts, and skirts must be worn at the waistline.
- J. **Coats will be prohibited during school hours.**

When dress or grooming is questionable, the school administrators shall make the final decision. Students in violation of this code may be removed from school or an activity and sent home to change. Time missed from school/class will be considered unexcused. Continued violations will result in discipline. Policy 5600, Section M (Inappropriate Attire).

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

State law identifies 18 years of age as being the age of majority, or in other words, 18 year-olds enjoy adult status in our society. State law also requires that all students (regardless of age) adhere to school rules and regulations. Consequently, an 18 year-old student (living at home) would be required to have parental permission for all activities that would require parental permission of the non-18 year-old student. This is also true of school mailing or notification.

### **FOOD POLICY**

Food and drinks should be consumed only in the cafeteria. Therefore, food and drinks should not be taken to the classroom. Teachers may in rare cases, when necessary for educational purposes, make an exception to the rule. It is however exclusively the right of the administration and teachers, and not the students to make this exception.

**Students cannot order food to be delivered to the office during school hours. Parents are welcome to drop off food for their students in the front office. The student will be expected to pick up their food there for consumption in the cafeteria.**

### **FUNDRAISING**

Any school organization wishing to conduct a money-raising activity must obtain the permission of the assistant principal. Permission will depend upon the number of other money-raising activities planned at that time.

### **HALL PASSES**

The Student Daily Planner/Handbook is to be used as the official pass whenever a student is traveling throughout the school during assigned class times. An official Northview Hall Pass may also be used. It is the expectation that these passes will be used for visits to restrooms, principals' and guidance offices or other special areas.

### **IDENTIFICATION CARDS**

I.D. card pictures are taken at the beginning of the school year. **All students must carry I.D. cards.** They are required identification when borrowing a book from the school media center. I.D. cards are also required for admittance to dances and athletic events and picking up yearbooks. **I.D. cards need to be carried at all times. Students may be asked by staff to present their I.D. cards. Failure to present I.D. cards upon request may result in disciplinary action.** Replacement charge for ID's is \$2.00 (first time) and \$5.00 for each card issued thereafter.

### **INSURANCE COVERAGE**

Sylvania Schools does not have insurance coverage for injuries or losses sustained while students are at school. Parents should check with their insurance provider to make sure their student has coverage.

## INTERNET AND NETWORK ACCESS GUIDELINES FOR STUDENTS

These guidelines describe the agreement between the student and the School District. The purpose of this agreement is to provide Network (Electronic Mail and Electronic Bulletin Board) and Internet access, hereinafter referred to as Network, for educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this contract is to ensure that students will comply with all Network and Internet acceptable use policies approved by the District.

In exchange for the use of the Network resources whether at school or away from school, I understand and agree to the following:

- A. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The District reserves the right to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purpose (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District/Network resources are intended for the exclusive use by their registered users. The student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a student's account are the responsibility of the account holder. **Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.**
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
  - (1) intentionally seeking information on, obtaining copies of, modifying files, other data or passwords belonging to other users.
  - (2) misrepresenting other users on the Network.
  - (3) disrupting the operation of the Network through abuse of the hardware or software.
  - (4) malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
  - (5) interfering with others' use of the Network.
  - (6) extensive use for non-curriculum-related communication.
  - (7) illegal installation of copyrighted software.
  - (8) unauthorized downloading, copying, or use of licensed or copyrighted software.
  - (9) allowing anyone other than the account holder to use an account.
- F. The use of District and/or Network resources are for the purpose of (in order of priority):
  - (1) Support of the academic program
  - (2) Telecommunications
  - (3) General Information
  - (4) Recreational
- G. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H. The student will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.



- I. The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserve the right to log Internet use and to monitor electronic mail space utilization by users.
- J. The student may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the student agrees before opening the file for use to check the file with a virus-detection program. Should the student transfer a file, shareware, or software which 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 and may be subject to other disciplinary measures as determined by the District.
- K. The student may transfer files, shareware, or software from information services and electronic bulletin boards. The student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without the permission of the Director of Computer Services.
- L. The District reserves the right to log computer use and to monitor file server space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

In consideration for the privileges of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

We (student and parent) have agreed, by signing the attached Network and Internet Agreement, to abide by such rules and regulations of system usage as well as any changes deemed necessary by the Director of Computer Services. These rules and changes will be available in hardcopy form in the Principal's office.

## LEGAL NAMES OF STUDENTS

In the case of foster children, or children residing with adults other than their surname, it shall be the policy of the Board of Education to use for purposes of records and reports the legally recognized name. Names of children shall not be changed unless so changed through the courts.

## LOCKERS

A locker and combination are assigned to each student. Lockers should be shut and locked at all times when not in use. **According to the Board of Education Policy, lockers are the property of the Board of Education and are subject to inspection at any time.** The school is not responsible for stolen items. However, if articles are stolen from lockers, a report should be made to the Assistant Principal. Locker problems should be reported immediately to the attendance office.

Students are **not** to give their combination out or share a locker with other students. If a student is found to be in possession of inappropriate material/items in their locker they will be held responsible for those items. If a locker is unlocked or open the student may be issued a demerit.

If you forget your locker combination, you will need to come to the attendance office with your student ID card.

According to the Board of Education Policy, lockers are the property of the Board of Education and are subject to inspection at any time.

## LOST AND FOUND

Articles found should be turned into the main office.

## MEDICATION - USE OF MEDICATION WHILE AT SCHOOL

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so will jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization.

**Before any prescribed medication or treatment may be administered by school personnel to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (Form 5332 F2).** Before, any non-prescribed medication or treatment may be administered; the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. These documents shall be kept in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. **No student is allowed to provide or sell any type of over-the-counter medication to another student.** Violations of this rule will be considered violations of Policy 5530- Drug Prevention and of the Student Code/Discipline Code.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler provided the student has prior written permission from his/her parent, and physician and has submitted **Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers**, to the principal and any school nurse assigned to the building.

Additionally, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the nurse/ staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, **stored in the attendance office and administered in accord with this policy.**

## **ONE VIEW - EMERGENCY INFORMATION**

One View is the program used for parents to document their students' emergency information. Prior to the beginning of the school year, parents or guardians should fill out the information required in the One View portal, which can be found on the [sylvaniaschools.org](http://sylvaniaschools.org) website under Parents & Families at the top of the web page and then under Parent Links. Information should be updated yearly, as it is vital that the school has the most current information.

## **OPEN ENROLLMENT**

All students enrolled in the Sylvania Schools District are assigned to the school serving their attendance area. Students wishing to attend a different school must complete and submit an intra-district open enrollment request form.

Attendance/Discipline:

- a. Students with attendance/tardy to school issues (15 or more combined per school year) and/or disciplinary violations may have their open enrollment revoked/rejected per recommendation of the Director of Student Services.
- b. Suspensions and expulsions will be reviewed regarding open enrolled students and may result in rejection/return to their district school.

Beginning in the 2019-2020 school year open enrollment requests will continue to be accepted at Southview Hlgh School, but will only be accepted to Northview Hlgh School for the following specific reasons:

- a. Parental Move
- b. Special Education Circumstances determined by an IEP/Building Team
- c. Full attendance and participation in a specific Academic Program not offered at Southview High School.

## **P.A. ANNOUNCEMENTS**

All announcements must be typewritten and signed by an advisor or one of the principals. P.A. announcements will be given in the morning. They must be approved and in the main office no later than 7:25 a.m.

## **PARKING – POLICY 5515**

Parking is, essentially, a privilege for **Juniors and Seniors** who qualify for and obtain a permit. Sophomores may be issued parking permits as spaces become available on a first come first serve basis. Only students with registered parking permits are allowed to park on school property. Students may obtain a permit on registration day in August or from the Dean of Students office. Permits will be issued according to Board Policy (5515). Students are required to display their permits at all times while on school premises. In order to secure a permit, a student must show a valid driver's license, student ID, license plate number, proof of insurance and car registration. Students are required to show a permission pass to the parking lot monitor when entering or leaving the parking lot during school hours.

## I. Who May Drive

- A. Seniors and Juniors
- B. Students in work-sponsored programs
- C. Sophomores will be sold parking spaces after Juniors and Seniors are given the opportunity to purchase their spaces.

## II. Display

- A. The permit must be visible from the rearview mirror at all times while on school property.

## III. Parking Facility

- A. Students must park in the assigned student areas in accordance with their assigned parking tag. No student may park in any other areas. Parking in the staff lot will result in disciplinary action. White lined parking spots are for staff members.
- B. Any student vehicle entering the school parking lot is subject to complete search by school authorities and law enforcement personnel assisting them. Such search may be conducted without warrant for any reasonable purpose. Following notice of intent to search, the vehicle will not be permitted to leave the premises without permission.

## IV. Regulations

1. Register the vehicle with the plate number you will be driving.
2. Do not move vehicles during the day.
3. Do not sit or permit students to sit in or on your vehicle during the day.
4. Northview: Do not move vehicles until buses leave. You must turn right when leaving the lot. Turning left in front of buses will result in temporary loss of parking privileges.
5. Lock all doors of the vehicle.
6. Do not go to your vehicle without permission from the office.
7. Permits are non-transferable.
8. If the permit is lost, you may not continue to drive to school.
9. Lifting or removing the parking lot chain by anyone other than a parking lot attendant or driving under the chain will result in a loss of driving privileges/suspension.

Parking permits may be revoked for major discipline violations.

In as much as the school district makes transportation available to each student, driving should be considered a privilege and not a right.

## IV. Penalties for Driving Violations

- A. Violations of parking/driving regulations may result in one or a combination of the following:
  1. Loss of driving privilege.
  2. Loss of parking permits.
  3. Level 1 or Level 2 Detentions
  4. Level 3 Detentions or Out of School Suspension
  5. Towing a car at the owner's expense.
  6. Repeated truancy may result in the revocation of your driving/parking privilege

### **Parking Fees:**

There is a parking fee of \$30.00 as set by the Board of Education.

## **POSTERS**

Posters are to be placed only in authorized areas. All posters must be approved and stamped by the building principal or designee prior to their display. All posters shall be put up with painter's tape provided by the sponsoring organization. Posters may be put up only for school-related activities approved by an administrator. It is the responsibility of the sponsoring organization to remove all posters within 24 hours after the end of activity. Any poster not meeting requirements will be removed. No posters may be placed on painted surfaces.

## PHYSICAL EDUCATION CLOTHES AND LOCKERS

All clothing worn for Physical Education must conform to the school dress guidelines. Students are required to provide the following apparel for class: athletic shorts, sweat pants, or warm-ups; Northview/Southview T-shirts or sweatshirts, or a solid colored T-shirt or sweatshirt (free of any and all decoration). Athletic shoes should be in good condition and are required to be laced and tied securely during class. **The following articles of clothing are not permitted: boxer shorts, denim jeans, cut-offs and hiking boots.**

Clothing and personal items should never be left in an **unlocked** locker. **Students are to take their belongings home every night because of the limited locker space available for use during class. The lockers may be cleared of belongings every week.** Students must provide their own locks and are responsible for any lost/stolen items.

## REMOVAL FROM CLASS

The procedure for student removal from class for other than academic reasons will follow this continuum:

- (1) Issue demerits/disciplinary referrals for student misbehavior.
- (2) Teacher informs the student's counselor of a potential problem and the counselor meets with the student.
- (3) Teacher makes contact with the parent by phone or setting a conference at school.
- (4) Teacher requests a parent conference through the administrator. Teacher, counselor, and an administrator meet with the parent and student to discuss the severity of the problem.
- (5) After completion of steps 1-4, if the problem persists, the student may be removed with a WD/F (withdrawn-failing). The student will be placed in the study hall for the remainder of the semester or school year.
- (6) Immediate removal may be enacted for severe violations.

## RINGS - CLASS RINGS

During the fall of their sophomore year, students may order an official school ring, which contains the school crest and coat of arms, with several options available. Information is presented to sophomores concerning stones available, costs, etc. A deposit is due when the ring is ordered. The balance is paid at the time the ring is delivered in the winter of the sophomore year.

## SCHOOL RESOURCE OFFICER - SRO

The school resource officer serves as a liaison between the school and the community. The officer counsels students and faculty and serves as a positive role model for students. The resource officer also makes class presentations and assists with clubs and activities

## TEXTBOOKS

The classroom teacher issues textbooks to each student at the beginning of the school year. These books are lent to the student for the duration of the school year. Each book is registered with a number and has a name label in the front of the book where the student should write their name. The books are collected at the end of the year, and any student who does not turn in the book registered to them, or turns in a badly damaged book, will be required to pay the replacement costs (currently averaging \$45.00 per text). Students may be assessed certain charges for damages to textbooks while in their possession. In some academic and elective classes, it may be necessary to purchase workbooks.

## VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Students, parents and visitors should be aware that the school premises are under video camera surveillance. Contact the main office for further information.

## VISITORS (STUDENTS)

Because of class sizes, students are not encouraged to bring visitors to school. **Students who are from local area high schools will need to make an appointment with the Guidance Department.** Students who are entertaining out-of-town guests (outside the Toledo, Northwest Ohio area) may be allowed a one day visitor's pass providing a request is presented to the administration at least **one** week before their visit. No visitors will be allowed during semester exams.

## VISITORS (OTHERS)

All visitors must check in and receive a visitor's pass from the main office. Visitors will not be allowed to disrupt classes. Therefore, it is best to make an appointment before coming to meet with, or see a staff member. The administration reserves the right to deny visitors permission to be on campus. Unauthorized persons in the building will be removed or may be charged with trespassing.

## **WORK PERMIT**

If you are under 18 years of age and wish to work a part-time or full-time regular job, you must have a work permit. You must first have a job, since the employer fills out part of the form. The application for a permit, doctor's form and employer's form are available in the Main Office.

## **ATHLETICS AND EXTRA CURRICULARS**

### **ATTENDANCE FOR ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES, ATHLETICS AND CLUBS**

A student must be in attendance one-half day to participate in any athletic or extracurricular activity that is scheduled for that day or evening. For accounting purposes, the cut-off for one-half day is considered to be 10:34a.m. A student who leaves during the day must have been in attendance for 4 class periods.

Both high schools offer many activities in which students may participate. There are certain rules, regulations or requirements for participation in each of them. These activities are open to all that meet requirements. If there is any question concerning qualification, check with the advisor in charge of the activity, your counselor or your class advisor. All guests at closed school activities are expected to follow school rules.

*See a revised list in Northview's Program of Studies available online at [sylvaniaschools.org/northviewhighschool](http://sylvaniaschools.org/northviewhighschool) under the School Information tab*

### **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES – POLICY 2430**

The Board of Education, in the interest of affording students the highest levels of education experience available, supports an activity program designed to stimulate student growth and development through participation in activities of educational, civic, social and ethical value which cannot be secured by the regular aspects of the school program. To that end, the following criteria and guidelines are prescribed:

#### **I. Criteria Guidelines**

- A. Student activities must have educational value for students.
- B. Student activities must be in balance with curricular offerings in the school.
- C. Student activities must be managed in a professional manner.
- D. Student activity offerings shall be of sufficient variety and number to meet the wide range of interests and needs of students.
- E. Student activities shall be planned in a complementary relationship to the home and the community with due regard for the widespread opportunities already available to students.

#### **II. Criteria Regulations**

- A. Student activities are those school activities that are voluntarily engaged in by students, have the approval of the school administration and are sponsored by the faculty or an approved aide and do not carry credit toward promotion or graduation.
- B. The goal for each student shall be a balanced program of appropriate academic studies and activities. Guidance is necessary to encourage participants to so plan their activities that participation will not be at the cost of academic performance.
- C. The student activity program should be based upon the district's philosophy, have objectives and be regulated on a regular basis.
- D. The expenses involved in participating in any student activity and in the total program for a school should be set so that a majority of students may participate without financial strain.
- E. Activities must be open to all students regardless of race, religion, sex, national origin, handicaps or other human differences.
- F. Activities must not place undue burden upon students, professional staff or facilities.
- G. Activities should be held on non-school time or at an appropriate designated school time. Such school time shall not regularly diminish one school subject in the curriculum.
- H. Activities at any level should be unique, not duplications of others already in operation.

- I. Contest or activities sponsored by outside organizations must agree with these additional guidelines:
  1. The sponsoring organization must be engaged in a creditable or acceptable enterprise.
  2. Programs which tend to promote or advertise a product will not be approved unless the activity is of sufficient local educational utility to outweigh the commercial aspects of the activity.
  3. Contests that encourage students to work out contributions, solutions and creations by their own efforts are preferred.
  4. Involvement of teachers and/or administrators in the selection or judging process is not allowed except to select school representatives.
  5. Awards should be appropriate both in number, kind and value.
  6. In general, only those contests and activities on the annual "NASSP Advisory List of National Contest and Activities" shall be approved. The superintendent or designee may make exceptions for local community contests and activities.

## ATHLETICS

Baseball

Basketball

Cheerleaders

Cross Country

Dance Team

Football

Golf

Gymnastics

Hockey

Lacrosse

Soccer

Swimming

Softball

Tennis

Track

Wrestling

Volleyball

Both high schools are members of the Northern Lakes Leagues (NLL), consisting of Anthony Wayne, Bowling Green, Maumee, Northview, Perrysburg, Napoleon, Southview, and Springfield.

## **ATHLETIC PROGRAMS**

The athletic program of the Sylvania Schools shall follow the rules and regulations as established and maintained by the Ohio High School Athletic Association and Board of Education Policy 5600B – Eligibility for Extracurricular Activities. It shall be the practice of the Sylvania Board of Education to disapprove any transfer of athletic eligibility out of the district if the student does not meet standards of Board of Education Policy.

Participants are subject to two systems of eligibility, one per the Ohio High School Athletic Association (OHSAA) and one per Sylvania Schools.

The OHSAA rule states: "During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation." If those requirements are not met, the student will be ineligible for the next quarter.

The Sylvania rule, which applies to everyone participating in extracurricular activities states that a student must maintain a minimum grade point of 1.5. **Due to this rule, it is recommended that athletes carry a course load of a minimum of 6 classes to help them maintain eligibility.** The first time a student falls under this standard he/she is placed on probation but allowed to continue to participate. The second time a student falls below 1.5 standards, he/she becomes ineligible to participate in any extracurricular activity for the following quarter. One probationary period is allowed in the ninth and tenth grade years and one more in the eleventh and twelfth grade years.

However, a student may never have two consecutive quarters of probation. An unused probationary period does not carry over and cannot be accumulated.

Any information regarding the Athletic Code of Conduct may be obtained from the Athletic Office.

### **CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES/ATHLETICS POLICY 5500.01**

Participation in athletics and extracurricular activities is a privilege extended to all students who meet the eligibility requirements. One of the requirements is compliance with this Code, which supports the District's commitment to provide a drug-free atmosphere where all students have the opportunity to achieve their academic, athletic, and social potential. To that end, athletic and extracurricular programs promote and reinforce a clear no-use message for students. Students must earn the right to represent the school by conducting themselves in such a manner that the image of the student, team or organization, school and school district are not tarnished in any way.

Failure to abide by the Code of Conduct, or other behavior derogatory to the individual or the program during the calendar year, will lead to denial of participation consistent with this policy. If a student participates in multiple extracurricular activities, denial of participation will apply to all activities. If a student violates the Code of Conduct, it will apply to all extracurricular activities and athletics simultaneously.

This Code of Conduct must be signed before the student participates in any extracurricular tryout, practice, game or event. The student will be subject to the Code of Conduct for the entire calendar year, not just during the period the student is participating in the sport or activity.

The Code of Conduct shall be deemed to have been violated under the following circumstances: (1) when a student is observed in violation of the Code of Conduct by school personnel; (2) when a student has been charged by any law enforcement officer with an activity prohibited by this Code; (3) by an admission of violation by the student or his/her parents; or (4) when an investigation by school officials reasonably determines the student has violated this Code.

#### **Rule 1: Citizenship**

Any conduct that results in dishonor to the participant, the team or organization, the school, the school district, or a citizen violation, as defined herein, is prohibited. Dishonorable acts include, but are not limited to, cheating, dishonesty, harassment, intimidation or bullying, hazing, fighting, theft, vandalism, disrespect, unsportsmanlike conduct, or violations of the law. Citizenship violations include any violation of the Student Discipline Code and any violation of the rules established by the coach or advisor.

#### **PENALTIES FOR VIOLATIONS OF RULE ONE: ATHLETICS/EXTRACURRICULAR ACTIVITIES**

The penalties for a violation of Rule 1 shall range from missing a percentage of the current season/activity to complete denial of participation from athletics/extracurricular activities for the student's academic career, depending on the severity of the offense, any harm or injury to person or property, the remorse of the athlete, and any other relevant factors. The penalty shall be determined by the Athletic Director/Assistant Principal, in consultation with the coach/advisor.

#### **Rule 2: Alcohol and Drugs**

No student shall possess, conceal, use, convey to another, or offer for sale, or attempt to purchase any alcoholic beverage, illegal drugs, non-prescribed drugs, prescribed drugs illegally used, look alike drugs, or any mind-altering substance. No student shall be in the presence of illegal drug/alcohol activity. Included in the prohibition are any substances represented as controlled substances, drug paraphernalia, and tobacco, including e-cigarettes.

## **SELF-REFERRAL/PARENTAL REFERRAL**

Any student and parents may employ a "self-referral" procedure, allowing the student an avenue to seek guidance, assessment/counseling and/or treatment in regard to the use of alcohol, drugs and tobacco. Voluntary or parental referrals do not carry punitive consequences. A self-referral/parental referral however, is not to be used by students and parents as a method to avoid consequences once an alcohol and/or drug policy violation has occurred. All self-referrals by a student/athlete must begin by informing a staff member, coach/advisor, or Athletic Director/Administrator. The Sylvania Schools believe it is extremely important to keep the lines of communication open between parents, students, coaches, teachers, and administrators. Parents and students shall be encouraged to discuss problems in a confidential manner with school personnel without punitive consequences, regardless of a student's level of participation in extracurricular and/or athletic activities.

Sylvania Schools will maintain a current list of community treatment and evaluation providers, which will be available to parents and students employing these self-referral procedures, as well as to any student found in violation of this Code of Conduct. The cost as assessment and/or treatment is the sole responsibility of the student, parents or guardians.

## **PENALTIES FOR VIOLATIONS OF RULE TWO: ATHLETICS**

- A. First violation: The student shall not participate in any athletic activity for one (1) calendar year. However, students who elect to receive professional assessment and assistance will be denied participation in twenty percent (20%) of the games in the current season immediately following the date of the coding as defined by the published schedule of games. If the assessment recommends treatment, compliance with the treatment plan will be a condition for reinstatement. Fractions of games shall be rounded to the nearest whole number. If the violation occurs at the end of the season or in the off season, such that the full twenty percent (20%) penalty cannot be served, the remaining penalty shall be carried into the next season in which the student is a full-time participant of that entire season.
- B. Second Violation: The second violation of the Code of Conduct will result in termination of athletic eligibility for the remainder of the student's career. However, a student who elects to receive professional assessment and assistance will be denied participation in any athletic activity for one (1) calendar year. If the assessment recommends treatment, compliance with the treatment plan will be a condition for reinstatement.
- C. Third Violation: The third violation will result in termination of athletic eligibility at Sylvania Schools for the remainder of the student's career. A student who has received professional assessment and assistance may petition for reinstatement to a committee consisting of the building Principal, Athletic Director and a Board of Education member at the conclusion of one (1) calendar year from the date of the coded violation.
- D. Fourth Violation: A fourth violation of the code of conduct will result in termination of athletic eligibility at Sylvania Schools for the remainder of the student's career.

## **Participation in Practice**

Pursuant to the stated philosophy of prevention and rehabilitation, Sylvania Schools recognizes the benefit of continuing involvement in structured, positive activities for its students. Therefore, a student who is denied participation from athletics under this Code of Conduct for a first violation of Rule 2 must practice with the team and attend games (out of uniform). Coaches are encouraged to allow full participation in practice. A student who is denied participation for a second, third or fourth violation under this Code of Conduct shall not be permitted to participate in practice, attend any post-season banquets, or receive any awards.

## **PENALTIES FOR VIOLATIONS OF Rule 2: CLUBS AND ORGANIZATIONS**

- A. First violation: The student shall not participate in any extracurricular activity for one (1) calendar year. However, students who elect to receive professional assessment and assistance will be denied participation in twenty percent (20%) of the activities, as defined by each club or organization advisor, if the assessment recommends treatment, compliance with the treatment plan will be a condition for reinstatement. If the violation occurs at the end of the season or in the off season for the activity, such that the full twenty percent (20%) penalty cannot be served, the remaining penalty shall be carried into the next season in which the student is a full-time participant of that entire season. For year-long clubs and organizations, a 20% loss of participation equates to 9 weeks.



- B. Second Violation: The second violation of the Code of Conduct will result in termination of extracurricular eligibility for the remainder of the student's career. A student who has received professional assessment and assistance will be denied participation in any extracurricular activity for one (1) calendar year. If the assessment recommends treatment, compliance with the treatment plan will be a condition for reinstatement.
- C. Third Violation: The third violation will result in termination of extracurricular eligibility at Sylvania Schools for the remainder of the student's career. A student who has received professional assessment and assistance may petition for reinstatement to a committee consisting of the building Principal, Athletic Director and a Board of Education member at the conclusion of one (1) calendar year from the date of the coded violation.
- D. Fourth Violation: A fourth violation of the Code of Conduct will result in termination of all eligibility for all activities for the remainder of the student's career in Sylvania Schools.

### **Code Violation Process For Athletics, Clubs and Organizations**

When an Athletic Director, Principal, or Assistant Principal has been notified of a student violation of this Code of Conduct, the following shall occur:

- A. The Athletic Director and/or Assistant Principal shall investigate the allegation, including holding a meeting with the student to determine if a violation of the Code of Conduct has occurred.
- B. When a determination of a violation of the Code of Conduct has been made by the Administrator, the parent/guardians of the student shall be notified in writing. The Administrator shall make reasonable efforts to contact the parents or guardians of the student to inform them of the school's determination. All penalties as outlined above shall be imposed from the date of this determination to the end of the specified period.
- C. Any student, parent, or guardian may appeal a violation decision by notifying the Athletic Director/Assistant Principal of his/her intent to appeal. Such notification must be made in writing to the Athletic Director/Assistant Principal, within five (5) business days of the date of determination of violation of the code. The Athletic Director/Assistant Principal will convene the Code of Conduct Committee, and will establish a date and time for the Appeal Hearing. The Code of Conduct Committee shall consist of the Assistant Principal and four other building staff members designated by the Principal. Students shall not participate in athletics and/or clubs and organizations while an appeal is pending.
- D. After hearing the appeal, the Code of Conduct Committee will forward its recommendation to the Principal, who shall have the authority to either accept or overrule the recommendation of the Committee. It shall be the responsibility of the Principal to notify the student and his/her parents of the decision of the Code of Conduct Committee and the determination of the Principal.
- E. The Principal's decision shall be final and no further appeal shall be available.

Notwithstanding the above rules, a student who is subject to suspension or expulsion from school will be excluded from participation during the period of the discipline. A student who is denied participation for more than twenty percent (20%) of the season/activities shall forfeit eligibility for leadership positions and awards.

Violations of the above rules are cumulative. A violation of one rule will lead to the next disciplinary level for a separate violation of the other rule. For purposes of culminating violations, there shall be two separate periods of the student's academic career: (1) Grades 7 and 8; and (2) Grades 9 through 12. Penalties for violation of this Code of Conduct shall apply to both athletic and extracurricular participation concurrently.

## **DRUG TESTING POLICY**

### **PHILOSOPHY:**

THE SYLVANIA SCHOOLS provides a variety of extra curricular/co-curricular activities that complement the educational and athletic development of each student. The privilege of participation carries the responsibility of adherence to the Extra Curricular/ Co-Curricular Drug Testing Policy and Code of Conduct. The SYLVANIA SCHOOLS Board of Education desires to implement a policy which will attempt to provide the district with a safe and healthful student program. This policy reflects the SYLVANIA SCHOOLS Board of Education and the community's strong commitment to establish a truly drug and alcohol-free school program. SYLVANIA SCHOOLS have selected student athletes, students who participate in extracurricular activities, co-curricular activities or performances that can be graded with an alternative assignment, clubs, student drivers, school dance attendees, and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to students from grades 9-12.

## **PURPOSE OF THIS POLICY SHALL BE:**

1. To provide a healthy and safe environment to all students participating in the athletic co-curricular and extracurricular programs, clubs, student drivers, and school dance attendees.
2. To discourage all students from using drugs and alcohol.
  - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletic and extracurricular programs to remain drug free and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive with regards to academics. No student will be suspended or expelled from school or penalized academically as a result of a certified positive test conducted by the District under this policy. The results of random drug tests will not be documented in any student's academic records. Such results will not be disclosed to criminal or juvenile authorities unless otherwise required by law.

Students involved in athletics, extra-curricular activities, co-curricular activities or performances that can be graded with an alternative assignment, clubs, drive to school, and attend school dances, need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

Any student in grades nine (9) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

- A. athletics
- B. extracurricular activities
- C. clubs
- D. co-curricular activities or performances that can be graded with an alternative assignment.
- E. student drivers
- F. school dance attendees

## **DEFINITIONS**

### **1. STUDENT ATHLETE**

Any person participating in the SYLVANIA SCHOOLS High School athletic program and/or contests under the control and jurisdiction of the SYLVANIA SCHOOLS Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders.

### **2. EXTRACURRICULAR ACTIVITIES**

Any activity of a competitive nature that does not involve a grade.

### **3. CLUBS**

Administrative approved student-based organizations that are dedicated to a particular interest or activity.

### **4. CO-CURRICULARS GRADED BY AN ALTERNATIVE ASSIGNMENT**

An activity or performance in classes such as band, orchestra, or choir where an alternate assignment can be implemented that will not impede the performance grade.

### **5. STUDENT DRIVERS**

Any student who possesses a school parking pass.

## 6. SCHOOL DANCE ATTENDEES

Any student who signs up for and attends a school sponsored dance.

## 7. ATHLETIC SEASON

In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of the awards program for that sport for the SYLVANIA SCHOOLS. There are three athletic seasons:

Fall, Winter, Spring. Once entered, the student will participate in the drug testing program for 1 year from the date of signing consent.

## 8. RANDOM TESTING

A system of selecting students for drug and alcohol testing in which each student shall have a fair and equitable chance of being selected each time selections are required.

## 9. ILLEGAL/ILLICIT DRUGS

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids.

## 10. ALCOHOL

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

## TYPE OF TESTING

### 1. RANDOM TESTING

In-session random testing shall be done throughout the season. Each school may have up to 20% of its eligible students tested per random selection. A student may be tested more than once per season. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

- a. Random selection of student athletes, students who participate in competitive extracurricular activities, non-graded co-curricular activities and clubs, possess a parking pass, attend school dances, and students who, along with consent from their parents, volunteer to be tested:

*The Athletic Director, under the Principal's supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes.*

- b. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the Athletic Director and confirmed with the building administrator. Random testing may be done weekly.

### 2. DRUGS FOR WHICH ATHLETES MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

### 3. COLLECTION PROCESS (Urine Screens) Other testing types may apply.

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

All students must have a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.

Drug testing areas must be secured during the testing.

Only lab technicians, designated school administrator and students will be witness to the test.

Privacy must be kept for all students.

*The Athletic Director is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms, money and proper ID are completed.*

When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.

No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.

Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.

Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.

The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.

Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

Any student that tests positive will have to be tested weekly for the term of a 5 week program with drug counseling at the expense of the student and or parent. Testing will be done by (Testing Company Name) only so long as this is the company the school selects.

#### **4. RESULTS OF A POSITIVE TEST**

Any positive urine drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

## 5. IF A POSITIVE TEST OCCURS:

### THE FIRST VIOLATION

- A) A letter shall be mailed to the parent/guardian/custodian that alerts the student of the violation and informs the student of the consequences of this offense and any future violations
- B) The student shall not participate in any athletic activity for one (1) calendar year. However, students who elect to receive professional assessment and assistance will be denied participation in twenty percent (20%) in each of the following : athletics, all extra-curricular, clubs, co-curricular activities or performances that can be graded with an alternative assignment, and driving privileges. The student will also not be allowed to attend the next school sponsored dance.

Example: Athletics - denial of 20% of the current season, with any remaining percentage of the denial of participation to be applied to the next season of participation. Also, denial of 20% or 36 school days of extracurricular activities/clubs/co-curricular activities or performances that can be graded with an alternative assignment. Along with a denial of 20% or 36 days of driving privileges. Along with not being able to attend the next school sponsored dance.

- C) In order for participation and privileges to be reinstated after the 20% penalty, the student must agree to submission of five follow-up drug tests at the expense of the parent/guardian/custodian.
- D) Failure to complete 6-B and 6-C will result in denial of participation and privileges for one calendar year.

OR

- E) Denial of participation for the remainder of the current season and for that year.

### THE 2ND VIOLATION

- A) The student is denied participation in athletics, all extracurriculars, clubs, co-curricular activities or performances that can be graded with an alternative assignment, driving privileges, and school dances for one calendar year from the date of notification of the violation.
- B) The student will have to make an appointment with a certified chemical dependency counselor for an assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for providing the school principal with documentation that the student completed all recommendations of the counselor.
- C) In order for participation and privileges to be reinstated after the one calendar year penalty, the student must agree to submission of five follow-up drug tests, at the expense of the parent/guardian/custodian.

### THE 3RD VIOLATION

- A) The student is permanently denied participation in athletics, all extracurriculars, clubs, co-curricular activities or performances that can be graded with an alternative assignment, driving privileges, and school dances at the SYLVANIA SCHOOLS HIGH Schools.  
Violations are accumulative throughout the student's secondary school career.

## 6. SELF REFERRALS

A student may give a once a year self-referral, which may be done only twice in 4 years. Self-referrals can only happen before a student's name is drawn prior to a random test. A student cannot self refer after their name has been randomly drawn for a given test. Refer to the Self-Referral/Parent Referral portion of the student handbook for procedures.

## COACH/ADVISOR RULES

Each coach and advisor may establish and enforce reasonable rules for the sport/activity. The coach/advisor may determine reasonable penalties for violation of team/activity rules, subject to review by the Athletic Director/Principal.

## **NATIONAL HONOR SOCIETY**

Membership in the Northview and Southview Chapter of the National Honor Society is based on character, scholarship, leadership, and service. All by-laws, policies, and procedures are based on and reflect the National Charter for the National Honor Society. To be considered for membership, juniors who have at least a 3.60 cumulative grade point average after the fifth semester of high school are eligible; additionally, seniors with the qualifying GPA at the end of their sixth semester are also eligible. Information on the National Honor Society will be made available during the summer at both Northview's Wildcat Welcome Days and Southview's Cougar Kickoff.

Prior to induction, students must attend a mandatory informational meeting, with the time and date to be announced. Following the meeting, students must submit candidate forms attesting to their leadership and service. These candidate forms may be viewed on the National Honor Society website for each school.

The decision on whether each candidate is invited into the National Honor Society is made by a vote of the Faculty Council. This five-member committee is chosen by the principal and reflects the various departments for the school. Three affirmative votes for each candidate are necessary for selection. As part of the selection process, teachers are asked for input on the student candidates. This input takes a written form and will be signed by the teachers. If a student is not selected, he/she may meet with the National Honor Society advisor for input on the decision. Students may appeal non-selection within five school days to the school principal. This appeal must be in writing, and the principal's decision on the selection or non-selection is final. Seniors who were either non-selected as juniors, or did not apply as juniors, may apply during their senior year. Any students admitted into the National Honor Society during their senior year must meet the same requirements as those students admitted their junior year in order to receive their honor cords.

National Honor Society members are required to maintain the standards of character, scholarship, leadership, and service for which they were selected, or they may be permanently dismissed from the organization.

## **STUDENT GOVERNMENT**

The freshman, sophomore, junior and senior classes are able to carry out class projects, money-making activities and social events under the direction of their class officers and faculty advisors. Each class elects its own president, vice-president, secretary and treasurer, and class representative. A student must meet the credit requirements and the 1.5 eligibility requirements at the time of election to be qualified to run for office. Senior, junior and sophomore elections are held in the spring, while freshman elections are held in the fall. Student government officers are elected on a school-wide basis. All candidates and elected class or government officers must meet the organization's constitutional requirements.

The student body elects a president, vice president, secretary and treasurer in the spring of each year to hold the office for the next school year. In addition to the officers, each class elects four representatives and one alternate as members of Student Government.

The Student Government is the official organization through which the student body participates in the organization and administration of the school. The student Government centers its activities on pupil-to-pupil relationships and makes suggestions to the administration regarding activities pertaining to school. Student Government also regulates all school and class elections and represents the student body in out-of-school activities.



<b>9 MONDAY</b>           	<i>Muharram begins at sundown</i>          <p style="text-align: right;">AUGUST</p>
<b>10 TUESDAY</b>           	          <p style="text-align: right;">AUGUST</p>
<b>11 WEDNESDAY</b>           	          <p style="text-align: right;">AUGUST</p>
<b>12 THURSDAY</b>           	          <p style="text-align: right;">AUGUST</p>





**13 FRIDAY**


AUGUST

**14 SATURDAY**


AUGUST

**15 SUNDAY**


AUGUST

**QUOTE OF  
THE WEEK**

"Learning is not attained by chance. It must be sought for with ardor and attended to with diligence." — Abigail Adams

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**16 MONDAY**


AUGUST

**17 TUESDAY**


AUGUST

**18 WEDNESDAY**


AUGUST

**19 THURSDAY**


AUGUST

**20 FRIDAY**


AUGUST

**21 SATURDAY**


AUGUST

**22 SUNDAY**


AUGUST

**QUOTE OF THE WEEK**

"Many of life's failures are people who did not realize how close they were to success when they gave up." — Thomas Edison

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**23 MONDAY**


AUGUST

**24 TUESDAY**


AUGUST

**25 WEDNESDAY**


AUGUST

**26 THURSDAY**


AUGUST

**27 FRIDAY**


AUGUST

**28 SATURDAY**


AUGUST

**29 SUNDAY**


AUGUST

**QUOTE OF THE WEEK**

"You can stand tall without standing on someone. You can be a victor without having victims." — Harriett Woods

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**30 MONDAY**


AUGUST

**31 TUESDAY**


AUGUST

**1 WEDNESDAY**


SEPTEMBER

**2 THURSDAY**


SEPTEMBER

<b>3 FRIDAY</b>	SEPTEMBER

<b>4 SATURDAY</b>	SEPTEMBER

<b>5 SUNDAY</b>	SEPTEMBER

<b>QUOTE OF THE WEEK</b>	"Let me tell you the secret that has led me to my goal. My strength lies solely in my tenacity." — Louis Pasteur
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<b>WEEKLY HALL PASS</b>
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Date	Depart Time	Destination	Return Time	Teacher

**6 MONDAY**

*Labor Day  
Rosh Hashanah begins at sundown*

SEPTEMBER

**7 TUESDAY**

SEPTEMBER

**8 WEDNESDAY**

SEPTEMBER

**9 THURSDAY**

SEPTEMBER



**10 FRIDAY**


SEPTEMBER

**11 SATURDAY**


*Patriot Day*

SEPTEMBER

**12 SUNDAY**


SEPTEMBER

**QUOTE OF THE WEEK**

“When I dare to be powerful, to use my strength in the service of my vision, then it becomes less and less important whether I am afraid.” — Audre Lorde

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**13 MONDAY**


SEPTEMBER

**14 TUESDAY**


SEPTEMBER

**15 WEDNESDAY**


*Yom Kippur begins at sundown*

SEPTEMBER

**16 THURSDAY**


SEPTEMBER

**17 FRIDAY**


SEPTEMBER

**18 SATURDAY**


SEPTEMBER

**19 SUNDAY**


SEPTEMBER

**QUOTE OF  
THE WEEK**

"The foolish man seeks happiness in the distance; the wise grows it under his feet." — James Oppenheim

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**20 MONDAY**

SEPTEMBER

**21 TUESDAY**

SEPTEMBER

**22 WEDNESDAY**

*First day of autumn*

SEPTEMBER

**23 THURSDAY**

SEPTEMBER

**24 FRIDAY**


SEPTEMBER

**25 SATURDAY**


SEPTEMBER

**26 SUNDAY**


SEPTEMBER

**QUOTE OF THE WEEK**

"No person is your friend who demands your silence or denies your right to grow." — Alice Walker

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**27 MONDAY**

SEPTEMBER

**28 TUESDAY**

SEPTEMBER

**29 WEDNESDAY**

SEPTEMBER

**30 THURSDAY**

SEPTEMBER

<b>1 FRIDAY</b>	OCTOBER

<b>2 SATURDAY</b>	OCTOBER

<b>3 SUNDAY</b>	OCTOBER

**QUOTE OF THE WEEK**      "Our lives improve only when we take chances — and the first and most difficult risk we can take is to be honest with ourselves." — Walter Anderson

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**4 MONDAY**


OCTOBER

**5 TUESDAY**


OCTOBER

**6 WEDNESDAY**


OCTOBER

**7 THURSDAY**


OCTOBER



<b>8</b>	<b>FRIDAY</b>	OCTOBER

<b>9</b>	<b>SATURDAY</b>	OCTOBER

<b>10</b>	<b>SUNDAY</b>	OCTOBER

<b>QUOTE OF THE WEEK</b>	"Mistakes are the portals of discovery." — James Joyce
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<b>WEEKLY HALL PASS</b>
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Date	Depart Time	Destination	Return Time	Teacher

**11 MONDAY**

*Columbus Day*


OCTOBER

**12 TUESDAY**


OCTOBER

**13 WEDNESDAY**


OCTOBER

**14 THURSDAY**


OCTOBER



**15 FRIDAY**


OCTOBER

**16 SATURDAY**


OCTOBER

**17 SUNDAY**


OCTOBER

**QUOTE OF  
THE WEEK**

"I think a hero is an ordinary individual who finds strength to persevere and endure in spite of overwhelming obstacles." — Christopher Reeve

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**18 MONDAY**

*Mawlid al-Nabi begins at sundown*


OCTOBER

**19 TUESDAY**


OCTOBER

**20 WEDNESDAY**


OCTOBER

**21 THURSDAY**


OCTOBER

**22 FRIDAY**


OCTOBER

**23 SATURDAY**


OCTOBER

**24 SUNDAY**


OCTOBER

**QUOTE OF  
THE WEEK**

"You're not obligated to win. You're obligated to keep trying to do the best you can every day." — Marian Wright Edelman

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**25 MONDAY**


OCTOBER

**26 TUESDAY**


OCTOBER

**27 WEDNESDAY**


OCTOBER

**28 THURSDAY**


OCTOBER

**29 FRIDAY**


OCTOBER

**30 SATURDAY**


OCTOBER

**31 SUNDAY**

*Halloween*


OCTOBER

**QUOTE OF THE WEEK**

"Work while you have the light. You are responsible for the talent that has been entrusted to you." — Henri-Frédéric Amiel

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**1 MONDAY**


NOVEMBER

**2 TUESDAY**

*Election Day*


NOVEMBER

**3 WEDNESDAY**


NOVEMBER

**4 THURSDAY**


NOVEMBER



<b>5 FRIDAY</b>	NOVEMBER

<b>6 SATURDAY</b>	NOVEMBER

<b>7 SUNDAY</b>	NOVEMBER

*Standard time begins*

**QUOTE OF THE WEEK**                      "Use what talents you possess: the woods would be very silent if no birds sang there except those that sang best." — Henry van Dyke

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**8 MONDAY**


NOVEMBER

**9 TUESDAY**


NOVEMBER

**10 WEDNESDAY**


NOVEMBER

**11 THURSDAY**


*Veterans Day*

NOVEMBER

**12 FRIDAY**


NOVEMBER

**13 SATURDAY**


NOVEMBER

**14 SUNDAY**


NOVEMBER

**QUOTE OF  
THE WEEK**

"The battles that count aren't the ones for gold medals. The struggles within yourself — that's where it's at." — Jesse Owens

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**15 MONDAY**


NOVEMBER

**16 TUESDAY**


NOVEMBER

**17 WEDNESDAY**


NOVEMBER

**18 THURSDAY**


NOVEMBER

**19 FRIDAY**


NOVEMBER

**20 SATURDAY**


NOVEMBER

**21 SUNDAY**


NOVEMBER

**QUOTE OF THE WEEK**

"Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome." — Booker T. Washington

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**22 MONDAY**


NOVEMBER

**23 TUESDAY**


NOVEMBER

**24 WEDNESDAY**


NOVEMBER

**25 THURSDAY**


*Thanksgiving*

NOVEMBER

**26 FRIDAY**


NOVEMBER

**27 SATURDAY**


NOVEMBER

**28 SUNDAY**


*Hanukkah begins at sundown*

NOVEMBER

**QUOTE OF THE WEEK**

"The point is not to pay back kindness, but to pass it on." — Julia Alvarez

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**29 MONDAY**


NOVEMBER

**30 TUESDAY**


NOVEMBER

**1 WEDNESDAY**


DECEMBER

**2 THURSDAY**


DECEMBER



<b>3 FRIDAY</b>	DECEMBER

<b>4 SATURDAY</b>	DECEMBER

<b>5 SUNDAY</b>	DECEMBER

<b>QUOTE OF THE WEEK</b>	“There is only one corner of the universe you can be certain of improving ... and that’s your own self.” — Aldous Huxley
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<b>WEEKLY HALL PASS</b>
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Date	Depart Time	Destination	Return Time	Teacher

**6 MONDAY**


DECEMBER

**7 TUESDAY**


DECEMBER

**8 WEDNESDAY**


DECEMBER

**9 THURSDAY**


DECEMBER

**10 FRIDAY**


DECEMBER

**11 SATURDAY**


DECEMBER

**12 SUNDAY**


DECEMBER

**QUOTE OF  
THE WEEK**

"Dream as if you'll live forever. Live as if you'll die today." — James Dean

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**13 MONDAY**


DECEMBER

**14 TUESDAY**


DECEMBER

**15 WEDNESDAY**


DECEMBER

**16 THURSDAY**


DECEMBER

**17 FRIDAY**


DECEMBER

**18 SATURDAY**


DECEMBER

**19 SUNDAY**


DECEMBER

**QUOTE OF  
THE WEEK**

"My life is my message." — Mahatma Gandhi

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**20 MONDAY**


DECEMBER

**21 TUESDAY**

*First day of winter*


DECEMBER

**22 WEDNESDAY**


DECEMBER

**23 THURSDAY**


DECEMBER

**24 FRIDAY**


DECEMBER

**25 SATURDAY**


*Christmas*

DECEMBER

**26 SUNDAY**


*Kwanzaa begins*

DECEMBER

**QUOTE OF  
THE WEEK**

"There is nothing like a dream to create the future." — Victor Hugo

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**27 MONDAY**


DECEMBER

**28 TUESDAY**


DECEMBER

**29 WEDNESDAY**


DECEMBER

**30 THURSDAY**


DECEMBER



**31 FRIDAY**


DECEMBER

**1 SATURDAY**

*New Year's Day*


JANUARY

**2 SUNDAY**


JANUARY

**QUOTE OF THE WEEK**

"I have discovered in life that there are ways of getting almost anywhere you want to go, if you really want to go." — Langston Hughes

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**3 MONDAY**


JANUARY

**4 TUESDAY**


JANUARY

**5 WEDNESDAY**


JANUARY

**6 THURSDAY**


JANUARY

<b>7 FRIDAY</b>	JANUARY

<b>8 SATURDAY</b>	JANUARY

<b>9 SUNDAY</b>	JANUARY

<b>QUOTE OF THE WEEK</b>	<p>“Take the first step in faith. You don’t have to see the whole staircase; just take the first step.” — Martin Luther King Jr.</p>
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<b>WEEKLY HALL PASS</b>
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Date	Depart Time	Destination	Return Time	Teacher

**10 MONDAY**


JANUARY

**11 TUESDAY**


JANUARY

**12 WEDNESDAY**


JANUARY

**13 THURSDAY**


JANUARY

**14 FRIDAY**


JANUARY

**15 SATURDAY**


JANUARY

**16 SUNDAY**


JANUARY

**QUOTE OF THE WEEK**

"I try to avoid looking forward or backward, and try to keep looking upward." — Charlotte Brontë

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**17 MONDAY**

*Martin Luther King Jr. Day*


JANUARY

**18 TUESDAY**


JANUARY

**19 WEDNESDAY**


JANUARY

**20 THURSDAY**


JANUARY

**21 FRIDAY**


JANUARY

**22 SATURDAY**


JANUARY

**23 SUNDAY**


JANUARY

**QUOTE OF THE WEEK**

“A ship in harbor is safe, but that is not what ships are built for.” — William Shedd

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**24 MONDAY**


JANUARY

**25 TUESDAY**


JANUARY

**26 WEDNESDAY**


JANUARY

**27 THURSDAY**


JANUARY



**28 FRIDAY**


JANUARY

**29 SATURDAY**


JANUARY

**30 SUNDAY**


JANUARY

**QUOTE OF THE WEEK**

"We could never learn to be brave and patient, if there were only joy in the world." — Helen Keller

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**31 MONDAY**


JANUARY

**1 TUESDAY**


*Lunar New Year*

FEBRUARY

**2 WEDNESDAY**


*Groundhog Day*

FEBRUARY

**3 THURSDAY**


FEBRUARY

<b>4 FRIDAY</b>	FEBRUARY

<b>5 SATURDAY</b>	FEBRUARY

<b>6 SUNDAY</b>	FEBRUARY

**QUOTE OF THE WEEK**     "The man who wants to lead the orchestra must turn his back on the crowd." — James Crook

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**7 MONDAY**


FEBRUARY

**8 TUESDAY**


FEBRUARY

**9 WEDNESDAY**


FEBRUARY

**10 THURSDAY**


FEBRUARY

**11 FRIDAY**


FEBRUARY

**12 SATURDAY**


*Lincoln's Birthday*

FEBRUARY

**13 SUNDAY**


FEBRUARY

**QUOTE OF  
THE WEEK**

"Never mistake knowledge for wisdom. One helps you make a living; the other helps you make a life." — Sandra Carey

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**14 MONDAY**

*Valentine's Day*


FEBRUARY

**15 TUESDAY**


FEBRUARY

**16 WEDNESDAY**


FEBRUARY

**17 THURSDAY**


FEBRUARY

**18 FRIDAY**


FEBRUARY

**19 SATURDAY**


FEBRUARY

**20 SUNDAY**


FEBRUARY

**QUOTE OF THE WEEK**

"Leadership is practiced not so much in words as in attitude and in actions." — Harold Geneen

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**21 MONDAY**

*Presidents' Day*


FEBRUARY

**22 TUESDAY**

*Washington's Birthday*


FEBRUARY

**23 WEDNESDAY**


FEBRUARY

**24 THURSDAY**


FEBRUARY



**25 FRIDAY**


FEBRUARY

**26 SATURDAY**


FEBRUARY

**27 SUNDAY**


FEBRUARY

**QUOTE OF  
THE WEEK**

"Truth is powerful and it prevails." — Sojourner Truth

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**28 MONDAY**


FEBRUARY

**1 TUESDAY**


MARCH

**2 WEDNESDAY**

*Ash Wednesday*


MARCH

**3 THURSDAY**


MARCH



**7 MONDAY**


MARCH

**8 TUESDAY**


MARCH

**9 WEDNESDAY**


MARCH

**10 THURSDAY**


MARCH

**11 FRIDAY**


MARCH

**12 SATURDAY**


MARCH

**13 SUNDAY**


*Daylight saving time begins*

MARCH

**QUOTE OF THE WEEK**

"To tend, unflinchingly, unflinchingly, towards a goal is the secret of success." — Anna Pavlova

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**14 MONDAY**


MARCH

**15 TUESDAY**


MARCH

**16 WEDNESDAY**


MARCH

**17 THURSDAY**


*St. Patrick's Day*

MARCH

**18 FRIDAY**


MARCH

**19 SATURDAY**


MARCH

**20 SUNDAY**


*First day of spring*

MARCH

**QUOTE OF THE WEEK**

"It is better to ask some of the questions than to know all the answers." — James Thurber

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**21 MONDAY**


MARCH

**22 TUESDAY**


MARCH

**23 WEDNESDAY**


MARCH

**24 THURSDAY**


MARCH



**25 FRIDAY**


MARCH

**26 SATURDAY**


MARCH

**27 SUNDAY**


MARCH

**QUOTE OF THE WEEK**

“Just don’t give up trying to do what you really want to do. Where there’s love and inspiration, I don’t think you can go wrong.” — Ella Fitzgerald

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**28 MONDAY**


MARCH

**29 TUESDAY**


MARCH

**30 WEDNESDAY**


MARCH

**31 THURSDAY**


MARCH

<b>1 FRIDAY</b>	<i>April Fools' Day</i>
	APRIL

<b>2 SATURDAY</b>	<i>Ramadan begins at sundown</i>
	APRIL

<b>3 SUNDAY</b>	
	APRIL

<b>QUOTE OF THE WEEK</b>	"I am what time, circumstance and history have made of me, certainly, but I am also much more than that. So are we all." — James Baldwin
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<b>WEEKLY HALL PASS</b>				
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Date	Depart Time	Destination	Return Time	Teacher

**4 MONDAY**


APRIL

**5 TUESDAY**


APRIL

**6 WEDNESDAY**


APRIL

**7 THURSDAY**


APRIL

<b>8 FRIDAY</b>	<b>APRIL</b>

<b>9 SATURDAY</b>	<b>APRIL</b>

<b>10 SUNDAY</b>	<i>Palm Sunday</i>	<b>APRIL</b>

<b>QUOTE OF THE WEEK</b>	“People will forget what you said, people will forget what you did, but people will never forget how you made them feel.” — Maya Angelou
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<b>WEEKLY HALL PASS</b>
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Date	Depart Time	Destination	Return Time	Teacher

**11 MONDAY**


APRIL

**12 TUESDAY**


APRIL

**13 WEDNESDAY**


APRIL

**14 THURSDAY**


APRIL

**15 FRIDAY**

*Good Friday  
Passover begins at sundown*

APRIL

**16 SATURDAY**

APRIL

**17 SUNDAY**

*Easter*

APRIL

**QUOTE OF  
THE WEEK**

“Minds are like parachutes — they only function when open.” — Thomas Dewar

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**18 MONDAY**


APRIL

**19 TUESDAY**


APRIL

**20 WEDNESDAY**


APRIL

**21 THURSDAY**


APRIL



**22 FRIDAY**

*Earth Day*

APRIL

**23 SATURDAY**

APRIL

**24 SUNDAY**

APRIL

**QUOTE OF THE WEEK**

"The future belongs to those who believe in the beauty of their dreams." — Eleanor Roosevelt

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**25 MONDAY**


APRIL

**26 TUESDAY**


APRIL

**27 WEDNESDAY**


*Laylat al-Qadr begins at sundown*

APRIL

**28 THURSDAY**


APRIL

**29 FRIDAY**


APRIL

**30 SATURDAY**


APRIL

**1 SUNDAY**


MAY

**QUOTE OF THE WEEK**

“Great things are not done by impulse, but a series of small things brought together.” — Vincent Van Gogh

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**2 MONDAY***Eid al-Fitr begins at sundown*

MAY

**3 TUESDAY**

MAY

**4 WEDNESDAY**

MAY

**5 THURSDAY***Cinco de Mayo*

MAY

<b>6 FRIDAY</b>	
	MAY

<b>7 SATURDAY</b>	
	MAY

<b>8 SUNDAY</b>	<i>Mother's Day</i>
	MAY

**QUOTE OF THE WEEK**      "Perseverance is failing 19 times and succeeding the 20th." — Julie Andrews

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**9 MONDAY**


MAY

**10 TUESDAY**


MAY

**11 WEDNESDAY**


MAY

**12 THURSDAY**


MAY

**13 FRIDAY**

MAY

**14 SATURDAY**

MAY

**15 SUNDAY**

MAY

**QUOTE OF  
THE WEEK**

“Snowflakes are one of nature’s most fragile things, but just look at what they can do when they stick together.” — Vesta Kelly

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**16 MONDAY**


MAY

**17 TUESDAY**


MAY

**18 WEDNESDAY**


MAY

**19 THURSDAY**


MAY



20 FRIDAY

MAY

21 SATURDAY

MAY

22 SUNDAY

MAY

**QUOTE OF THE WEEK**

"One man can be a crucial ingredient on a team, but one man cannot make a team." — Kareem Abdul-Jabbar

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

**23 MONDAY**


MAY

**24 TUESDAY**


MAY

**25 WEDNESDAY**


MAY

**26 THURSDAY**


MAY

**27 FRIDAY**

MAY

**28 SATURDAY**

MAY

**29 SUNDAY**

MAY

**QUOTE OF THE WEEK**

"A creative man is motivated by the desire to achieve, not by the desire to beat others." — Ayn Rand

**WEEKLY HALL PASS**

Date	Depart Time	Destination	Return Time	Teacher

# JUNE 2022

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	31	1	2
6	7	8	9
13	14 <i>Flag Day</i>	15	16
20	21 <i>First day of summer</i>	22	23
27	28	29	30

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
3	4	5	<hr/> <hr/> <hr/> <hr/> <hr/>
10	11	12	<hr/> <hr/> <hr/> <hr/> <hr/>
17	18	19 <i>Father's Day</i>	<hr/> <hr/> <hr/> <hr/> <hr/>
24	25	26	<hr/> <hr/> <hr/> <hr/> <hr/>
1	2	3	<hr/> <hr/> <hr/> <hr/> <hr/>

# JULY 2022

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
<i>Independence Day</i> 4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
1	2	3	<hr/> <hr/> <hr/> <hr/> <hr/>
8	<i>Eid al-Adha begins at sundown</i> 9	10	<hr/> <hr/> <hr/> <hr/> <hr/>
15	16	17	<hr/> <hr/> <hr/> <hr/> <hr/>
22	23	24	<hr/> <hr/> <hr/> <hr/> <hr/>
<i>Muharram begins at sundown</i> 29	30	31	<hr/> <hr/> <hr/> <hr/> <hr/>

# AUGUST 2022

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1



REMINDERS

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	<hr/> <hr/> <hr/> <hr/> <hr/>
12	13	14	<hr/> <hr/> <hr/> <hr/> <hr/>
19	20	21	<hr/> <hr/> <hr/> <hr/> <hr/>
26	27	28	<hr/> <hr/> <hr/> <hr/> <hr/>
2	3	4	<hr/> <hr/> <hr/> <hr/> <hr/>









# HALL PASS

DATE	OUT <sup>Ⓢ</sup>	IN <sup>Ⓢ</sup>	TEACHER	DESTINATION	U/E	DATE	OUT <sup>Ⓢ</sup>	IN <sup>Ⓢ</sup>	TEACHER	DESTINATION	U/E

Destination Codes: R=Restroom L=Locker G=Guidance M=Media Center O=Office U=Unexcused E=Excused



# HALL PASS

DATE	OUT <sup>Ⓢ</sup>	IN <sup>Ⓢ</sup>	TEACHER	DESTINATION	U/E	DATE	OUT <sup>Ⓢ</sup>	IN <sup>Ⓢ</sup>	TEACHER	DESTINATION	U/E

Destination Codes: R=Restroom L=Locker G=Guidance M=Media Center O=Office U=Unexcused E=Excused



# HALL PASS

DATE	OUT	IN	TEACHER	DESTINATION	U/E

DATE	OUT	IN	TEACHER	DESTINATION	U/E

Destination Codes: R=Restroom L=Locker G=Guidance M=Media Center O=Office U=Unexcused E=Excused





# LANGUAGE ARTS *MLA style of documentation*

<b>YOUR WORKS-CITED LIST</b>	Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.
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According to the *Modern Language Association Handbook for Writers of Research Papers, 8th edition*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals, and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles, and titles of unpublished works.
- {7} Separate the author, title, and publication information with a period followed by one space.
- {8} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {9} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {10} Use the phrase, "Accessed 5 Jan. 2019" instead of listing the date or the abbreviation, "n.d."

<b>ANY CITATION</b> (GENERAL GUIDELINES)	Author. Title. Title of container (self contained if book), Other contributors (translators or editors), Version (edition), Number (vol. and/or no.), Publisher, Publication Date, Location (pages, paragraphs, URL, or DOI). 2nd container's title, Other contributors, Version, Number, Publisher, Publication date, Date of Access (if applicable).
<b>PAGE ON A WEBSITE</b>	"How to Change Your Car's Oil." <i>eHow</i> , 25 Sept. 2018, www.ehow.com/how_2018_how-oil.html. Accessed 5 Jan. 2019.
<b>ARTICLE IN A JOURNAL FROM A WEBSITE</b> (ALSO IN PRINT)	Doe, Jim. "Laws of the Open Sea." <i>Maritime Law</i> , vol. 3, no. 6, 2018, pp. 595-600, www.maritimelaw.org/article. Accessed 8 Feb. 2017.
<b>ARTICLE IN A PERIODICAL</b> (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> , Day Month Year, pages.
<b>BYLINED ARTICLE FROM A DAILY NEWSPAPER</b>	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> , 7 Mar. 2018, p. A12.
<b>UNBYLINED ARTICLE FROM A DAILY NEWSPAPER</b>	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> , 12 Mar. 2018, p. A12.
<b>ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE</b>	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> , June 2019, pp. 57-79.
<b>ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE</b>	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> , 9 July 2019, pp. 58-59.
<b>EDITORIAL</b>	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> , 11 Mar. 2019, p. 6B.

# LANGUAGE ARTS *MLA style of documentation*

<b>BOOK</b> (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Publisher, publication date.
<b>BOOK BY ONE AUTHOR</b>	Wheelen, Richard. <i>Sherman's March</i> . Crowell, 1978.
<b>TWO OR MORE BOOKS BY THE SAME AUTHOR</b>	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . Doubleday, 1991. ---. <i>The Nine Nations of North America</i> . Houghton, 1981.
<b>BOOK BY TWO OR THREE AUTHORS</b>	Purves, Alan C., and Victoria Rippere. <i>Elements of Writing About a Literary Work</i> . NCTE, 1968.
<b>BOOK BY FOUR OR MORE AUTHORS</b>	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Houghton, 1956.
<b>BOOK BY A CORPORATE AUTHOR</b>	The Rockefeller Panel Reports. <i>Prospect for America</i> . Doubleday, 1961.
<b>BOOK BY AN ANONYMOUS AUTHOR</b>	<i>Literary Market Place: The Directory of the Book Publishing Industry</i> . 2003 ed., Bowker, 2002.
<b>BOOK WITH AN AUTHOR AND AN EDITOR</b>	Toomer, Jean. <i>Cane</i> . Edited by Darwin T. Turner, Norton, 1988.
<b>A WORK IN AN ANTHOLOGY</b>	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> , edited by Richard Wilbur and W. H. Auden, Dell, Laurel Edition, 1965, pp. 35-52.
<b>AN EDITION OTHER THAN THE FIRST</b>	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Edited by Larry D. Benson. 3rd ed., Houghton, 1987.
<b>SIGNED ARTICLE IN A REFERENCE BOOK</b>	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed., vol. 2, Macmillan, 2019.



# SUCCESS SKILLS *successful notetaking*

## SUCCESSFUL NOTETAKING

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good notetaking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
- Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the teacher specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
- Listen for key ideas. Write them down in your own words. Don't try to write down every word that your teachers say. Some teachers will use the chalkboard, an overhead projector, or a PowerPoint presentation to outline these key ideas. Others will simply stress them in their discussion.
- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
- Make sure your notes summarize, not duplicate, the material.
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.



## SUCCESS SKILLS *about cheating*

WINNERS NEVER CHEAT.  
CHEATERS NEVER WIN.

SOME PEOPLE RATIONALIZE THE REASONS WHY THEY CHEAT: "THE TEACHER DIDN'T GIVE US ENOUGH TIME," "MY COMPUTER CRASHED AND I LOST MY PAPER," "IT WAS ONLY A LITTLE HOMEWORK," "IT WASN'T LIKE IT WAS A TEST OR ANYTHING IMPORTANT!"

But the bottom line is,

**nobody wins when they cheat.**

What happens when you actually need to know the answer? Don't be fooled, someday it will come back to haunt you.

### **Cheaters:**

MISS OUT ON LEARNING THE MATERIAL AND EVENTUALLY FIND THEMSELVES IN OVER THEIR HEADS.

UNDOUBTEDLY FEEL BADLY ABOUT CHEATING, WHETHER THEY WANT TO ADMIT IT OR NOT.

HAVE TO TRY TO KEEP TRACK OF THEIR LIES, WHICH IS IMPOSSIBLE AND A WASTE OF PRECIOUS TIME AND ENERGY.

ARE USUALLY CAUGHT. WEB-BASED ANTI-PLAGIARISM SERVICES AND CHEAT-PROOF SOFTWARE MAKE IT EASY FOR TEACHERS TO ROOT OUT CHEATERS. YOU CAN'T CHEAT FOR LONG WITHOUT SOMEONE EVENTUALLY UNMASKING YOU.

# SUCCESS SKILLS *preparing for college*

## PREPARING FOR COLLEGE



### The College Application Process

- 1} The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.
- 2} Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for a consistent performance in all subjects.
- 3} Take the SAT or ACT in time to include scores on your college applications.
- 4} Look at as many potential colleges as possible. Do not limit your options.
- 5} Visit as many campuses as possible and talk to students, staff, and the office of admissions while at the college.
- 6} Send applications to prospective colleges beginning in early fall of your senior year. You can obtain applications and information in the guidance office or online at university and college websites.
- 7} Fill out any potential scholarship forms and send them to the appropriate personnel.
- 8} Allow at least two weeks for your counselor to process your applications.
- 9} Many schools will respond to your application within four to six weeks.

### Steps for Juniors

- 1} Talk to your counselor about filling your junior-year class schedule with coursework in English, foreign language, social studies, science, and mathematics. It is recommended that students take as many mathematics courses as possible.
- 2} Colleges are looking for well-rounded students in the arts, business, drama, and speech.
- 3} Find out when potential universities are visiting your school or when your school is going on visits to potential colleges.
- 4} It is best to visit campuses when classes are in session. (Not spring break, Christmas or any major holiday.)
- 5} Take a course that prepares you for the SAT or ACT.
- 6} At the beginning of your junior year, take the PSAT exam to practice for the SAT.
- 7} Take the SAT or ACT in the spring of your junior year. If you feel the score does not reflect your ability, retake the exam during your senior year.
- 8} Start applying for any scholarships for which you are qualified.
- 9} If you know your intended field of study in college, schedule your senior year with an emphasis in that area.
- 10} Plan to visit as many colleges during the summer as possible.

### Steps for Seniors

- 1} Attend as many college fairs as possible in your local area.
- 2} Visit as many institutions and universities as possible. It is best to visit campuses when classes are in session. (Not spring break, Christmas, or any major holiday.)
- 3} When visiting colleges, meet with the admissions office, and financial aid office, as well as speak with professors in your intended field of study.
- 4} Talk to older friends and students about that particular college or university.
- 5} Ensure that your SAT or ACT scores meet the requirements of the colleges and universities that interest you. If necessary, retake the entrance exams.
- 6} Make a list of admission deadlines at the colleges you are interested in attending.
- 7} Submit completed college applications to your guidance counselor, and be sure to include any application fees.
- 8} File a financial aid form.
- 9} Inquire about any available scholarships, and be sure to meet the appropriate requirements and deadlines.
- 10} Keep a file of any correspondence from potential colleges for future reference.