



Student/Parent HANDBOOK
2017/2018

SCHOOL CALENDAR

Monday, August 28	1st Day for Students/1 hr. Delay/teacher in-service
Monday, September 4	Labor Day - no school
Monday, September 11	1 hr. Delay/teacher in-service
Monday, September 18	1 hr. Delay/teacher in-service
Monday, September 25	1 hr. Delay/teacher in-service
Wednesday, September 27	Student Pictures
Monday, October 2	1 hr. Delay/teacher in-service
Monday, October 9	1 hr. Delay/teacher in-service
Monday, October 16	1 hr. Delay/teacher in-service
Friday, October 20	End of 1st Grading Period
Friday, October 20	Staff Development Day - no school
Monday, October 23	1 hr. Delay/teacher in-service
Monday, October 30	1 hr. Delay/teacher in-service
Wednesday, November 1	Picture Retakes
Thursday, November 2	Parent/Teacher Conferences, 4:30 - 8:00 pm
Monday, November 6	1 hr. Delay/teacher in-service
Monday, November 13	1 hr. Delay/teacher in-service
Monday, November 20	1 hr. Delay/teacher in-service
Wed., Nov. 22-Fri., Nov. 24	Thanksgiving Recess - no school
Monday, November 27	1 hr. Delay/teacher in-service
Monday, December 4	1 hr. Delay/teacher in-service
Monday, December 11	1 hr. Delay/teacher in-service
Monday, December 18	1 hr. Delay/teacher in-service
Thursday, December 21	End of 2nd Grading Period & 1st Semester
Friday, Dec. 22 - Tues., Jan 2	Winter Recess - no school
Wednesday, January 3	Teacher In-service Day - no school
Thursday, January 4	Students return to school
Monday, January 8	1 hr. Delay/teacher in-service
Monday, January 15	Martin Luther King Day - no school
Monday, January 22	1 hr. Delay/teacher in-service
Monday, January 29	1 hr. Delay/teacher in-service
Monday, February 5	1 hr. Delay/teacher in-service
Monday, February 12	1 hr. Delay/teacher in-service
Friday, February 16	Staff Development Day - no school
Monday, February 19	Presidents Day - no school
Monday, February 26	1 hr. Delay/teacher in-service
Monday, March 5	1 hr. Delay/teacher in-service
Friday, March 9	End of 3rd Grading Period
Monday, March 12	1 hr. Delay/teacher in-service
Monday, March 19	1 hr. Delay/teacher in-service
Mon., March 26 - Fri., March 30	Spring Recess - no school
Monday, April 2	1 hr. Delay/teacher in-service
Monday, April 9	1 hr. Delay/teacher in-service
Monday, April 16	1 hr. Delay/teacher in-service
Monday, April 23	1 hr. Delay/teacher in-service
Monday, April 30	1 hr. Delay/teacher in-service
Monday, May 7	1 hr. Delay/teacher in-service
Saturday, May 5	Prom
Monday, May 14	1 hr. Delay/teacher in-service
Sunday, May 20	Graduation, 1:00 pm
Monday, May 21	1 hr. Delay/teacher in-service
Thursday, May 24	End of 4th Grading Period & 2nd Semester
Thursday, May 24	Last Day for grades 9, 10, 11

PRINCIPAL'S WELCOME

WELCOME TO CLYDE HIGH SCHOOL

Clyde High School is not just any school - it is **OUR** school - rich in a tradition of **FLIER PRIDE!!!** It is our intention to provide you with the best educational experiences and related activities. Students, staff, administration, and the community are all anxious to work with each other to continue following the path of educational excellence. We **CARE** about each other.

As a student, your role is to become involved with the total school program. Challenge your mind by selecting the appropriate courses. Challenge your spirit by supporting the student activity program, whether as a spectator or as a participant. Challenge yourself to do your best in all your endeavors.

Best wishes for a successful school year!!!

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SCHOOL DIRECTORY INFORMATION

Clyde-Green Springs Schools
Board of Education Offices
106 S. Main Street
Clyde, Ohio 43410

Phone: 419 547-0588
FAX: 419 547-0909

Clyde High School
1015 Race Street
Clyde, Ohio 43410
Office hours - 7:15 A.M. - 3:15 P.M.

Phone: 419 547-9511
FAX: 419 547-7593

FOREWORD

This handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal or guidance counselor.

MISSION STATEMENT

Clyde High School offers quality education that promotes student successes now and prepares students for lifelong learning and future challenges.

Clyde Fliers aim to grow in self-discipline, in helping one another, and in personal responsibility. Fliers pledge to respect diversity in people and to celebrate a strong team spirit.

Adopted: June 1997

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint must be made in writing to the school district's compliance officer listed below:

Mr. Dennis Haft
Board of Education Office
106 S. Main Street
Clyde, Ohio 43410
Phone: 419 547-0588 Ext. 1004

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

BELL/TIME SCHEDULES

Regular Day	Two Hour Delay	One Hour Delay/Assembly	Pep Rally	One Hour Early Release
1st 7:40 - 8:26	1st 9:40 - 10:11	1st 8:40 - 9:21	1st 7:40 - 8:22	1st 7:40 - 8:21
2nd 8:30 - 9:16	2nd 10:15 - 10:46	2nd 9:25 - 10:06	2nd 8:26 - 9:08	2nd 8:25 - 9:06
3rd 9:20 - 10:06	3rd 10:50 - 11:21	3rd 10:10 - 10:51	3rd 9:12 - 9:54	3rd 9:10 - 9:51
4th 10:10 - 10:56	4th 11:25 - 11:56	4th 10:55 - 11:36	4th 9:58 - 10:40	4th 9:55 - 10:36
Flier Per.11:00-11:30	5A 12:00 - 12:30	5A 11:40 - 12:10	Flier Per.10:44-11:10	5A 10:40 - 11:10
5A 11:30 - 12:00	5B 12:30 - 1:00	5B 12:10 - 12:40	5A 11:14 - 11:44	5B 11:10 - 11:40
5B 12:00 - 12:30	5C 1:00 - 1:30	5C 12:40 - 1:10	5B 11:44 - 12:14	5C 11:40 - 12:10
5C 12:30 - 1:00	6th 1:34 - 2:05	6th 1:14 - 1:55	5C 12:14 - 12:44	6th 12:14 - 12:55
6th 1:04 - 1:50	7th 2:09 - 2:40	7th 1:59 - 2:40	6th 12:48 - 1:30	7th 12:59 - 1:40
7th 1:54 - 2:40			7th 1:34 - 2:16	
			PR 2:16 - 2:40	

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as lock down, fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff member immediately.

The Board authorizes the use of video surveillance cameras on District property for the security, welfare, and safety of all staff, students, and visitors on District property, and to safeguard District facilities and equipment. Unless access is otherwise permitted or required by state or federal law, only the members of the Board, the District Superintendent, the District Technology Coordinator, District administrators, and staff, as determined by the District Superintendent, shall have authorization to access and view the District's video surveillance footage. The complete policy governing use of video surveillance can be found in Board Policy 9.34, which is available on our website.

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. Deliver all medications, prescribed and non-prescribed, to the attendance/nurse's office in the original container. Specific instructions must be written on a medication authorization form from the physician. Medication is taken only under adult supervision. The nurse is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without proper documentation.

INJURY AND ILLNESS

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

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

Students with a history of asthma will be allowed to keep their inhalers and use them as needed. However, students abusing the prescribed inhaler will result in the office storing the inhaler and dispensing it as needed.

Section I - General Information

ENROLLING IN THE SCHOOL

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

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

- A birth certificate
- Social security card (optional)
- Court papers allocating parental rights and responsibilities or custody (if necessary)
- Proof of residency
- Proof of immunizations

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

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

SCHEDULING AND ASSIGNMENT

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

SCHEDULE CHANGE PROCEDURES

An elective course is a course that is not required for graduation. Once a student is scheduled for elective courses, the course must be completed. An elective course does not mean that the course can be dropped at any time. A required course means that the course is required for graduation. All students must take these courses. The courses may not be dropped by students.

The faculty and administration are against wholesale schedule changing because it is not in the best interest of the student body and the general public. The following are the established guidelines for students wanting to change their schedule:

1. Schedule changes will not be considered for reasons such as disliking the teacher or the subject or wanting to be in class with a friend.
2. Schedule changes will be considered if a scheduling error has been made. The student's subject will be compared to their requests.
3. Schedule changes making the student's schedule more challenging will be considered. A more challenging schedule has more subjects and more difficult subjects.
4. Schedule changes that make a student's schedule less challenging will not be considered unless it is upon recommendation of the teacher. A less challenging schedule has less subjects or easier subjects.
5. All requests for schedule changes that are not the result of a scheduling error or teacher request must be signed by an administrator and a parent/guardian.
6. Not following the above rules disqualifies you for a schedule change.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Clyde High School, the parent must notify the school. School records will be transferred to the new school district upon payment of all outstanding fees.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of their parents. A student who withdraws from school shall be reported to the Bureau of Motor Vehicles for suspension of their driver's license, if they are under the age of 18.

IMMUNIZATIONS

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

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES & PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, ringworm, pinkeye, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-contact, communicable diseases, the school still has the obligation to protect the safety of the students and staff. In these cases, the person in question will have their status reviewed by resource people, including the county health department, to insure that the rights of the person affected and those in contact with that

person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the state board of health.

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

INDIVIDUALS WITH DISABILITIES

The Individuals with Disabilities Education Act (IDEA), the American's With Disabilities Act (ADA), and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

The Clyde-Green Springs School District provides a variety of Special Educational programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act.

The Medicaid Program now allows Ohio School Districts, including Clyde-Green Springs Schools, to receive Medicaid funding for eligible services provided to students with disabilities. The services covered include: occupational and physical therapy, speech/language therapy, audiology, nursing, school psychology, and counselor and social work services. This program is known as the Ohio Medicaid School Program (OMSP) and Clyde-Green Springs Schools is a designated healthcare provider under this program.

If your child is covered by Medicaid health insurance through Ohio Healthy Start, the Medicaid Assistance Program, Healthy Families, or the WIC Program, this notice applies to your family. No action, however, is required on your part, and your Medicaid insurance benefits are not reduced or affected by this program (per Ohio Administrative Code 5101:3-34-01.2).

Under Federal Education law, we must inform you of two things:

1. In order to be paid for the services we provide to your child, we must send the Ohio Medicaid Agency the following information: Your child's name, Medicaid number, and birth date, service code (numerical code that identifies the service(s) provided, and service time spent with your child (number of minutes)
2. We need your permission to send this information to the Ohio Medicaid agency. If you signed the "One-Time Parent Consent" form, no action is needed by you.

Please be assured that your child's Medicaid benefits and limits are NOT reduced or affected in any way by the Ohio School Medicaid Program. Your consent for Clyde-Green Springs Schools to obtain payment for Medicaid services provided to your child is voluntary and can be discontinued at any time. If you do withdraw your consent, the district is still obligated to provide your child with the services authorized by his/her Individualized Education Program (IEP).

If you have questions about this information, or do not want the district to bill the Medicaid program for your child's services, please contact your school's building administrator. We appreciate your support as we continue to provide your child with the services he/she needs.

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

Parents who believe their child may have a disability that substantially limits major life activities of their child should contact Mr. Joseph Letterhos at 547-0588, Ext. 1004.

STUDENT FEES, FINES, AND CHARGES

Clyde High School charges specific fees for various courses and activities. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship. Contact the superintendent for more information on waivers. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees or charges may result in the withholding of grades, credits, and participation in the commencement ceremony.

MEAL SERVICE

Class A student lunches will be served each day as well as ala carte items. Class A lunches are served in the middle two lines and ala carte items served in the outer two lines. All food and drink must be consumed in the cafeteria. Students are asked to clean up after themselves and to dispose of trash properly and to put their chairs back under the table when they are finished.

All students, unless using the restroom, shall remain in the cafeteria. Permission to go to the restroom, office or guidance office should be obtained from a teacher or administrator supervising the cafeteria.

No student may be in the academic wing, the vocational area, music area, or outside without a pass.

FIRE, TORNADO AND LOCKDOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state laws. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. ALICE drills are conducted throughout the school year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

<u>Radio</u>	<u>Television</u>
WKFM - 96.1 FM	TV-11
WFRO - 99.1 FM (Fremont)	TV-13
WKKO - 99.9 FM	TV-24
WQTL - 106.3 FM	
WTTF - 1600 AM (Findlay)	

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

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must enter and sign in with an employee in the attendance office and obtain a visitor's pass upon entering the school. Any visitor found in the building without permission, shall be reported to the principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the principal.

LIBRARY

The use of the library is your privilege as a student of Clyde High School. It is a room for reference work, for getting materials to prepare assignments in your subjects or to satisfy your reading interests beyond your textbooks and for serious browsing. The facility is open to all students before school as well as during lunch periods. The Clyde High School online Library Catalog may be accessed from any Internet connected computer from this site: <http://sirsi.noeca.net/opac/CLYD/CLHS/>

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive permission from the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

LOST AND FOUND

The Lost and Found area is in the attendance office. Students who have lost items should check there and may retrieve their items if they give proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting. Announcements or postings must be located only by the drinking fountains across from the office and/or across the hall from the cafeteria. Announcements or postings are limited to only two posters not to exceed 5 days advertising.

Section II - Academics

GRADES

Clyde High School is committed to teaching to mastery and retention. Educational research has identified common grading and assessment strategies that promote teaching to mastery and retention. Grades should be based on collecting evidence of learning over time rather than a calculation of points to report achievement. Teachers will use formative and summative assessment data to guide instruction and create opportunities for remediation and differentiation. A learning environment which supports reassessment opportunities will be established to further enhance the mastery of learning. If a student is not sure how his or her grade will be determined, they should ask the teacher.

The school uses the following grading system:

A	93 - 100	<u>Additional Grades Used</u>	
A-	90 - 92	P	Passing, given only with prior principal approval
B+	87 - 89	I	Incomplete school work
B	83 - 86	M	Medical excuse
B-	80 - 82	W	Withdrawn from class
C+	77 - 79		
C	73 - 76	<u>Student Conduct</u>	
C-	70 - 72	1	Acceptable behavior
D+	67 - 69	2	Behavior needs improvement
D	63 - 66	3	Unacceptable behavior
D-	60 - 62		
F	0 - 59		

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students and parents concerning the privacy of their education records. Clyde High School, through the student handbook, is notifying you that the high school will release information to third parties, unless the student and parents inform the school to the contrary.

GRADES FOR DROPPED SUBJECTS

Subjects dropped during the first four weeks of a course will be assigned a "W" or no grade. Subjects dropped after the first four weeks will be assigned a "W" or the grade earned for the grading period. Dropped subjects will be assigned a "WP" (withdraw passing) or "WF" (withdraw failing) for the semester.

GRADE POINT AVERAGE (GPA)

To calculate a grade point average (GPA), assign a point value for each course and divide by the number of credits. Cumulative GPA is calculated on semester grades. Eligibility GPA is calculated on each grading period grades.

CLASS RANK

Class rank is a list based upon the semester cumulative grade point average of all students in a grade.

GPA Calculation (Standard Points)	
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	0

HONOR ROLL/SCHOLARSHIP AWARDS

To be considered for honor roll or scholarship awards, high school students' grade point averages must be based on a minimum of 2 credits each semester. Grades are calculated on the standard point (4.0) scale.

High Honor Roll - all grades of A or A-, no grade below an A-, or Incompletes

Honor Roll - 2.67 - 3.99 GPA, no grades of D+, D, D-, F, or Incompletes

Students with a conduct grade below a 2 will not be considered for the honor rolls.

To be eligible for the Scholarship Awards, a student must have been listed on an honor roll for the 1st grading period, 2nd grading period, 1st semester, and 3rd grading period for the school year. Early grads do not qualify. An annual program will be held for the Scholarship Awards and Academic Letters.

ACADEMIC LETTERS

Academic Letters are awarded to those students who carry at least a 3.20 GPA through the first 3 grading periods of each year. An annual program, along with the Scholarship Awards, will be held in their honor.

SENIOR RECOGNITION

Class rank will be calculated at the end of the 7th semester. This rank list will determine the Valedictorian (#1) and Salutatorian (#2) of the class. In the case of a tie, at rank #1 or rank #2, the honor will be shared.

This rank list will also indicate those seniors being recognized as summa cum laude (3.70 GPA) and cum laude (3.50) at graduation.

GRADUATION REQUIREMENTS

In conjunction with the standards set by the Ohio Department of Education and the Clyde-Green Springs Board of Education, Clyde High School students must meet the following requirements for the graduating classes of 2015 and beyond and complete a minimum of 22 total credits:

<u>Subject</u>	<u>Credit</u>
English/Language Arts	4 (a)
Health	½
Mathematics	4 (b)
Physical Education	½ (c)
Science	3 (d)
Social Studies	3 (e)
Business, Career/Technical, Computer/Technology, Fine Arts, Foreign Language, or any combination Electives	1 (f) 6 (g)
Other:	
Economics and Financial Literacy	-- (h)
Fine Arts	-- (i)

- English I, II and III are required. The fourth credit may include Reading Lab, English IV, Speech, Personal Writing, Broadcast Journalism, Print Journalism or English Applications.
- Algebra II is required. An Opt-Out, exempting this requirement, may be permitted per the Ohio Department of Education.
- A Physical Education Opt-Out permits students who participate in a school sponsored sport or activity, including cheerleading and band, to exempt Physical Education. One sport or activity equals one semester of P.E. This option must be indicated on the course registration.
- One credit of physical science, one credit of life science and one advanced science credit are required.
- One credit of World History, one credit of American History and one credit of American Government are required.
- One credit in any one of the subjects listed or a combination of two half credits in any of the subjects listed are accepted.
- Electives may consist of any subjects not required or additional credits beyond the minimum in any of the required subjects.
- Economics and Financial Literacy instruction is required during grades 9-12. Students receive a semester of Economics in American Government.
- Students must complete two semesters of fine arts during grades 7-12. Students following a career/technical pathway are exempt from this requirement.

GRADUATION PATHWAYS

Students must meet at least one of the following pathways required by the state of Ohio for graduation:

OHIO'S STATE TESTS

Earn at least 18 points on seven end-of-course state tests.

End-of-course tests are:

- Algebra I or Integrated Math I
- Geometry or Integrated Math II
- American Government
- American History
- English I
- English II
- Biology

Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies. Your school and district receive grades on the Ohio School Report Cards for all students' scores and participation on state tests.

- OR -

3 INDUSTRY CREDENTIAL AND WORKFORCE READINESS

Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn a 13 on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

- OR -

COLLEGE AND CAREER READINESS TESTS

Earn the “remediation-free” scores* on either:

- ACT or SAT
 - English – 18 or higher Writing – 430 or higher
 - Mathematics – 22 or higher Mathematics – 520 or higher
 - Reading – 22 or higher Reading – 450 or higher

Your district will choose either the ACT or SAT for all students in your district to take for free during a one-time statewide spring test in grade 11.

*Ohio’s university presidents set these scores, which are subject to change.

HONORS DIPLOMA

Clyde High School will award the Diploma with Honors to any student who has fulfilled the following requirement:

- Successfully meets the state requirements

COLLEGE PREPARATORY PROGRAM

Meet at least 7 of the following 8 criteria:

- a. 4 units of English
- b. 4 units of mathematics that include Algebra I, Algebra II, and Geometry or complete a 4-year sequence of courses that contain equivalent content
- c. 4 units of science that include physics and chemistry
- d. 4 units of social studies
- e. either 3 units of one foreign language or 2 units of 2 foreign languages
- f. 1 unit of fine arts
- g. maintain an overall high school GPA of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
- h. obtain a composite score of 27 on the American College Testing (ACT) tests or 1210 composite score on the Scholastic Assessment Tests (SAT)

VOCATIONAL/TECHNICAL PROGRAM

Meet at least 7 of the following 8 criteria:

- a. 4 units of English
- b. 4 units of math including Algebra I, Geometry, Algebra II or a sequence of courses that contain equivalent content
- c. 4 units of science including physics and chemistry
- d. 4 units of social studies
- e. 4 units in the student’s career-technical education curriculum
- f. maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale up to the last grading period of the senior year
- g. Achieve proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent
- h. obtain a composite score of 27 on the American College Testing (ACT) tests or 1210 composite score on the Scholastic Assessment Tests (SAT)

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the Next Generation Assessments and graduation.

Homework will not generally be used for disciplinary reasons, but only to enhance the student's learning.

LATE ASSIGNMENT(S)

When a student does not turn an assignment in on time, the grade will be marked down 25% and the student will be assigned Flier Period. If the assignment is not completed and turned-in at the end of the Flier Period, the grade will be marked down another 25%, making the best possible grade a 50%, and the student will be assigned Study Table the following day. If the assignment is not completed and turned-in by the end of the assigned number of Study Tables, then the grade will be marked down to a 0%.

REASSESSMENT

Students will be allowed at least one reassessment opportunity on summative assessments. A teacher may require students to complete additional learning activities before offering any reassessment. If a student has a missing assignment(s) leading into a summative assessment, then that student is not eligible for a reassessment.

COURSE LOAD

Students must take classes during six of the seven available periods. This will still allow the student to have one study hall during the school day.

EARLY GRADUATION

Early graduation for qualified students is offered to Clyde High School students. To qualify for early graduation, the student must meet the following criteria:

1. the request must be initiated and approved by the parent/guardian unless the student has attained adult status
2. the request must be initiated by October 1 of your senior year
3. the request must be approved by the high school principal following a conference with the student and their parent/guardian
4. the student must meet all graduation requirements within the necessary time frame
5. the request must be approved by the Board of Education
6. the student must have an acceptable purpose or goal to be considered
7. the student must have and maintain acceptable attendance and academic performance
8. the student must have passed all sections of the Ohio Graduation Tests to apply
9. the student must have completed all local Board of Education and State Department of Education requirements

TUTORING FOR CREDIT

All credit through tutoring shall be granted only at the approval of the Clyde High School Principal and only if tutored by a certified teacher. An application to begin tutoring must be filled out prior to the start of any tutoring session and must contain the signatures of the following: Guidance Counselor, Principal, Tutor, Student and Parent. All financial and academic obligations must be met before credit shall be granted. Students will not be permitted to receive tutoring for credit when the class is being offered at the high school and the student is able to fit that class into their schedule.

VIRTUAL LEARNING ACADEMY

The Clyde High School Virtual Learning Academy was developed to meet the needs of the non-traditional and credit deficient student. It is a blend of traditional classes and online classes. For more details, see a high school counselor.

EARLY RELEASE / REDUCED SCHEDULE

Students may apply for and be granted an early release / reduced 2nd semester schedule under the following conditions: 1-the student must be enrolled in a work-study program for special education, and 2-the student is a senior and has met enough graduation requirements to warrant an early release. Seniors will only be granted early release during the second semester. Seniors will be required to complete an application, which is due by the last day of school in December. REMEMBER, STUDENTS PARTICIPATING IN WINTER AND SPRING SPORTS CANNOT APPLY FOR AN EARLY RELEASE. SENIORS GRANTED AN EARLY RELEASE WILL NOT BE CONSIDERED FOR HONOR ROLL OR SCHOLARSHIP AWARDS.

EXAM POLICY

Semester exams are required for all students. To earn a passing grade for a semester, students must pass two of the three grades for the semester, and have a cumulative passing percentage for the semester. Students who fail to take a semester exam, will receive an incomplete and no credit for the course. Excused absences must be obtained prior to the exam and the semester exam must be completed within 10 days, or no credit will be given for the course unless the student is medically excused.

COLLEGE CREDIT PLUS

Students may take advantage of the College Credit Plus Program. This program is designed to allow students to take college courses while still in high school and earn high school and/or college credit. Using the appropriate option, it is possible for students to receive this credit without cost. There are a number of advantages and consequences in the program as well as a number of restrictions and requirements. For a complete explanation, contact your guidance counselor.

TECH PREP

College and high school credit may be earned in one of six Tech Prep programs. During the junior and senior years, Tech Prep students spend three or four periods a day at Clyde High School (Ag Business students spend a full day at CHS) taking required and College Prep Math, Science, English, and Social Studies courses. Two and one-half hours a day is spent at the Tech Center in a Tech Prep program. Six Tech Prep programs are currently in operation; Computer Assisted Design (CAD), Computer Communication Networking Technology (CCNT), Engineering Technology & Robotics (ETR), Criminal Justice, Medical Technologies, and Ag Business. Guidelines to enter a Tech Prep program are junior status, an accumulative GPA of 2.5, Algebra I, an interview with Tech Prep staff, principal or counselor recommendation, and a review of the student's Ohio Graduation test's score. Clyde High School students attending Tech Prep classes may participate in after-school activities.

VANGUARD VOCATIONAL CENTER

Our vocational center, Vanguard, in Fremont offers a wide variety of vocational training programs for students who wish to find a job and work immediately after high school. Many of the programs permit the students to work in a related field during part of their senior year. Most Vanguard programs are two years, junior and senior programs, but some are available for seniors as well as sophomores and freshmen.

Students who are accepted into Vanguard programs make a two year commitment to that program. Any students wishing to withdraw after acceptance must do so in writing, signed by a parent/guardian, prior to July 1 if they are a new student at Vanguard or June 15 if they are a returning Vanguard student. Transfers can only be made after the student's Vanguard attendance of two weeks at the beginning of Vanguard's school year.

Academic deficiencies occurring prior to attending Vanguard must be made up outside of the Vanguard normal school day, and a plan for accomplishing this must be approved by the home school.

Students attending Vanguard remain Clyde High School students and may participate in after-school activities. Round trip transportation is provided between the two schools.

COLLEGE TESTING SCHEDULE

Preliminary Scholastic Aptitude Test (PSAT), for college bound juniors and seniors - Wednesday, October 19, 2016. American College Test (ACT) for juniors and seniors seeking college admission are usually taken at Fremont Ross High School. Students may get registration materials from the Clyde High School guidance office.

Test Dates

September 9, 2017
October 28, 2017
December 9, 2017
February 10, 2018
April 14, 2018
June 9, 2018
July 14, 2018

Scholastic Aptitude Test (SAT) for juniors and seniors seeking college admission to some out of state colleges are usually taken at Fremont Ross High School. Registration materials may be obtained from the Clyde High School guidance office.

Test Dates

October 7, 2017
November 4, 2017
December 2, 2017
March 10, 2018
May 5, 2018
June 2, 2018

The Armed Services Vocational Aptitude Battery (ASVAB) test, which is taken by junior students and seniors seeking to join the military, is scheduled to be given at Clyde High School.

Test Date

December 5, 2017

Section III - Student Activities

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

The school has many student groups that are authorized by the district. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include: Renaissance Academic, Marching Band, Concert Band, Pep Band, Jazz Band, Flag Corps, Symphonic Choir, A Cappella Choir, Show Choir, Concert Choir, Solo/Ensemble Contests, Future Farmers of America, Family Careers and Community Leaders of America, Spanish Club, Art Club, Science Club, Yearbook Staff, WCHS-Broadcast Journalism, and Newspaper Staff.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. Among them are: FOR (Friends of Rachel) Club, Drama Club, Student Council, National Honor Society, Varsity C, Quiz Team, Drama Productions, Musical Productions, Key Club, and Cheerleading.

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

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

Among them are: Youth for Christ.

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

ATHLETICS

Clyde High School offers fourteen different athletic activities for students. CHS is a member of the Sandusky Bay Conference which was established in 1948. CHS has been a member since 1949. Clyde High School follows the policies of the Ohio High School Athletic Association. The following is a list of activities currently being offered:

Boys

Football, basketball, baseball, golf, wrestling, track, cross-country, tennis, soccer, bowling

Girls

Volleyball, basketball, softball, golf, track, cross-country, tennis, soccer, bowling

ELIGIBILITY

A student shall be deemed eligible to represent Clyde High School in an athletic or extracurricular activity if the student meets the following specific requirements:

1. The student is a bona fide undergraduate member of the high school
2. In the judgment of the principal, the student is representative of the school's ideals in matters of conduct and sportsmanship
3. In order for a student to be eligible to participate in athletics and extracurricular activities each grading period, a student has to achieve a 1.5 GPA or greater in the preceding nine-week grading period and pass a minimum of 2 ½ Carnegie units (5 one credit classes)

Student athletes and extracurricular participants will also be ineligible on a weekly basis if they receive two "F's" or achieve less than two Carnegie units. The student would be ineligible to participate in the following week after receiving the grades.

Student participants are expected to maintain a high standard of conduct at all times. This is especially true in the classroom. Any student receiving a "3" (unacceptable) rating in any class on the weekly eligibility sheets will be ineligible for that week's activities.

The Student Code of Conduct is in effect during any school sponsored activity.

A student's participation and eligibility on an athletic team of Clyde High School is a privilege, not a right. Students may be denied participation or eligibility for their actions or activities beyond the student day or school year, as well as during the student day or school year. A student participating on a Clyde High School athletic team as a representative of the school district, must always comport themselves in a manner that does not reflect negatively upon the school district. Therefore, a student shall never be involved in the use of alcohol, drugs or similar stimulants, nor should a student be involved in criminal, assaultive or dangerous behavior. The Administration of the school district shall be the sole arbitrator of what actions or activities of the student reflect negatively upon the school district.

PERFORMANCE GAME AND CONTEST CONFLICTS

When a student, who participates in more than one school activity, encounters a conflict in the scheduling of school events, which is beyond the control of the student, the following procedures will be used:

1. The coach, director, or advisor of the conflicting activities shall meet and attempt to reach a mutually agreed upon decision regarding the student's participation. The student will not be penalized in the activity they miss due to a scheduling conflict
2. If the coach, director, or advisor of the conflicting activities cannot reach a mutually agreeable decision, the principal will make a determination based on the level of performance listed below:
 - a. State (highest level)
 - b. District/Regional
 - c. Sectional
 - d. Conference
 - e. Combined performance or activities such as special relays or music festival
 - f. Regularly scheduled performance
 - g. Practice or Rehearsal (lowest level)

The decision of the principal should not subject a student to penalty in a missed activity
3. Should the student and/or parent choose to ignore the principal's decision, based on the level of performance, and participate in an activity of lower priority, that student will be subject to the disciplinary action from the coach, director, or advisor of the activity of higher priority according to stated guidelines or policies for that activity
4. Students who fail to participate in a scheduled activity due to their personal scheduling difficulties, will also be subject to disciplinary action based on that activities stated rules of participation

ATTENDANCE ON DAY OF CONTEST

School policy demands that an athlete must be at school before 11:10a.m. or until 11:10a.m. to participate in practices or contests scheduled for that day or night. If the absence occurs on Friday, the school policy will apply to contests and practices scheduled for the weekend. Exceptions can only be made with the approval of the principal.

Section IV - Attendance Policy

ATTENDANCE

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and Referral for truancy if applicable.

Definition of Truancy and Excessive Absences

2. Definition of 'habitual truant' changed from days to hours. The new definition is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one month without a legitimate excuse;
 - c. Absent 72 or more hours in one year without a legitimate excuse.
3. Includes 'excessive absences':
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

When a student is excessively absent from school the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;
 - b. Make three meaningful attempts to secure the student's parent or guardian's participation 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 days after the assignment of the team, the district will develop the student's absence intervention plan;
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.

Districts will take several steps to engage the student and family before filing a complaint with juvenile court (including parental notification, an absence intervention team and an absence intervention plan detailed below):

1. A complaint cannot be filed until 61 days after failed implementation of an absence intervention plan or unless; or
2. If a child has been absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours in a month during the implementation of an absence intervention plan.

When a student is absent, the parent must notify the school by telephone that morning. The high school office is open at 7:15 a.m. Students may not call themselves in sick and be excused. The Ohio Revised Code mandates that contact be made with the parent or legal guardian of the absent student. Students should bring a note with them upon return to school. If a student has been seen by a physician, they should bring a note from the physician's office.

EXCUSED ABSENCE

The Ohio Revised Code lists the following as the only legal excuses for absence from school:

1. Personal absence: the school may require a certificate from a physician upon return to school
2. Illness in the family
3. Quarantine in the home: absences arising from this condition are limited to three days, unless reasonable cause is shown by the parent/guardian as recommended by the appropriate health officials
4. Death of a relative: absences arising from this condition are limited to three days, unless the parent/guardian can show reasonable cause for a longer period
5. Observance of a religious holiday: a student may be excused for observance of a religious holiday consistent with their creed
6. Any other absence approved by the school prior to the absence

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

UNEXCUSED ABSENCES AND TRUANCIES

Unexcused absences and truancy are those absences not approved by the school or the Ohio Revised Code.

Unexcused absences usually consist of but are not limited to: truancy, OSS, cutting class, oversleeping, missing the bus, shopping, babysitting, car trouble, running errands, missing a ride, non-medical appointments, and having to work. These absences are not limited to full day absences. Included will be partial day absences and unauthorized absences from classes, study hall, or lunch assignments.

When a student has an unexcused absence, the student will receive a highest possible grade of a 50% on any graded assignment(s) from the class or classes that they were unexcused from.

Any student absent from school who is considered unexcused or truant will be subject to disciplinary consequences and possible referral to juvenile court.

According to the Ohio Revised Code 3321.12, Section 4507.06, any student who has ten consecutive or fifteen total unexcused absences will have their driver's license revoked upon request of the school.

TARDY POLICY

Students must report to their first period class by 7:40a.m. Students arriving after 7:40a.m. are considered tardy and must report to the attendance office to sign in and receive an admit slip. In order for a student to receive an excused tardy, they must either have a parent/guardian call the school or bring a note from parent/guardian explaining a legitimate reason for the tardiness. It is the student's responsibility to bring the note with them when they arrive to school. If a note is not presented upon the student's arrival, he/she will have until the next morning to produce the note or the tardy will be considered unexcused. After 9:10a.m., students will no longer be considered tardy, this includes 1-hour delay school days. On a school day with a 2-hour delay, students arriving after 10:10a.m., will no longer be considered a tardy.

Unexcused tardies are those tardies not approved by the high school principals. Unexcused tardies usually consist of but are not limited to: missing the bus, oversleeping, babysitting, missing a ride, car trouble, running errands, non-medical appointments, and job interviews without prior approval, working, and needed at home.

Students are permitted three unexcused tardies per semester. Students who accumulate a fourth and fifth unexcused tardy in a semester will be assigned a detention for each tardy. Any student accumulating their sixth unexcused tardy in a semester will receive a one day in-school-restriction. Any unexcused tardies beyond six will necessitate further disciplinary action. Further disciplinary action may include, but is not limited to: In-School-Restriction, Friday School, and/or referral to juvenile court.

EXCESSIVE ABSENTEEISM

Students are permitted no more than **65 hours** of absences, excused or unexcused, in a given school year. Any absence beyond the **65 hours** limit for the school year must meet the following criteria in order to be considered excused:

1. Absence is verified with a note from a doctor or dentist and submitted no more than 5 days after returning to school.
2. The parent/guardian makes direct contact with the principal or assistant principal who will determine if the absence is excused. This contact should be made prior to the absence.

Failure to do so will result in the absence(s) being considered unexcused or truant resulting in one or more of the following disciplinary consequences: Detention, In-School-Restriction, Friday School, or referral to juvenile court.

The following excused absences, while still being considered absent, will not count toward the **65 hour** limit:

1. medical reasons accompanied by a note from a physician
2. dental visits accompanied by a note from a dentist or orthodontist
3. court appearances accompanied by a note from a court official
4. bereavement
5. college visits as permitted by policy
6. other days as approved by the principal

ADVANCE REQUEST FOR ASSIGNMENTS

When the student knows that they will be absent from school, they should obtain an Advance Request for Assignments form from the attendance office. This form should be used for any absence where the student will be gone the entire day for the following reasons: family vacation, funerals, religious observance, family member in the service, first day of hunting season (1 day per year allowed), athletic event that Clyde High School is participating in, and other as approved by the principal.

The student must get this form signed by a parent/guardian and return it with a letter of explanation to the school office FIVE DAYS PRIOR to the absence, when possible. When it is returned to the office, it will be approved by the principal and returned to the student to present to their teachers in order to receive their assignments. The completed assignment sheet must be returned to the office prior to the absence.

LEAVING SCHOOL GROUNDS

Students are not to leave school grounds after their arrival without permission of the school and/or parent/guardian. If it is necessary for a student to leave, they must sign out in the office. The student must also have a note from the

parent/guardian or a phone call from a parent/guardian in order to be excused. Students, who leave school grounds without prior permission and without signing out in the office, are subject to disciplinary action and may be charged with truancy.

Students riding a school bus must remain on school grounds after arrival and prior to departure. Failure to do so may result in the student being denied their bus privilege.

EARLY RELEASE

Students may obtain permission to be released from school for a doctor's or dentist's appointment by presenting the appointment card to the attendance office or by bringing a note from a parent/guardian. This request for release must be presented before school starts. Needed at home or personal business are not sufficient reasons for an early release. Parents are encouraged to make every effort to schedule appointments outside of school hours. Students released are expected to return to school after the appointment. Students may obtain permission to be released from school to take a driver's license test by presenting their appointment paper or by bringing a note from a parent/guardian. No early releases will be granted on exam days.

Students leaving for sporting events, are not permitted to leave school grounds before departing with their teams.

MAKE-UP WORK

When a student is absent from school, it is their responsibility to contact their teachers to get assignments they may have missed. When a student is absent, they will have the number of days absent, plus one day to complete the assignments. Assignments should be turned in to the teacher during the regular class period. Students who do not turn in work on time may receive a "0" or an "F" for the assignment(s). Students are required to turn in all assignments, which were made prior to the absence, on their original due date or upon return to school, whichever is later.

Students should be familiar with each individual teacher's procedure for making up tests and quizzes that were missed due to absence. In the case where a student is absent for 3 or more days, a request can be made to the office to get assignments for the student. In the case of an extended or recurring medical problem, the student and their parent/guardian are encouraged to make arrangements for turning in assignments with each individual teacher.

HALL PASSES

Students are to be in their assigned classes at all times. Four minutes passing time is provided between each class period. Students in the hallway during class time must have a written pass signed by a teacher. Failure to have a pass may result in disciplinary action. Hall passes will not be issued from study hall except for the restroom, office, or by a classroom teacher. Teacher issued hall passes must be obtained before the beginning of the period. Students may not be excused from study hall to obtain teacher passes.

ADMITTANCE TO CLASS AFTER ABSENCE

When a student returns to school after an absence, they must present an excuse note to their first period teacher. If you do not have a note, you will be sent to the attendance office. Admit slips will be issued at the end of first period.

PHONE CALL/NOTE POLICY

The Ohio Revised Code requires that contact must be made between the school and the parent/guardian whenever a student is absent. If the parent/guardian does not contact the school by telephone, the school will call the parent at home or at work. If contact is not made, a postcard will be sent.

COLLEGE VISITS

Juniors in their second semester and all seniors may be excused from school for a college visit if they have exhibited an interest in college as evidenced by one or more of the following: has taken or is signed up to take the ACT or SAT test, has talked to a counselor about college, or has attended meetings with college representatives. Students must get a college visit form and an advanced request for assignments sheet from the guidance or attendance offices. They need written permission, on the form, from their parent/guardian, and either the principal or counselor prior to

the day of the visit. In order for the absence to be excused, the students must obtain the signature, on the form, of the college personnel that they met with.

EIGHTEEN YEAR OLD STUDENT

Students who are eighteen years old or older are expected to follow all school rules. Students who have achieved this status are expected to attend school regularly. Excessive absences or tardies may result in these students being expelled from Clyde High School.

FAMILY VACATIONS

Students may be excused for family-oriented vacations, not to exceed five days per school year. The student must be accompanied by at least one parent or guardian. Such an absence requires that the student fill out an ADVANCE REQUEST FOR ASSIGNMENTS form and supply a note from parent/guardian AT LEAST FIVE DAYS PRIOR to the vacation. Arrangements for missed assignments are the responsibility of the student and they must contact each of their teachers. It is the teacher's option to set the due date for the assignments, which may be prior to the absence or immediately upon return to school. Failure to submit this request will result in the absence being considered unexcused, unless school officials determine that extenuating circumstances prevented such a request. A written statement from the parent/guardian is required for this determination of why proper procedures were not followed. Days in excess of these five days will be considered unexcused.

EMERGENCY DAY

An emergency day will be provided to students for unanticipated absences that do not fall under the category of unexcused absences and are not considered to be excused absences. **Emergency day absences will count toward the 12 day limit, per school year, and only one day will be allowed for the school year.** Examples are job interviews, hunting days, unforeseen events that prevent a student from getting an advance request form, and any other circumstance that is deemed appropriate by the principal.

HUNTING

Students will be permitted to go hunting on the first day of hunting season provided they get an ADVANCE REQUEST FOR ASSIGNMENTS form turned in prior to the absence and present a current valid hunting license. Only one hunting day will be excused per school year.

STATE SPONSORED ATHLETIC TOURNAMENTS

A student will be excused from school to attend state sponsored athletic tournaments in which Clyde High School is competing provided that the student has parent/guardian permission as evidenced by an ADVANCE REQUEST FOR ASSIGNMENTS form, an admission ticket to the tournament, is currently maintaining a 2.00 GPA, and has been in school 95% of the school year to date.

State sponsored athletic tournaments which do not involve Clyde High School, may be attended on an excused basis if the student participated in that sport during the season, has parent/guardian permission as evidenced by an ADVANCE REQUEST FOR ASSIGNMENTS form, is currently maintaining a 2.00 GPA and has been in school 95% of the school year to date. All days missed will count in a student's 9 day limit.

Section V - Discipline Code

EXPECTED BEHAVIORS

A major component of the educational program at Clyde High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student shall be expected to:

1. abide by national, state, and local laws as well as the rules of the school
2. respect the civil rights of others
3. act courteously to adults and fellow students

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

FOOD and BEVERAGE

All Clyde High School students have the option to bring their own lunch to school or purchase their lunch in the cafeteria. Beverages may be brought from home but are limited to thermos bottles and unopened cans. All food and beverages shall be consumed in the cafeteria during lunch hours. All cans and bottles must be properly disposed of before leaving the cafeteria. Food and drinks from the school store may be consumed before & after school but not during the school day.

All open containers with removable lids, including coffee cups or other beverage containers, are prohibited and will be confiscated and disposed of if brought into the school building. Students repeatedly violating this policy may be subject to disciplinary action.

DRESS CODE

Personal attire must be in good taste and in keeping with community standards. Hair is to be clean and well groomed. Clothing that tends to draw attention to the individual, clothing having holes or frayed edges, clothing that distracts students or otherwise disrupts class is not permitted. Students must be reasonably dressed at all times. The school administration shall determine if a student meets this requirement.

Clothing items not permitted to be worn in the building include hats, other head coverings, chains other than those worn about the neck, sunglasses, items that advertise or promote the use of alcoholic beverages, tobacco or tobacco products, drugs, pictures or statements that are obscene, suggestive, even if by implication or double meanings, or contain profanity. Students may wear shorts if they conform to the standards of good taste and appropriate length. (Length for dresses, skirts and shorts is deemed appropriate if the student's fingertips, with hands, arms and shoulders in a relaxed posture are even with the bottom of the finished hem of the garment. Tank tops may be worn to school if the shoulder straps are no less than 1-1/2" wide. Students may not wear biker shorts or other spandex type shorts, boxer shorts, sweat pant shorts, or cutoffs of any kind. All shorts must be hemmed and in good repair. Shoes or sandals must be worn at all times. Coats and jackets are not to be worn during school hours. They are to be kept in assigned lockers. Clothing which is representative of a gang or gang membership is not permitted.

All pants or shorts worn by students must be of such a size and style that they will remain about the hips unassisted. Shirts, blouses and sweaters must be of such length as to be able to be tucked in. Both straps of bib overalls or shorts must be fastened and over the shoulder. Additional guidelines may be imposed by the advisor or sponsor or any specific activity or function. Any student found in violation of the dress code may be subject to disciplinary action.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

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

STUDENT CODE OF CONDUCT

In accordance with the Ohio Revised Code, any student enrolled in the school who is found to be in violation of any of the following rules shall be subject to disciplinary action which may include detention, restriction, expulsion, placement in a disciplinary class, or other disciplinary action.

1. **Disruption of school** - a student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated violations of the code of conduct, cause disruption or obstruction to the educational process, including lunch periods, as well as all curricular and extracurricular activities. Examples of disruption would include unusual dress and appearance, bomb threats, the setting of fire alarms, strikes or walk-outs, impeding of free traffic to or within the school, etc.
2. **Damage to school property or private property** - a student shall not cause or attempt damage to school property or private as it affects the good order and welfare of the school. Such examples of school property include landscaping, athletic facilities, buildings and contents. Such examples of private property are vehicles, buildings, landscaping, clothing or other possessions.
3. **Assault** - a student while under the jurisdiction of the school, shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students or visitors. Jurisdiction includes the school day and any school activity.
4. **Dangerous weapons/instruments** - a student shall not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or instrument of violence such as guns, rifles, knives, ice picks, switchblades, brass knuckles, etc. Included in this provision would be the use of chemicals, gases, and/or explosives, etc.
5. **Theft (unauthorized possession)** - a student shall not cause or attempt to take into possession the public property or equipment of the district or the personal property of another student, teacher, visitor or employee of the district during or at school sponsored activities.
6. **Tobacco, drugs, and alcohol** - the possession, use or abuse of tobacco, alcohol, drugs and/or drug paraphernalia while at school will result in immediate suspension. It is unlawful to deliver, attempt to deliver or cause to be delivered any form of tobacco, alcohol, drugs, narcotics, non-controlled substances, or substance which resembles a controlled or noncontrolled substance which may be considered to be harmful to the health or morals of oneself or others. This includes counterfeit controlled substances or "look alike" drugs. A student shall not appear at school or school related events after having consumed any of the above.
7. **Insubordination** - a student shall not disregard or refuse to follow reasonable directives given by school personnel.
8. **Violations of the law** - a student shall not violate any law or ordinance when the student is properly under the authority of school personnel.
9. **Frightening, degrading or disgraceful acts** - a student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, or disgrace a teacher, student, employee of the district or visitor by written, verbal or gestural means. Public display of affection is not permitted.
10. **Truancy and tardiness** - Truancy is prohibited. Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Tardiness to school and between classes is also prohibited.
11. **Extracurricular activities** - the code of conduct rules apply equally to situations involving school sponsored clubs, organizations or sporting activities. Members of these groups who violate the code of conduct may be denied participation from the club, organization or activity in which they participate as well as being suspended from school.
12. **Publications and organizations** - publishing or distributing any printed material or promoting organizations or joining any club or organization which has not been approved by the principal is prohibited.
13. **Forgery and cheating** - all forms of cheating on school work is prohibited. Any kind of forgery is prohibited.
14. **Power of school authorities** - the power of school authorities over students does not cease absolutely when they leave the school premises. Conduct outside of school hours and school property shall subject the student to school discipline if it directly affects the good order and welfare of the school.
15. **Collusion** - no student shall assist or aid in any way another student in violating either school rules or any law or ordinance when either student is properly under the authority of school personnel.

16. **Physical examinations and immunizations** - failure to comply with Board of Education policy regarding physical examinations and in accordance with the Ohio Revised Code regarding immunizations may result in exclusion from school.
17. **Unauthorized sales** - no student shall sell or cause to sell anything during school hours, anytime on school property or at school sponsored events without the prior approval of the principal.
18. **Unauthorized recording** - No student shall record (audio or video) another person during the school day, while on school grounds, while in District-provided transportation, or at a school-sponsored event or activity, without the consent of the person being recorded.

TOBACCO, DRUGS AND ALCOHOL

The Clyde-Green Springs School District recognizes that the use and abuse of tobacco, alcohol and drugs has a negative effect on the behavior, learning and development of the student. We are committed to achieving a school environment free from tobacco, alcohol and non-medical drug use and abuse. We will provide students, through our curriculum, the information necessary to make proper decisions concerning tobacco, alcohol, and drug abuse. We will assist and support students with tobacco, alcohol, and drug problems in seeking appropriate evaluation and/or treatment. We will try to achieve this through policy and procedure guidelines, prevention and intervention methods.

Drugs are defined as any chemical substance which affects a person in such a way as to bring about psychological, emotional or behavioral change. Thus, alcohol shall be considered a drug within this policy.

It shall be the responsibility of all school personnel to report all reasonably suspected incidents of tobacco, drug, or alcohol use to the appropriate administrator.

This policy prohibits students to use or to have in their possession tobacco, alcohol, drugs or drug paraphernalia on school property or at school sponsored activities. It is the policy of the Clyde-Green Springs Schools to prohibit students from the non-medical use, abuse or possession of drugs, "look alike including electronic cigarettes" drugs, tobacco, alcohol or drug paraphernalia on school property and at school sponsored activities off school property.

Whenever there is reasonable suspicion that a violation of this policy has occurred the following steps may be taken:

FIRST OFFENSE

1. Notification of parent/guardian when this policy is violated by the students
2. Ten day out-of-school suspension. However, up to five days may be removed if the student/parent/guardian agrees to an assessment and to follow the recommendations of the assessment
3. Referral to the school's Student Assistance Team (SAT), which may result in an out-of-school assessment
4. The possible notification of law enforcement officials
5. Possible loss of driver's license (ORC 3313.66)

SECOND OFFENSE

In the event this is the second time a student has been involved in an alcohol/drug related offense, the administration shall notify the parent/guardian and a conference shall be arranged. The student shall be suspended and recommended for expulsion. In addition, the student shall be encouraged to seek professional evaluation at an appropriate agency.

TRAFFICKING IN DRUGS

It is unlawful to deliver, attempt to deliver or cause to be delivered a drug or non-controlled substance which substantially resembles a controlled substance. The sale of any drug which is not in a properly labeled package is unlawful. Guidelines in accordance with the Ohio Revised Code make it a clear violation of the law, and police authorities may be notified. Students in violation of this policy shall be suspended and recommended for expulsion and possible exclusion.

In the event that the Clyde-Green Springs School District has followed the appropriate procedures and the family and/or student refuses to cooperate in the intervention and the student's negative behavior(s) continues, the student's status in school may be in jeopardy and the school may take appropriate action.

Students who wish to refer themselves to this program are not subject to discipline by school authorities provided that the student has not been previously identified as having committed an alcohol/drug offense. This policy concerns alcohol/drugs on school property as well as school sponsored activities off school property. Unless specifically agreed to by the Superintendent and/or Board of Education, any cost of outside referral for diagnosis or treatment must be assumed by the student and their family.

DRUG TESTING POLICY CLYDE-GREEN SPRINGS SCHOOL DISTRICT

The Clyde-Green Springs School District drug testing policy acknowledges that the student athletic program, extracurricular programs and driving to school are an integral part of the entire educational program. Through participation in these programs, students are provided an opportunity for education and character-building experiences. The Clyde-Green Springs Board of Education desires to implement a policy, which will attempt to provide this district with a safe and healthful educational environment. This policy reflects the Clyde-Green Springs Board of Education and the community's strong commitment to establish a truly drug and alcohol free educational environment. This policy applies to all student-athletes, all students participating in extracurricular activities and student drivers from grades 7-12.

PURPOSE OF THIS POLICY SHALL BE

1. To provide a healthy and safe environment to all student-athletes participating in the athletic program, students participating in extracurricular activities and those wishing to drive to the high school.
2. To encourage those students who participate in athletic programs, students participating in extracurricular activities and drive to school to remain drug free and alcohol free.
 - 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 student-athletes, students participating in extracurricular activities and student drivers with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the students in the above activities or groups who do use drugs and alcohol.
5. To provide the athletic department and school with positive guidelines and disciplinary policies for violations of the drug free policy.

DEFINITIONS

1. **STUDENT ATHLETE**
Any student participating in the Clyde-Green Springs School District athletic/cheerleading program and/or contests under the control and jurisdiction of the Clyde-Green Springs Schools and/or the Ohio High School Athletic Association (OHSAA).
2. **EXTRACURRICULAR ACTIVITY**
Any club, group, team, or activity that does not involve a grade which includes, but is not limited to the following: Renaissance Academic, Pep Band, Jazz Band, Flag Corps, Solo/Ensemble Contests, Spanish Club, Art Club, Science Club, FOR (Friends of Rachel), Drama Club, Student Council, National Honor Society, Varsity C, Quiz Team, Drama Productions, Musical Productions, Asset Team and Key Club.
3. **CO-CURRICULAR ACTIVITIES**
Any student participating in a Clyde-Green Springs School District co-curricular activity, which includes, but is not limited to the following: Marching Band, Concert Band, Symphonic Choir, A Cappella Choir, Show Choir, Concert Choir, Future Farmers of America (FFA), Family Careers and Community Leaders of America (FCCLA), Newspaper Staff, Yearbook Staff, and WCHS-Broadcast Journalism. (No student will be penalized academically for testing positive for banned substances for being denied participation in co-curricular activities. The student may not attend club meetings and/or participate in off campus trips or special events. In the case of performing arts, a student may continue to practice with the group, but not participate in the performance. The student may not wear a uniform

- during this denial of participation. (Students will be required to do a graded alternate assessment for the performance being missed.)
4. **STUDENT DRIVER**
Any Clyde-Green Springs School District student granted a parking permit.
 5. **ATHLETIC SEASON**
Clyde-Green Springs Schools have a twelve-month athletic policy.
 6. **RANDOM SELECTION**
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.
 7. **ILLEGAL/ILLCIT 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.
 8. **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.
 9. **ASSESSMENT**
A program operated by a certified chemical dependency counselor or at an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency.
 10. **POSSESSION**
Having control over an item.
 11. **TRAFFICKING**
To sell, offer to sell, distribute, possess with intent to distribute, cultivate, manufacture, or otherwise engage in any part of the production of a controlled substance.
 12. **CONTROLLED SUBSTANCES**
A drug, compound, mixture, preparation, or substance included in Schedule I, II, III, IV, or V established pursuant to the Ohio Revised Code.
 13. **MOOD-ALTERING CHEMICALS**
Include, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, and any common substance white out, glue, gasoline, aerosols, cleaning solutions, etc..., used for its mood-altering effect. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container, which the container shall state the student's name and directions for proper use.
 14. **PARAPHERNALIA**
Instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, and any other items normally or actually used for the packaging, conveyance, dispensation, or use of drugs will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a controlled substance.
 15. **TOBACCO**
All types of tobacco products, including smokeless tobacco.
 16. **COUNTERFEIT SUBSTANCES**
 - a. Any drug that bears, or whose container or label bears, a trademark, trade name, or another identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;

- b. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed, or distributed by a person other than the person who manufactured, processed, packed, or distributed it;
- c. Any substance that is represented to be a controlled substance/mood-altering chemical, but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical;
- d. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size, and color of its markings, labeling packaging, distribution, or the price for which it is sold or offered for sale.

TYPES OF TESTING

1. RANDOM TESTING

At the beginning of each athletic season of the school year, all student-athletes participating in extracurricular activities and student drivers will be eligible for the random urine, hair follicle, or saliva drug and alcohol testing. The collection process will take place on school property or at a Board of Education approved testing facility. The head coach, advisor for each extracurricular activity and school administrator are responsible for ensuring that all student athletes, students participating in extracurricular activities, student drivers and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student moving into the district during the year, wishing to participate in athletics, extracurricular activities or driving to school will also be part of the testing group. Random testing shall be done throughout the school year. Students may be tested more than once per year. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results.

- a. Random selection of students involved in extracurricular activities, athletes and student drivers: 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, including cheerleaders, students participating in extracurricular activities and student drivers.
- 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. Testing may be done on the weekends as well as during the week.

2. REASONABLE SUSPICION TESTING

School officials will have the right to have a student tested for use of illicit or banned substances when there is reasonable suspicion surrounding the particular student or athlete. This reasonable suspicion will be left solely to the judgment of the school official (Coach, Director, Advisor, Athletic Director or Principal).

3. DRUGS FOR WHICH STUDENTS 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.

4. REFUSAL TO TEST

Refusal to submit to a random or reasonable suspicion test will constitute a violation of the drug testing policy and will be treated as a positive test result.

5. COLLECTION PROCESS

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 area must be secured during the testing.
- Only lab technicians and students will be present during 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 are completed and proper ID has been presented.
- 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. Students who are unable to provide a sample will be allowed to use the remaining test time to provide one. Students who are still unable to provide a sample in a reasonable amount of time, an alternate drug test may be used. Such as: a hair follicle test or saliva test.
- 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 and this will be considered a refusal. 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. 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 adulteration of the specimen will be detected and considered the same as a test refusal or first 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.
- Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be 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 walks out to talk 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.

6. RESULTS OF A POSITIVE TEST

Any positive urine, hair follicle, or saliva drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student. The building Principal will be responsible to determine if the urine, hair follicle, or saliva testing positive for drugs is the result of illicit use or from prescribed medications showing up in the urine. Whenever a student's test result indicates the presence of illegal drugs or banned substances, the following will occur:

- a. The parent/guardian/custodian will be notified.
- b. Any student who is taking a medication must bring the bottle to the building administrator's office. It must be a current prescription in the student's name. We must see the bottle with the current date of prescription (exception: most over the counter, birth control, normal aspirin, Tylenol, Excedrin, Advil, etc.)

7. SELF-REFERRAL

If a student-athlete, student participating in extracurricular/co-curricular activities or student driver asks a coach, advisor, director, counselor, administrator or other school personnel for help and an assessment prior to any known violations of this policy, they will not be subject to any disciplinary action provided that they follow the recommendations of the assessment. Students must also agree to submission of five follow-up drug tests and will only be allowed to use self-referral one time. (Note: Students will not be able to use self-referral if it is determined that an infraction would have eventually come to the attention of school personnel. For example: on Saturday night, the police are called to a residence on a complaint of loud noise. At which time they find students involved in underage drinking. Since this incident would eventually be reported to the school, a student would not be allowed to contact a coach on Sunday to initiate a self-referral.)

8. OPT-IN

Great Lakes Biomedical is pleased to provide access to student drug testing at the request of the parents or legal guardian. With our Opt-In student drug testing program, we allow students, not currently involved with extracurricular/co-curricular activities or student drivers, if requested by parents within our school district, to participate in the district's random student drug testing program. We only want to provide another tool to parents and guardians in making informed decisions on what might be needed to help their children.

9. CONSEQUENCES FOR VIOLATIONS OF DRUG POLICY

Possession of Alcohol, Controlled Substances, or Mood-Altering Chemicals or Positive Test Result (Drugs or Alcohol)

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 will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the

Ohio

Department of Alcohol and Drug Addiction Services) for chemical dependency 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. (Tobacco violations will not require an assessment)

- c. The student will be denied 20% of participation in each of the following: athletics, all extracurricular/co-curricular activities, and driving privileges.
For 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 all extracurricular activities. ALONG WITH a Denial of 20% or 36 school days of driving privileges.**
- d. 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.
- e. Failure to complete 7-B, 7-C, and 7-D will result in denial of participation and privileges for one calendar year.
- f. The student may be placed into a drug/alcohol focus group for the remainder of the school year.

THE SECOND VIOLATION

- a. The student is denied participation in athletics and extracurricular/co-curricular activities for one calendar year from the date of notification of the violation. Student drivers will be denied driving privileges 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 (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency

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 THIRD VIOLATION

- a. The student is permanently denied participation in athletics, extracurricular/co-curricular activities, and driving to school in the Clyde-Green Spring School District. Violations are cumulative throughout the student's secondary school career, grades 7-12,

SELLING, ATTEMPTING TO SELL OR TRAFFICKING A CONTROLLED SUBSTANCE, MOOD-ALTERING CHEMICALS, OR ALCOHOL

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 is denied participation in athletics and extracurricular/co-curricular activities for one calendar year from the date of notification of the violation. Student drivers will be denied driving privileges for one calendar year from the date of notification of the violation.
- c. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency 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.
- d. 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 SECOND VIOLATION

- a. The student is permanently denied participation in athletics, extracurricular/co-curricular activities, and driving to school in the Clyde-Green Spring School District.

10. TOBACCO VIOLATIONS

Student-athletes, students participating in extracurricular/co-curricular activities, and student drivers shall not use, abuse, possess, transmit, or conceal tobacco or any tobacco products. A 20% denial of participation will be enforced for each offense.

CLYDE-GREEN SPRINGS INFORMED CONSENT AGREEMENT

STUDENT NAME _____ **GRADE** _____

AS A STUDENT:

- *I understand and agree that participation in athletic activities, extracurricular/co-curricular activities and driving to school is a privilege that may be withdrawn for violations of the Clyde-Green Springs School District Drug Testing Policy.*
- *I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.*
- *I understand that when I participate in any athletic program, extracurricular/co-curricular activities and/or drive to school, I will be subject to random urine, hair follicle, or saliva drug & alcohol testing, and if I refuse, I will not be allowed to practice or participate in any athletic activities, extracurricular/co-curricular activities and will lose my driving to school privileges. I have read the informed consent agreement and agree to its terms.*
- *I understand this agreement is binding while I am a student in the Clyde-Green Springs School System.*

STUDENT SIGNATURE

DATE

AS A PARENT/GUARDIAN/CUSTODIAN:

- *I have read the Clyde-Green Springs School District Drug Testing Policy and understand the responsibilities of my son/daughter/ward as a participant in athletic activities, extracurricular/co-curricular activities, and a student driver in the Clyde-Green Springs School District.*
- *I pledge to promote healthy lifestyles for all student athletes and student drivers in the Clyde-Green Springs School District.*
- *I understand that my son/daughter/ward, when participating in any athletic program, extracurricular/co-curricular activities and/or driving to school, will be subject to initial and random urine, hair follicle, or saliva drug and alcohol testing, and if he/she refuses, will not be allowed to practice or participate in any athletic activities or be able to drive to school. I have read the informed Consent Agreement and agree to its terms.*
- *I understand this agreement is binding while my son/daughter/ward is a participant in athletics and/or wishes to drive to school in the Clyde-Green Springs School District.*

PARENT/GUARDIAN/CUSTODIAN SIGNATURE

DATE

PARENT/GUARDIAN/CUSTODIAN PRINTED NAME

WORK PHONE

Informed Consent Agreement

We hereby consent to allow the student named above to undergo urinalysis, hair follicle, or saliva testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug Testing of the Clyde-Green Springs School District.

We understand that testing will be administered in accordance with the guidelines of the Clyde-Green Springs School District Drug Testing Policy for student athletes, extracurricular/co-curricular activities, and/or student drivers.

We understand that any urine, hair follicle, or saliva sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the Clyde-Green Springs Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform urinalysis, hair follicle, or saliva testing for the detection of drugs.

We further give our consent to the company selected by the Clyde-Green Springs Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the Clyde-Green Springs Board of Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed a consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

HAZING, BULLYING, CYBER-BULLYING

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Intervention Strategies

Hazing, bullying behavior, and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying, and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Cyber-Bullying

Cyber-bullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers, PDAs, etc.) and/or cell phones. Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

Hazing, bullying, cyber-bullying, and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - a. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - b. sending abusive or threatening emails, web site postings or comments and instant messages;
 - c. using electronic devices to take unauthorized photographs or videos of students/staff and/or distributing or posting the photos or videos online and
 - d. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

SEXUAL HARASSMENT

Verbal: the making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the school district.

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

Physical contact: threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the school district.

Teachers and Other School Staff

Teachers and other school staff, who witness acts of harassment, hazing, bullying, and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying, and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint which is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation or bullying, and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying, and/or dating violence.

4. False Complaints

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may subject to a full range of disciplinary consequences.

School Personnel Responsibilities and Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying, and/or dating violence in other interactions with students. School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another

student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

a. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of harassment, hazing, intimidation and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

b. Non-disciplinary Interventions

When verified acts of hazing, bullying, and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

c. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In- and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors. Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Custodial Parent or Guardian of the Perpetrator

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the **custodial** parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from **new or** additional harassment, intimidation, or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and his/her Custodial Parent or Guardian

If after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the **custodial** parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the **custodial parents or guardians** of a student who commits acts of harassment, intimidation, bullying, and/or dating violence and the **custodial** parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying, and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating.

All District personnel must cooperate with investigations by outside agencies.

[Approval date: April 28, 2008]

[Re-adoption date: May 24, 2010]

[Re-adoption date:]

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

Verbal: written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the school district.

Non-verbal: placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school district.

Physical: any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the school district.

Any student who believes that they are the victim of any of the above situations, or has observed such actions taken by another student, staff member, or other person associated with the school district, should contact an administrator immediately.

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

The report shall be investigated in a timely and confidential manner. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

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

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

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

HAZING

It is the policy of the Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member or other employee of the district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of organizations, shall plan, encourage or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing codes does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported to the principal and superintendent immediately.

No person shall recklessly participate in the hazing of another. No administrator, employee, or faculty member of any primary, secondary or post-secondary school or of any other educational institution, public or private shall recklessly permit the hazing of any person. Whoever violates this section is guilty of hazing, a misdemeanor in the fourth degree (ORC 2307.444; 2903.31).

POSTURING

No student shall engage in any confrontation, either verbal or non-verbal means, that causes another student or staff member, or other employee or visitor of the school district to feel intimidated, threatened, or harassed.

Posturing is defined, but not limited to the following: trash talking, insults directed at a student/staff member's family, threatening physical harm, threatening future physical confrontations, or body language that indicates the same.

CRIMINAL ACTS

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

SEARCH AND SEIZURE

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

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

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

CHEATING

Presenting an assignment to a teacher for a grade or as part of a requirement for a class, that is not a reflection of one's own work, is prohibited. This would include, but is not limited to, copying a test, quiz, homework or workbook, using someone else's term paper or report or plagiarizing another's work.

Plagiarism is defined as passing off as one's own work with the words or ideas of someone else, without giving credit to the source of the material. Students should not copy word for word or paraphrase material without giving credit to the source through the use of proper footnotes. Students will be subject to the following academic disciplinary action as well as other appropriate disciplinary action:

- The student will receive a highest possible grade of 50% for the assignment.
- The student will be expected to redo the assignment within a specific time frame set by the teacher, which may include study table, and the parent(s)/guardian(s) will be contacted.
- If the assignment is not handed in within the time frame, the student will receive a 0%.

ELECTRONIC DEVICES

Electronic devices are, but not limited to: cellular telephones, beepers, pagers, CD players, iPods, MP3 players, tablets, handheld game systems, and other similar devices can easily be lost, stolen, damaged, and can be a disruption in the classroom or on the bus. School personnel may require that students not use these or have them visible during instructional time. Students may use these devices before and after school, during lunch, and during non-instructional time. School personnel will control the conditions under which these devices are used at any time during the day. If violations occur, the teacher may give a verbal warning, and if the violation continues the device may be confiscated and disciplinary action may occur.

Students that disregard these guidelines should be aware that the device will be confiscated, labeled, given to a school administrator, and may be inspected by school officials. There should be no expectation of privacy pertaining to the data contained in any device taken from a student for violating school rules. The consequences for violating our electronic device policy shall be as follows:

- confiscated phones will be taken to a school administrator, and must be picked up by a parent/guardian. The electronic device is not to be brought back to school until 7 school days without the electronic device at school has been served. Students who do not adhere to the time frame risk further consequences, such as no electronic device privileges on school grounds, and/or other disciplinary actions.

Sexting is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the electronic device.

PUBLIC DISPLAYS OF AFFECTION

The school setting is not appropriate for public displays of affection by students. Any display of affection beyond holding hands and/or walking arm in arm will not be permitted. Students who fail to abide by this rule may be subject to disciplinary action.

PROFANITY

The use of profanity is prohibited. The use of profanity is prohibited by the Student Code of Conduct and will be enforced as follows:

- Directed at a teacher or adult: a student may be suspended. The length of the suspension or its type is at the discretion of the administration.
- Directed at another student or non-directed: a student will be disciplined. The type and severity of the action is relevant to the student's previous disciplinary record and is at the discretion of the administration.

TECHNOLOGY GUIDELINES AND REGULATIONS

Computer use is encouraged and made available to all students enrolled in the Clyde-Green Springs School District for educational purposes. The administration reserves the right to inspect, copy, and/or delete any or all files and records created or stored on school owned computers.

Students must adhere to the guidelines listed below:

1. Files created or stored on school owned computers are restricted to school assignments only. Personal files may not be created or stored.
2. Network password security is the responsibility of the student.
3. Students shall not copy (without authorization), damage, or alter any hardware or software.
4. Students shall not delete a file (without authorization), or knowingly introduce a computer virus to any school program.
5. Students shall not use or alter another person's password, files, or directories.
6. All non-school software and diskettes must be checked and approved for use by the network administrator or supervisor before being used on any school owned computer and are subject to inspection at any time.
7. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network supervisor. Internet users must complete an Internet Use Consent Form and receive approval before using the Internet.
8. No student(s) shall attempt to establish or establish computer contact into school district restricted computer networks or any other unauthorized databases.

Penalties: infractions of the Technology Guidelines and Regulations may result in any of the following disciplinary actions:

- Loss of computer use privileges
- Detentions
- In-School Restriction
- Friday School Suspension
- Out-of-School Suspension
- Expulsion from school

PROCEDURES FOR 18-YEAR-OLD STUDENTS

While school membership is no longer mandated by law, the student 18-years-old or older who fails to assume the responsibility of attending school and who defies the school attendance rules is subject to expulsion for non-attendance. The student who is 18-years-old or older who violates the Student Code of Conduct or other school rules in such a manner that may result in suspension may be subject to out-of-school suspension in consideration of their age.

Only those students who have reached the age of eighteen and are no longer residing with their parents or legal guardian may write their own notes in regard to absences from school. The school reserves the right to contact the parent/guardian for any student regardless of their residence. Eighteen-year-old students who still reside with a parent/guardian MAY NOT write their own excuses. It is the responsibility of the eighteen-year-old student to inform the school administration, and show proof of residence, if they are not residing with a parent/guardian.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events and on-school transportation. In some cases, a student can be denied school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- writing assignments
- change of seating or location
- Detention - students may be required to be in school outside of the regular school day with the notification of parents.
- In-school restriction - the temporary assignment of a student to a special room within the school during the school day for disciplinary reasons. Students are expected to complete assignments and tests. Students may not participate in student activities for the duration of the restriction.
- Friday School Suspension - students may be required to serve a suspension, after school, on a designated Friday.
- Offenses for which students will be assigned ISR or Friday School include, but are not limited to: excessive tardies, truancy, smoking/possession of tobacco, leaving school without permission, failure to serve detention, insubordination, disruptive or unruly behavior.

Formal Discipline

Formal discipline takes place outside the school. It includes:

- Out-of-school suspension - the removal of a student for up to 10 school days. No student while on OSS shall be on school property at school sponsored activities without prior administrative approval. Students may not participate in student activities for the duration of the suspension. Credit may be given for infractions that are less severe. This determination will be made by the building principal. Out-of-School suspension days will be counted as unexcused, and all missed school work is expected to be completed. In conjunction with the unexcused absence policy, any work not completed and turned in on the day back from a multiple day out-of-school suspension will have a grade of 0%.
- Expulsion - the exclusion of a student from school for up to 80 school days by the superintendent for violation or repeated violations of the student code of conduct. Students who are expelled will lose credit for the semester in which they have been expelled. No student while under expulsion shall be on school property or at school activities. Expulsions may carry over into the next school year.
- Permanent Exclusion - when a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that they may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or deemed delinquent for committing one or more of the following crimes while on the property of any Ohio school:
 - Any possession or involvement with a deadly weapon
 - Drug trafficking
 - Murder, manslaughter, assault or aggravated assault
 - Certain sexual offenses
 - Complicity in any of the above crimes

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

DUE PROCESS

Due process is a procedure to assure that students have a fair opportunity to challenge or defend charges against them which results in the assignment of out-of-school suspension or expulsion. The elements of due process are as follow:

1. student has been informed of school rules and regulations
2. student has received written notice of intent to suspend/expel and the reason for that intent
3. student has the opportunity for an informal hearing to challenge the charges
4. student and parent/guardian are notified by mail within 24 hours of the suspension or expulsion
5. student and parent/guardian have the opportunity to appeal the decision
6. student and parent/guardian are entitled to representation of their choice

The suspension appeals procedure is as follows:

- Step 1 - notify the building administrator within 5 days of the effective date of the suspension
- Step 2 - student and parent/guardian may meet with the building administrator

Step 3 - student and parent/guardian may appeal the building administrator's decision to the superintendent or his designee. A written decision will be issued to the appealing party

Step 4 - student and parent/guardian may appeal to the Board of Education or its designee. A written decision will be issued to the appealing party

The expulsion appeals procedure is as follows:

Step 1 - student and parent/guardian are permitted to attend a pre-expulsion hearing with the superintendent

Step 2 - student and parent/guardian will receive written notification of the expulsion from or re-admittance to school from the superintendent

Step 3 - student and parent/guardian are permitted to appeal to the Board of Education or its designee. A written decision will be issued to the appealing party

DENIAL OF PRIVILEGES

Students may be denied privileges for violations of the student code of conduct as follows:

Bus denial - students who violate the student code of conduct on the bus may be denied busing privileges

Participation denial - students who violate the student code of conduct or athletic/activity rules may be denied participation

Withholding privileges - special privileges such as library, hall passes, driving privileges, commencement ceremony, field trips and other privileges may be withheld

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

Section VI - Transportation

BUS TRANSPORTATION

The school district provides bus transportation for all Clyde High School students who live farther than 2 miles from school. Students who are riding to and from school on buses provided by the school are required to follow basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

- be on time at the designated loading zone
- wait until the bus is completely stopped before moving forward to enter
- refrain from crossing a highway until the driver signals it is safe
- go immediately to a seat and be seated
- remain seated while bus is in motion
- keep head, hands, arms, and legs inside bus at all times
- No littering in the bus or throwing anything from the bus
- No eating or drinking beverages on the bus
- do not tamper with the bus or any of its equipment
- No playing of radios while on the bus
- remain seated until the bus is stopped
- Cross the road only after the driver signals it is safe to do so

The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from the principal.

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the student code of conduct and may be denied the privilege of riding the bus.

SELF TRANSPORTATION

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride buses are encouraged to do so. Students and their parents/guardians assume full responsibility for any transportation to and from school not officially provided by the school. Students who violate these rules are subject to denial of parking lot privileges. The following rules apply to students who drive to school:

- All automobiles parked on school grounds must be registered with the High School office
- All automobiles must display a Clyde High School parking permit
- 10 MPH speed limit
- Park in designated areas only
- No reckless operation
- Students may not be in their car during school hours w/o permission
- No student cars shall be parked in the bus loop, staff lot, or designated spaces (visitors and handicapped)
- No loud or unnecessary noise which annoys, disturbs, or poses a threat to the health, peace, and safety of students and/or staff

Section VII - Student Services

GUIDANCE OFFICE

Information and counseling concerning vocational and educational planning, course planning and personal problems are available from the counselors in the Guidance Office. Students wishing to meet with college and military representatives who visit school must sign-up in advance in the Guidance Office. The best time to see a counselor is during your study hall, during your lunch period, and before and after school.

SCHOOL PSYCHOLOGIST

A school psychologist is available every school day. The school psychologist is scheduled to be in the high school building 1 day per week, but is available on an as-needed basis. The school psychologist provides testing and interpretation of psychological test results as well as some counseling.

SPEECH, HEARING AND VISION SCREENING

Hearing and vision screenings are done for all freshmen students by properly licensed and certified personnel. Students that have an indicated problem are re-tested and will be referred to their family physician.

SICK ROOM

Students who become ill during the school day should receive a note from their teacher before reporting to the sick room. Generally, students will be asked to lie down in the sick room for thirty minutes and then attempt to go back to class. If students are too ill to return to class, office personnel will attempt to contact the student's parents to obtain permission for the student to go home. Students should not call their parents from their cell phone if they are ill. Students cannot be released from school without parental permission.

SCHOOL NURSE

The School Nurse assists students with actual or potential health conditions. The School Nurse is scheduled to be in the building one day per week, but is available every school day for special situations that arise which may require professional attention.

LOCKS AND LOCKERS

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that their locker is locked at all times. The school is not responsible for the loss or theft of items from lockers. Students must use the locker that is assigned them and not switch or share lockers with other students.

Tampering with the installed combination locks or with the lockers or locker handles in such a way as to bypass the combination lock is prohibited. Students will be subject to disciplinary action and will be held financially responsible for damages and/or repairs to the lock or locker.

SCHOOL RECORDS

Many records are kept by the teachers, counselors and administrative staff. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act and Ohio law. This information can only be released with the written consent of the parents/guardians, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

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

Information on former students also fall into confidential information categories and will be made available on the same basis as enrolled students.

TEXTBOOKS

Textbooks are provided to students by the Board of Education. Textbooks will be issued to students by their teachers and must be returned at the end of the year or when the student withdraws from a class. Any textbooks that are lost, damaged or unaccounted for at the end of the year will be charged to the student who is responsible for them.

EMERGENCY MEDICAL PROCEDURES

All students are required by law to have an Emergency Medical Card on file in the office. Parents need to fill out the card, sign it, and have their child return this form to school. Failure to submit this card may result in the student being excluded from school until such time as they comply with this rule.

When a student is injured or seriously ill, every attempt will be made to contact the parent/guardian. If the school cannot reach a parent/guardian, we will follow the instructions on the Emergency Medical Card if appropriate. Parents/guardians should note that unless an injury or illness is life threatening, most emergency rooms will not treat a minor without parent/guardian permission. The Emergency Medical Card will enable your child to be treated if you are unavailable or cannot be reached.

WORK PERMITS

Work permit applications are available in the school office for those students who desire employment during the school year. In order to obtain a work permit, the student must do the following:

1. Obtain an application form from the office which contains 3 parts on the form. The **Application for Minor Work Permit** section may be filled out by the student or a parent/guardian and signed by a parent/guardian. The **Pledge of Employer** must be filled out and signed by the employer. The **Physician's Certificate** must be signed by a doctor.
2. After all three sections are completed; the student should bring the form to the school office. A secretary can then process a work permit and have the student sign it.
3. Students cannot obtain a work permit until they have a job.

STUDENT INTERVENTION AND ASSISTANCE

Clyde High School has a very dedicated staff that serves on the Intervention Assistance Team and as advisors to a variety of support groups. Referrals are made to the IAT and information is collected and evaluated. A plan of action is developed and the parent/guardian and student are invited to a conference with the student's teachers and/or members of the IAT.

Guidance counselors have help groups available to support CHS students who may need assistance coping with various issues.

Counseling services are provided by the school psychologists, counselors, Sandusky County Educational Services Center, Firelands Counseling and Recovery Services, and Hospice of Memorial Hospital.

CLYDE-GREEN SPRINGS SCHOOLS



106 South Main Street
Clyde, OH 43410
Phone: 419-547-0588
Fax: 419-547-0909

Student/Parent Handbook Agreement
2017 - 2018
Chromebook User Agreement
2017 - 2018
Acceptable Use Policy Agreement
2017 - 2018

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be completed.

Student: (please check each of the following statements)

- I have read the Student/Parent Handbook.
I have read the 1:1 Chromebook Program Handbook.
I have read the internet, network, and email Acceptable Use Policy Handbook and Agreement.
I understand that my failure to follow the information and expectations outlined in these documents provided may result in disciplinary action by the school district, law enforcement, and other agencies as deemed necessary.

Parent/Guardian: (please check each of the following statements)

- I have read the Student/Parent Handbook.
I have read the 1:1 Chromebook Program Handbook.
I have read the internet, network, and email Acceptable Use Policy Handbook and Agreement.
I understand that my student's failure to follow the information and expectations outlined in these documents provided may result in disciplinary action by the school district, law enforcement, and other agencies as deemed necessary.

Student Name (print): Student Signature:

Date: / /

Parent Name (print): Parent Signature:

Date: / /