

# Southeastern Jr. and Sr. High School

## 2020 – 2021 STUDENT HANDBOOK

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# Southeastern Jr. and Sr. High School

## *Home of the Trojans!*

### Welcome

The staff and administration at Southeastern Jr./Sr. High School would like to extend a warm “Welcome Back” to students and parents at the start of the 2020-2021 school year! We hope that this year is rewarding and that you find your experience at Southeastern Jr/Sr High School to be memorable!

To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students’ rights, responsibilities, and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in the handbook with their children. Teachers will also review this handbook with students at the beginning of the school year.

Finally, we extend an open invitation to all students and parents to get involved in life at Southeastern Jr/Sr High School. Whether you join a club, play a sport, participate on a committee, or come to parent/teacher conferences, your participation, input and feedback are valued and important to us. This is, after all, your school and your education! We are pleased to be able to work with you this year as you continue on your journey!

We have a motto at Southeastern that we encourage you to adopt as your attitude not only toward your school, work, and extra-curricular activities but to your personal relationships, family responsibilities, and life in general—

### *Strive for Excellence!*

The motto is simple, but the challenge it offers is great. The future is yours—make the most of it! Have a fun and rewarding school year!

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***The Trojan Way - Southeastern Jr/Sr High School Behavioral Expectations Matrix***

<b>Expectations</b>	<b>Courage</b>	<b>Respect</b>	<b>Responsibility</b>	<b>Integrity</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>* Challenge yourself</li> <li>* Ask Questions</li> <li>* Persevere through your frustration</li> <li>* Willingness to help others</li> <li>* Report problems to staff</li> </ul>	<ul style="list-style-type: none"> <li>* Follow requests from staff</li> <li>* Act in a way that allows others to learn</li> <li>* Value diversity/Other's opinions</li> </ul>	<ul style="list-style-type: none"> <li>* Be prepared for learning</li> <li>* Be a willing participant in class</li> <li>* Be on time</li> <li>* Own your actions and outcomes</li> <li>* Ask about missed assignments</li> </ul>	<ul style="list-style-type: none"> <li>* Submit honest work</li> <li>* Do the right thing when others aren't watching</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>* Help others</li> <li>* Report problems to staff</li> </ul>	<ul style="list-style-type: none"> <li>* Appropriate volume level</li> <li>* Use positive and professional language</li> <li>* Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>* Move with a purpose</li> <li>* Use your time effectively</li> <li>* Follow electronic policy</li> </ul>	<ul style="list-style-type: none"> <li>* Do the right thing when others aren't watching</li> </ul>
<b>Lunch Cafeteria &amp; Gym</b>	<ul style="list-style-type: none"> <li>* Report problems to staff</li> </ul>	<ul style="list-style-type: none"> <li>* Use positive and professional language</li> <li>* Appropriate volume level</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up after yourself</li> <li>* Use your time effectively</li> </ul>	<ul style="list-style-type: none"> <li>* Do the right thing when others aren't watching</li> </ul>
<b>Online/ Social Media</b>	<ul style="list-style-type: none"> <li>* Report problems to staff</li> <li>* Change the conversation</li> </ul>	<ul style="list-style-type: none"> <li>* Value diversity/Other's opinions</li> <li>* Support and encourage with your posting</li> </ul>	<ul style="list-style-type: none"> <li>* Follow electronic policy</li> <li>* Support and encourage with your posting</li> </ul>	<ul style="list-style-type: none"> <li>* Do the right thing when others aren't watching</li> </ul>

## ***FOREWARD***

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers, school counselor, or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the board's policies and the school's rules as of June, 2020. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of the current board policies and administrative guidelines are available on the district's web site.

## ***MISSION STATEMENT***

The mission of Southeastern Jr. and Sr. High School is to create an active community of learners:

- Demonstrating scholarship and responsibility,
- Showing respect and cooperation,
- Valuing the importance of community, and
- Setting and achieving realistic goals applicable to educational programs, the world of work, and their personal lives.

## ***EQUAL EDUCATION OPPORTUNITY***

This district provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender/sex (including sexual orientation or transgender identity), age, military status, ancestry, genetic information, or national origin while at school or a school activity should immediately contact the district's compliance officer:

**David Shea - Superintendent**

Complaints will be investigated in accordance with Board Policy. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officers can provide additional information concerning equal access to educational opportunity.

## ***SCHOOL DAY***

Classes begin at 7:45 a.m. and end at 3:00 p.m. The school is open 10 minutes before and after classes.

# ATTENDANCE GUIDELINES

## *Absence from school*

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Students are required by law to attend school during the days it is in session or during the attendance sessions which he or she has been assigned. The responsibility to attend school is shared by the parent and student

1. Attendance Procedures-Should your child be absent please use the following procedures:
  - 1.1. Notify the school: Parents or legal guardians or adult students (18 or older) are expected to inform the school of a student's absence. Please call the school (462-8308) between 7:30 a.m. and 9:00 a.m. the day of the student's absence. The school will contact the homes that have not reported the intended absence. The purpose of these calls is not to excuse the student from school but rather to protect the family from a potential missing child situation. Phone calls from the parent or from the school do not excuse an absence. The absence will be marked unexcused until the school receives written documentation. These procedures are outlined in Ohio Law (O.R.C. 3313.205).
  - 1.2. Provide a letter of documentation: Students who have been absent for any portion of the school day must provide written documentation to verify absences either through a note signed by their parent or guardian or themselves if they are adult students or via a note from a doctor, dentist or other professional. Parents or guardians who sign their child out early must still provide written documentation for the absence. These notes should be turned into the main office the day the student returns to school. The note should include the student's full name, dates of absence, reason for absence and the parent's signature. The school reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. Absences without a written reason are automatically unexcused. Parents and students are encouraged to make every attempt to schedule appointments after school hours. Appointments which must be scheduled during the school day will be excused for 1/2 day only unless there are extenuating circumstances.
  - 1.3. Make up Work: The length of time allowed in which a student may turn in work missed because of an absence shall be one day for each day missed. An absence does not release the student from responsibilities for tests or projects due on the day of his/her return to school if the student knew of the responsibility before the absence and the class activities of the day missed do not directly affect those responsibilities. The responsibility for getting assignments and making up work missed shall rest with the student.
2. What constitutes an Excused Absence (O.R.C. 3321.04: EDb-215-14 92 a, b). The parent must provide a letter documenting the reason for an absence to the main office. Parents/Guardians may excuse up to 8 absences per year by sending in a letter of documentation.
  - 2.1. An absence will be excused (up to 8 times) if it matches one of the following conditions. Any other absence will be marked unexcused.
    - 2.1.1. Personal Illness: The approving authority may require the certificate of a physician if s/he deems it advisable.
    - 2.1.2. Illness in the Family: The absence under this condition shall not apply to children under fourteen years of age.

- 2.1.3. Quarantine of the Home: The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
  - 2.1.4. Death of a Relative: The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
  - 2.1.5. Home Work due to Absence of Parents or Guardians: Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
  - 2.1.6. Observance of Religious Holiday: Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
  - 2.1.7. Emergency—Emergencies or any set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.
3. Regulations governing excuses for "FUTURE ABSENCE" from school: (Ohio Administrative Code 3301- 51 - 13)
- 3.1. The school district recognizes that there are some situations not listed under the excused absence section. Therefore a student may obtain a Special Request for Absence Form. This will apply to future planned absences only. Students planning a future absence should:
    - 3.1.1. Fill out a Special Request for Absence Form with a minimum of 3 days prior to the days requested.
    - 3.1.2. Turn in the form to the building principal for approval. The principal may request an individual conference..
    - 3.1.3. Request work from all classes being attended prior to the days absent. Make up all work provided by the time the absence is complete.
    - 3.1.4. Make sure the future absence request meets one of the requirements below.
    - 3.1.5. Note: Future Absences are strongly discouraged and may not be approved when requested for the last week of a grading period or during state testing week.
4. Future absences will be granted for no more than 5 days in a row and a total of 8 days in a year.
5. The following list will be used to determine if a future absence is excusable unless otherwise noted, all other reasons for future absence are inexcusable:
- 5.1. Farming—Absences for farming, directly and exclusively for parents or guardians, can be approved for students 14 years of age or older. From one to five days of emergency absence for such work may be granted by the principal.
  - 5.2. Youth Organizations—Absences for Vocational Agriculture trips, 4-H Conferences, Boy Scout Congresses, and similar organizations shall be approved by the principal only after a discussion with the leader or teacher concerned.
  - 5.3. College Visitations/Job Shadowing—Absences to visit colleges for seniors and juniors or job shadowing for sophomores and freshmen shall be approved by the principal or guidance counselor based upon the merit of each individual case. As a general guideline, seniors may be granted two days and underclassmen one day without being counted absent. Visits exceeding these limits may be granted in special circumstances but they will count as days absent. A student must have an appointment with an admission officer or other official pre-arranged before such an excuse will be approved. Job shadowing must be with someone other than a parent or guardian. Visitations during April and May will be approved only in extreme situations.

- 5.4. Family Vacations—Absences for family vacations may be excused a maximum of five (5) days to accompany parents or guardians on a vacation. (Vacation days will count towards the parental excused absences. Any vacation days over the maximum allowed parental note days will be counted as unexcused.)
- 5.5. Job Interviews—seniors may be granted excused absences during the last nine-weeks grading period for the purpose of attending a job interview.
6. Limits to Absenteeism
  - 6.1. Parents/Guardians may excuse up to 8 absences per year by sending in a letter of documentation. After the 8 parental excused absences, a doctor's or other appropriate professional's verification will be required for all additional absences to be excused. If written verification is not provided the absence will be counted as unexcused. A student will be considered habitually truant if the student accumulates the following number of unexcused hours: 30 or more consecutive hours OR 42 or more hours in one school month OR 72 or more hours in a school year.
  - 6.2. After 40 hours unexcused and every subsequent 6.75 hours of unexcused absences one (1) day of Extended After School Detention will be issued.
  - 6.3. After 60 consecutive unexcused hours or 90 unexcused hours in a school year, the school will notify the registrar of motor vehicles. The school shall also provide the parents written notice that the student's driver's license, temporary permit, or the opportunity to obtain such permit has been suspended. The students and parents may have a hearing with the superintendent as scheduled concerning this issue.
  - 6.4. Once a student has been declared habitually truant as defined above, the following will occur:
    - 6.4.1. The Ohio Department of Education will be notified that the student has been declared habitually truant.
    - 6.4.2. An attendance intervention team shall be created for the student. The team will consist of: The school district's attendance officer, a district employee who is familiar with the student, and the student's parent/guardian or a representative in their place.
    - 6.4.3. Within 7 days of declaring the child habitually truant, the school shall make 3 attempts to secure parental participation on the absence intervention team. If the parent fails to respond, the school will investigate whether the situation calls for mandatory reporting to children services and will also tell the team to proceed to develop a plan without the parent's participation.
    - 6.4.4. Within 10 days of declaring the child habitually truant, the student will be assigned to the absence intervention team.
    - 6.4.5. Within 14 days after assigning the child to a team, an intervention plan will be developed to address the attendance issue.
    - 6.4.6. Within 7 days after the plan is created, the parents will be notified. The Ohio Department of Education will also be notified of an Absence Intervention Plan has been created.
    - 6.4.7. After 61 days of the implementation of the plan, if the student fails to participate in, or make satisfactory progress on the plan, or if the student continues to be excessively absent, a complaint will be filed with juvenile court. The school district will also notify the Ohio Department of Education that a complaint has been filed.

- 6.4.8. If any of the 61 day time period falls during the summer months, the attendance intervention plan will be extended to cover an additional 30 days from the first day of the next school year.
- 6.5. The record in regards to past absence will be considered when application for future absence is made. Students with excessive past absences may be denied excused future absences.
- 6.6. ABSENCES DURING SEMESTER EXAMS: All absences that occur during semester examinations must have a doctor's note to be excused. Obvious emergency situations that arise may be exempt. Excused "Future Absences will not be granted during this time.
- 6.7. REGULATIONS IN REGARD TO ATTENDANCE AT OR PARTICIPATION IN EXTRACURRICULAR SCHOOL ACTIVITIES: A student must arrive to school by 8:10 in order to participate in extracurricular activities that day. If a student is absent (arrives after 8:10) for any reason for any part of the day, s/he may not attend nor participate in any activity that day unless an unusual circumstance has occurred, which may include doctors' appointments or family emergencies. Students may also not leave prior to 2:45 if he or she would like to participate in extracurricular activities that day. A student who misses any portion of the school day must have permission from the athletic director or principal to participate in any school activity for that day. If a student participates in a practice or contest without permission they will be ineligible for the next practice or contest.

### ***Late Arrival and Early Dismissal***

1. It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.
2. Perfect attendance is defined as being present at school every day, all day, between the hours of 8:10 and 2:45 (no more than 4 tardies or early releases per year).

### ***Tardiness to School (Late Arrival)***

1. Students who enter their first period class after the last chime of the tardy bell (7:45 AM) will be counted as tardy to both school and to class.
2. Students who enter the building after the tardy bell has chimed (7:45 AM) must report to the Principal's office before reporting to class. There s/he will sign in and be issued an admit pass.
3. Students who report to school after 8:10 a.m. will be counted as Absent. The amount of absent will be determined by the hours missed during the course of the day
4. Tardies number 1-4 are not excused or unexcused. On the fifth (per semester) and subsequent tardies, one (1) day of Extended After School Detention will be issued and the missed school time will be calculated as unexcused. After ten (10) tardies the student will meet with the district attendance officer.
5. Tardies pertaining to students enrolled in College Credit Plus. All students are expected to be in their assigned classroom on time each day. CCP Students' are expected to sign in the office prior to the three minute warning bell preceding their first high school class of the day. Students that arrive within 25 minutes of their expected time to school will be counted tardy. Students that arrive 26 or more minutes after their expected time to school will be counted absent.

### ***Release from School (Early Dismissal)***

1. Dismissal during school hours for any reason upsets the student's normal schedule and it is not encouraged. Students and parents or guardians should arrange for appointments on weekends or after school whenever possible. Whenever a student has missed school and has been under the care of a doctor or dentist, the student should bring a note from the doctor or dentist. Early release (2:45-2:59) number 1-4 are not excused or unexcused. On the fifth (per semester) and subsequent early release the missed school time will be calculated as unexcused.
2. Illness at School
  - 2.1.1. Students too ill to remain in school may obtain permission to return home after the parents/guardians have been contacted from the office. If transportation is necessary, it shall be provided by the parent or guardian.
3. Release Procedures
  - 3.1.1. When a student needs to be released from school early, s/he must bring a note to school and present this to the office before the tardy bell rings. The student's name and time of dismissal will be placed on the attendance sheet.
  - 3.1.2. The person to whom the student is to be released must report to the Principal's Office, be identified, and sign the student out of the building.

### ***Withdrawing from School***

1. A student under the age of 18 shall not be permitted to withdraw from school unless one of the following applies:
  - 1.1. S/he is moving out of state
  - 1.2. Transfers to another approved school
  - 1.3. Has been granted an Age and Schooling Certificate
  - 1.4. Has properly enrolled in and is attending an approved program.
2. If a student withdraws for any other reason, the superintendent may notify the Judge of the Juvenile Court.
3. Necessary forms must be completed by the parent or guardian for students under 18 years old.
4. If a student must withdraw, s/he shall notify the Guidance Office. Necessary forms must be completed by the parent or guardian for students under 18 years old.
5. When withdrawing from school, a student must turn in all books and materials furnished by the school and pay all fees due.

## **EXTRACURRICULAR ELIGIBILITY**

### ***Eligibility Standards***

1. The following are eligibility standards for participation in all extra-curricular activities for Southeastern High School:
2. A student must be passing a minimum of five (5) credits (2½ per semester). A student must also have a 1.3 grade point average and no more than one F to participate. There is a weekly eligibility check of grades during each grading period.
3. If the weekly check determines that a student has more than one F, the student will be placed on a probationary period for the following week during which time s/he may participate in extra-curricular activities. The eligibility week will run from Monday to Sunday.

4. If the eligibility check for the following week shows that the student still has more than one F, the student will be ineligible to participate in any extra-curricular activity and may be ineligible to participate in field trips until such time that s/he is meeting the minimum requirement.
5. A student who fails to meet the eligibility requirements at the end of the grading period will be ineligible to participate in any extra-curricular activity the following grading period in keeping with the eligibility requirements of the Ohio High School Athletic Association. If a student is ineligible for the quarter but raises his/her grades by the end of the quarter, s/he may be reinstated on the fifth day of the next quarter or grading period.
6. Post-Secondary students are required to obtain weekly grade and attendance checks for each post-secondary class they are enrolled in. Weekly grade and attendance paperwork must be returned to the guidance office. Letter grades or percentage scores are required at the end of high school grade periods for each CCP class.
7. Extra-curricular is any activity, event, or organization that does not grant the student graduation credit. Currently, the following would be considered extra-curricular when applying the above definition: Football, Volleyball, Cross Country, Golf, Basketball, Baseball, Bowling, Softball, Track, Soccer, Wrestling, Cheerleading, Musical, Dances, Quick Recall, National Honor Society, Student Council, Student Aides, S.A.D.D., F.E.A., Class Officers, Prom Committees.

## GENERAL INFORMATION

### ***After-School Hours***

Southeastern High School encourages students to become involved in extra-curricular activities. However, appropriate supervision can be provided only for students who are involved in a school-sanctioned activity or attending a public function. Otherwise, students are not to be in the building or on school property after school hours.

### ***Backpacks, Book Bags, Large Tote Bags***

To reduce congestion in the halls and classrooms and for safety purposes, all backpacks, book bags, large tote bags, etc. must be stored in the student's locker upon arrival and remain there until the end of the school day. BOOK BAGS Students are prohibited from carrying any type of bag to transport their belongings between classes (this includes "string" book bags). A bag may only be used when transporting belongings to and from school. Book bags must fit in the locker where they will remain throughout the day. In addition, students may not have book bags with wheels. Oversized pocketbooks are not allowed; these must be stored in the lockers during school hours just as book bags.

### ***Cafeteria Expectations***

Students should walk to the cafeteria, wait their turn in the line, be polite and mannerly, and use a normal tone and level of voice. Students are expected to clean up the eating area prior to leaving the cafeteria.

## ***Chromebooks***

Purpose Statement - Southeastern Local Schools recognizes the prominent role technology plays in our world and community. Our goal is to continue to integrate 21st century technology skills into the daily curriculum. To do this all High School students will be issued a device to aid in that. Students will use these devices for research, assignments, communication, and state testing.

### ***Chromebook Check-in/Returns:***

1. Chromebooks will be distributed within the first two weeks of each school year.
2. Chromebooks will be labeled in a manner specified by the district and those labels should not be altered or covered in any manner. These include: manufacturer's Model Code label, the "Property of Southeastern Local School District" ID label, and label containing student's name at any time.
3. No other stickers should be placed on the Chromebook at any time.
4. Parents & students must sign and return the Southeastern Technology Protection Plan document before the Chromebook will be issued to the student.
5. Chromebooks must be returned prior to the end of the school year. During the summer the Chromebooks will be updated, cleaned, and any minor repairs will be done.
6. Chromebooks, chargers, and cases provided by the district must be returned in good working condition. Should any of the equipment be damaged, the student may be charged in accordance to the Southeastern Technology Protection Plan.
7. Students who graduate early, transfer to another district, withdraw, or for any reason are no longer enrolled at Southeastern, must return their Chromebook, charger, and case immediately to their building. Failure to return the Chromebook and the accessories will result in a theft report being filed with the South Charleston Police Department.

### ***Damage/Loss/Theft/Returns:***

1. If at any point during the school year there is damage, loss, or theft of a Chromebook (or any accessories), the student must report the incident to the technology department. All reports will be investigated and addressed on a case by case basis, and damage will follow the Southeastern Technology Protection Plan.
2. If a device is stolen, a report of the theft must be made to the building principal and technology department. The student and parent must file a police report with the South Charleston Police Department; and a copy of the report must be provided to the school. Southeastern Local will assist the police department in an attempt to recover the device and a loaner device; will be provided to the student (if/when available) in the meantime. If the device is not recovered, a permanent replacement will be provided.
3. Deliberate damage will be referred to the building principal and will be handled per the student handbook as damage to school property. No replacement or loaner Chromebook will be issued until all replacement/repair costs are paid.

## ***TAKING CARE OF YOUR CHROMEBOOK***

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are broken or fail to work properly must be reported to the technology department as soon as possible. The Chromebook is school property. All users must follow the guidelines contained in this

manual and the Student Acceptable Use Policy for technology. Chromebooks should never be left in an unsupervised area. Students should take care to always keep their Chromebook secured when not in their possession. Students are responsible for charging their Chromebook each night and bringing it to school fully charged. Chromebooks, like any device, are sensitive to extreme heat and cold, so students should not leave their device in cars or direct sunlight. Do not stack books or other heavy materials on top of the Chromebook as that could damage the screen or keyboard. This includes not leaning on the Chromebook. Keeping food and drinks away from the Chromebook is always a good idea. Carefully plug cables and accessories into the Chromebook.

1. Carrying the Chromebook:
  - 1.1. Each Chromebook will come with a carrying case, which should be used when transporting the Chromebook between home and school or between classes.
  - 1.2. Chromebooks should never be carried by the screen or while opened.
  - 1.3. The cases provided by the district provide sufficient padding to protect the Chromebook from normal wear and tear. Nothing else should be placed in the case as that might damage the Chromebook by putting pressure on the screen.
  - 1.4. Chromebooks should not be carried in a book bag containing books.
  - 1.5. Students are permitted to get their own bag, if it provides adequate protection for their Chromebook. Damage would be subject to the Southeastern Technology Protection Plan as stated previously.
2. Screen Care:
  - 2.1. Do not lean on the top of the Chromebook when closed.
  - 2.2. Do not put any books or other heavy objects on top of the Chromebook when closed.
  - 2.3. Clean the screen with only a soft, dry cloth or anti-static cloth. No cleansers of any type should be used. If in doubt, check with your teacher or a member of the Technology Department.
  - 2.4. Do not carry the Chromebook by the screen.
3. Security Reminders:
  - 3.1. Students should not share logins or passwords with anyone, except their parents/guardians.
  - 3.2. Students should follow Internet safety guidelines and school rules and policy.
  - 3.3. Students should understand that the Chromebooks and network are filtered and monitored.
4. Chromebook Use at School and Home
  - 4.1. Chromebooks are intended for use at school each day; however, there may be days that they are used more than others. Students should bring their Chromebooks, fully charged, each day unless instructed by their teachers or building principal not to do so. The Chromebook is the property of the school, and the school has the right to search the Chromebook at any time.
  - 4.2. Chromebooks Left at Home:
    - 4.2.1. If a student leaves their Chromebook at home, they may check out a loaner Chromebook/case from the Library prior to the start of the first period (7:45). Please keep in mind, the number of loaner Chromebooks is limited and there might not be a Chromebook available. Students are still responsible for getting their class work completed.

- 4.2.2. The loaner Chromebook must be returned to the Library at the end of the day before they go home. Failure to return the Chromebook at the end of the day may result in disciplinary action.
    - 4.2.3. If a student repeatedly leaves their Chromebook at home (more than 3 times per semester), the student will forfeit the right to take their Chromebook home and be required to “check out” and “check in” their school issued Chromebook daily for a period of time determined by building principal.
5. Chromebooks Undergoing Repair:
  - 5.1. Replacement Chromebooks may be issued while a student is having their Chromebook repaired. Please note there are a limited number of spares, so there may be a delay in getting one.
  - 5.2. Replacement Chromebooks will not be issued for use until all fines for damage have been paid if applicable.
6. Charging Your Chromebook’s Battery:
  - 6.1. Chromebooks must be brought to school each day fully charged.
  - 6.2. Violations will be treated the same as if the student left the Chromebook at home.
  - 6.3. Demerits for repeatedly failing to charge your Chromebook will be issued.
7. Background photos/themes/pictures:
  - 7.1. Students are permitted to change the background photos or themes on their Chromebook as long as it is school appropriate. No pictures or themes that depict pornographic material, inappropriate language, alcohol, drugs, weapons, or gang related material are permitted. Disciplinary action may occur if this is not followed.
  - 7.2. Photos and videos should be stored in your google drive account and not on the local hard drive of the Chromebook. Google has provided unlimited space free of charge in your google drive account.
8. Sound/Apps:
  - 8.1. Sound must be muted at all times in classrooms unless directed by the teacher for instructional purposes.
  - 8.2. When using a Chromebook in a common area (cafeteria, library, gym, etc), headphones or earbuds should be used if you need to use sound.
  - 8.3. Only approved apps should be installed.
9. Printing:
  - 9.1 Students are encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printers are available on each floor as needed.
10. Home Access:
  - 10.1. Students are permitted and encouraged to add their school issued Chromebook to their home WIFI network. This will allow the student to access their stored documents and information, email, ProgressBook, etc... and complete assignments. Internet access will still be filtered, but parents are encouraged to monitor home access. If a student or parent sees something that isn’t being filtered that should be, they are to contact the technology department as soon as possible.
  - 10.2. Students who don’t have WIFI access at home can use a public WIFI location. When using a public connection, students are cautioned not to do any online shopping or banking because you are using an unsecure connection. Some applications can be used without an internet connection, but for full functionality a WIFI connection is needed.
  - 10.3. Students are not permitted to share their Chromebook with other siblings. This device is to be used only by the student to whom it is issued.

11. Issues with your Chromebook:
  - 11.1. Chromebooks are fast and very reliable, but if a student experiences an issue, they can seek help from Southeastern technology department. Southeastern cannot troubleshoot home network issues. If the Chromebook works at school but not at home, you might try using a public location to see if the problem persists.
12. Updates/Virus Protection:
  - 12.1. Updates - Chromebooks use the Chrome Operating System, which updates itself automatically. Students do not need to manually update their Chromebook. If there is an arrow pointing up in the bottom right hand corner, it just means the Chromebook needs to be rebooted to complete the update.
  - 12.2. Virus Protection - Chromebooks provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is NO need for additional virus protection. If this ever changes, Southeastern will keep students and their parents informed.
13. Chromebook Acceptable Use Guidelines
  - 13.1. Students are responsible for the ethical and educational use of the technology resources of the Southeastern Local School District.
  - 13.2. Access to the Southeastern Local School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
  - 13.3. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
  - 13.4. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or Director of Technology, will be considered an act of vandalism and subject to disciplinary action.
14. Privacy and Safety
  - 14.1. Do not open, use, or change files that do not belong to you.
  - 14.2. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people online.
  - 14.3. Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Southeastern Local School District. If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.
15. Legal Property
  - 15.1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
  - 15.2. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
  - 15.3. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.
16. Email and Electronic Communication
  - 16.1. Always use appropriate and proper language in your communication.
  - 16.2. Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
  - 16.3. Do not send mass emails, chain letters or SPAM.

- 16.4. Email & communications sent / received should be related to educational needs.
- 16.5. Email & communications are subject to inspection by the school at any time.
- 17. Consequences
  - 17.1. The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
  - 17.2. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
  - 17.3. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
  - 17.4. Contents of email and network communications are governed by the Ohio Open Records Act; proper authorities will be given access to their content.

### ***Dances***

- 1. Attendance at dances is limited to Southeastern High School students and one guest each.
  - 1.1. A guest must be a high school student or graduate not older than 20.
  - 1.2. A guest is to be registered in the office the week before the dance.
  - 1.3. Students must remain in the dance area.
  - 1.4. Once students leave the dance, they will not be readmitted and must leave the school grounds.
  - 1.5. Only appropriate dancing is appropriate.
  - 1.6. Students must be academically eligible to attend and participate in the drug-testing program.
- 2. Jr. High students attending Jr. High dances must also follow the guidelines listed above. In addition, Jr. High students cannot attend high school dances nor can high school students attend Jr. High dances. No students from other schools are permitted at JH dances.

### ***Driving to School***

- 1. Students driving to school must park in the student parking lot behind the football bleachers (sophomores and freshmen) or along the chain link fence in the main parking lot (seniors and juniors). Students may not park in the faculty parking area. Once students have entered school grounds, they may not stay in their cars nor leave until school is dismissed. When entering or leaving school, keep your speed down to 5 miles per hour. Students may not drive between parking lots ½ hour prior to the start of school or ½ hour following the end of the school day.
- 2. If you must go to your car during the school day, secure permission from the principal's office. Students who do not abide by these rules will have their driving privileges suspended and/or face other consequences. The school is not responsible for damage to any automobiles. Students must register their automobiles to receive a parking permit in the office and make notification if a different vehicle is driven. Students must participate in the drug-testing program in order to park their cars on District property.
- 3. Students parking at Miami View for football, track, soccer, or wrestling practices or contests. Students must park in a marked parking spot opposite the baseball fields or in the central office lot. They are not permitted to park around the circle directly in front of the Miami View doors, on the grass, or in an unmarked spot outside the entrance of the track/soccer/wrestling facility.

### ***Drop-off and Pick-up Procedures***

1. In order to make traffic flow more smoothly and to make the parking lot as safe as possible for all students, the parking lot shall be reserved during the peak times of 7:30-8:00a.m. and 2:45-3:10p.m. for students/employees who park their cars. Parents/guardians dropping off students in the morning or picking them up in the afternoon should not enter the main parking lot at these times.
2. Students can be dropped off or picked up at the street entrance on Church Street or in the back parking lot behind the football bleachers. Students are not to be dropped off or picked up in the main parking lot or bus zone on Jamestown Street (front of building) between.

### ***Drug Testing (Random)***

1. A statement of Need and Purpose
  - 1.1. The Southeastern Local School Board recognizes that observed and suspected use of alcohol and illicit drugs by Southeastern students is a serious concern. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. As a result, a program of deterrence (BOE Policy 5530.01) has been instituted as a proactive approach to a truly drug-free school. The purpose of this program is fourfold: To provide for the safety of all students, to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs, to encourage students who use drugs to participate in drug treatment programs; and to prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student at Southeastern Local Schools.
  - 1.2. The program is non-punitive. It is designed to create a safe, drug-free environment for students and assist them in getting help when needed. No student will be penalized academically for testing positive.
2. Procedure
  - 2.1. Informed Consent for Testing – At the beginning of each year or season, students and parents/guardians will complete and sign the Consent Agreement. No student may participate and/or receive a parking permit until this form is properly executed and on file with the Athletic Director or the Principal.
  - 2.2. Urine Drug Testing – At the beginning of each year/season or when a student moves into the District, all students wishing to participate in athletics, extra-curricular activities, or park on District property may be subject to urine testing at parent/guardian/student expense for illicit or banned substances. Up to 20% of eligible students will be randomly tested per testing session throughout the school year. Students have 2 hours to produce a sample. Any student who refuses to submit to urine drug testing will be credited with a positive result and subject to established non-tobacco substance consciences per policy. Students not able to provide an adequate urine specimen at the testing time will be unable to participate in all school activities or park on District property until the proper specimen is provided.
  - 2.3. Confidentiality – All drug test results are considered confidential information.
3. First Positive Result
  - 3.1. All non-tobacco substances: A positive result or an altered sample will constitute a first positive. Violations will result in the completion of a drug/alcohol program as

- recommended by the school administration and submission to a minimum of two (2) follow-up drug tests, all expenses paid by the parent/guardian/student. Parking privileges on District property and participation in non-athletic extra-curricular activities will be denied for thirty school days. If the student and/or parent refuses to have the student attend such a program, the student cannot park on district property or participation non-athletic extra-curricular activities for one calendar year from the date of refusal/failure to participate. Athletic consequences are addressed in the Athletic Handbook.
- 3.2. Tobacco: Completion of a Drug/Alcohol Program as recommended by the school administration and submission to minimum of two (2) follow-up drug tests; all expenses paid by the parent/guardian/student. If the student and/or parent refuses to have the student attend such a program, the student cannot park on district property or participate in non-athletic extra-curricular activities for one calendar year from the date of refusal/failure to participate. Athletic consequences are addressed in the Athletic handbook.
4. Second Positive Result
- 4.1. All non-tobacco substances: Second positive result will result in the participant being barred from participation in any athletic activity, extra-curricular activity, and/or parking on District property for one calendar year. The student will continue or repeat the two necessary follow-up drug screens at parent/guardian/student expense.
- 4.2. Tobacco: Violations will result in the completion of a drug/alcohol program as recommended by the school administration and submission to a minimum of two follow-up drug tests, all expenses paid by the parent/guardian/student. Parking privileges on District property and participation in non-athletic extra-curricular activities will be denied for thirty school days. Athletic consequences are addressed in the Athletic Handbook. If the student and/or parent refuses to have the student attend such a program, the student cannot park on district property or participate in non-athletic extra-curricular activities for one calendar year from the date of refusal/failure to participate.
5. Third Positive Result
- 5.1. All non-tobacco substances: A third positive result will result in the student being barred from participation in any athletic or non-athletic extra-curricular activity and/or parking on District property for two calendar years.
- 5.2. Tobacco: Violations will result in the completion of a drug/alcohol program as recommended by the school administration and submission to a minimum of two follow-up drug tests, all expenses paid by the parent/guardian/student. Parking privileges on District property and participation in non-athletic extra-curricular activities will be denied for sixty school days. Athletic consequences are addressed in the Athletic Handbook. If the student and/or parent refuses to have the student attend such a program, the student cannot park on district property or participation non-athletic extra-curricular activities for one calendar year from the date of refusal/failure to participate
6. Fourth Positive Result:
- 6.1. Tobacco: A fourth positive result by MRO ruling or adulteration will result in the participant being barred from participation in any athletic activity, extra-curricular activity and/or parking on District property as described in the drug testing policy for one (1) calendar year. Prior to reinstatement, the student must show results from a program recommended by a certified substance abuse professional. The student will continue or repeat the minimum of two (2) necessary follow-up drug screens at

- parent/guardian/student expense. Any future positive results for tobacco use will result in a repeat of the fourth positive infraction for tobacco.
7. Reinstatement - The student may apply for reinstatement of athletic eligibility after two calendar years. The reinstatement process will include:
    - 7.1. The student's notification to the Athletic Director of her/his desire to apply for reinstatement.
    - 7.2. A faculty council, consisting of five teachers previously appointed to select and hear appeals to the National Honor Society, will make a decision for or against reinstatement based upon the following criteria: behavior (discipline records, citizenship), academics (grades, eligibility), attendance, and attitude.
    - 7.3. The student must submit to and pay for a total of four (4) drug tests (two each semester) during the school year in which permission to participate is granted.

### ***Emergency Medical Authorization***

1. In the event emergency medical treatment for a student is necessary, the school will adhere to the instructions on the emergency medical authorization form completed annually by parents/guardians.
2. Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.
3. Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law. O.R.C. 3313.712

### ***Family Educational Rights and Privacy Act - Notice for Directory Information***

1. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Southeastern Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Southeastern Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Southeastern Local School District to include this type of information from your child's educational records in certain school publications. Examples include: A playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for basketball, showing weight and height of team members.
2. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

3. If you do not want the Southeastern Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1. Southeastern Local School District has designated the following information as directory information: Student's name, address, telephone number listing, email address, photograph, date and place of birth, major field of study dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation degrees, honors, and awards received, and the most recent educational agency or institution attended. (20 U.S.C. 7908 and 10 U.S.C. 503)

### ***Fees***

The Board of Education shall annually adopt a student fee schedule. Students will receive an itemized statement of the fees they owe early in the school year. Fees are to be paid in the office before school or during lunch period. School fees include, but are not limited to, charges for the following: required workbooks and instructional materials, chromebooks, deposits collected for the use of school property, field trips, and participation in extra-curricular activities, class supplies, graduation fees, school record fees, and school health service fees

### ***Guidance Services***

The guidance office is available to give students whatever assistance possible in matters of personal adjustment to school and community living as well as to provide information and assistance in forming college and vocation plans. The guidance department also maintains a varied testing program as a method of helping student decision making. Students are encouraged to visit the guidance office during study hall time. In matters of personal emergency, students can report to the guidance office at any time during the school day.

### ***Immunization***

Each student should have the immunizations that are consistent with Board Policy 5320 or have an authorized waiver. If a student does not have the necessary shots or waivers, the superintendent may remove the student or require compliance with a set deadline. This is for the safety of all students

### ***Intervention Period***

Intervention Period (12:57-1:27) is a built in period of time for small group intervention between teachers and students. Intervention list will be posted weekly and it will be each student's responsibility to know the location they are to report for intervention each day. Failing to attend an assigned intervention will be considered truancy. Students not assigned to an intervention will have a number of options each day to choose from.

### ***Junior High Quarterly Reward Requirements***

In order to participate in any JH reward activity, students must meet each of the following requirements over the course of each quarter:

- No unexcused absences
- No out-of-school suspensions
- No in-school restriction (ISR) assignments
- Must be passing all classes

- Have no more than 2 homework interventions assigned
- Have no Extended After School Detentions assigned

### ***Library***

The library is to be used for reference work, small group work, and leisure reading. The library is an extension of the study hall; therefore, everyone must recognize the need for a quiet atmosphere.

1. Circulation - All materials must be checked out by the librarian prior to leaving the library. Books are checked out for three weeks. All books may be renewed.
2. Fines - Fines are not charged for overdue books or periodicals; however, fines will be charged for damaged or lost materials.
3. Library use by students who are failing in one or more subjects may be limited. The librarian and/or principal will use their discretion in determining what is appropriate in each individual case.

### ***Lockers***

All lockers and other storage areas provided for student use remain the property of the district. These lockers and storage areas are subject to inspection, access for maintenance, and search. A student using the locker or storage area has no expectation of privacy in that locker or storage area or the contents contained therein. The principal may search student lockers and storage areas and the contents at any time for any justifiable reason. Guidelines for the use and care of lockers:

1. Students are not to mark on their lockers. Any pictures or posters hung in the locker should be appropriate for the school environment.
2. Nothing may be exhibited on the outside of the locker except school spirit-related items.

### ***Medication***

1. The Southeastern Local Board of Education recognizes that many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others.
2. Trained district personnel will supervise the security and proper storage and dispensation of medication. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
3. Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order.
4. The school principal or other designated individual must receive and retain a statement which complies with O.R.C. 3313.713 and is signed by the physician who prescribes the drug. This statement is to include the medication to be administered (by name, dosage, time (s) of day, special instructions, dates to begin and cease medication, reasons for its use, where adverse reactions are to be reported, physician's name and phone number, and student's address).
5. The parent, guardian or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the principal or other

designated individual if any of the information originally provided by the physician changes. A new statement must be submitted at the beginning of each school year.

6. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered a “Major Discipline” issue (see Conduct Code—Major Infraction).
7. Students are permitted to carry and use, as necessary, an asthma inhaler or epi-pen, provided the student has prior written permission from his/her parent and physician, and in accordance with Board Policy.

### ***Passes***

Teachers will use discretion when issuing passes. Students shall not be in the hall without a signed pass unless the office or counselor requests students from class.

### ***Personal Appearance***

Education implies a process of growth involving the whole student. While the most important emphasis is given to intellectual growth, opportunities are available for social, cultural and recreational activities. We believe that it is important for students to develop good dress and grooming habits that will be of value to them after graduation. The following is an emphasis upon moderation so that extreme dress and grooming does not hinder the educational process.

1. General Policy:
  - 1.1. Dress or appearance that constitutes a threat to student health or safety, disrupts the educational process, damages school property, or is blatant exhibitionism shall be prohibited.
2. General Code:
  - 2.1. Clothing that is dirty, ragged, or questionably pictured and/or worded is not permitted. Ragged clothing includes jeans with holes or worn very thin. Questionable clothing includes but is not necessarily limited to: advertisements or mention of alcoholic beverages, drugs, or smoking; profanity; sexual connotations; violence; gang affiliation or activity; controversial slogans such as swastikas or confederate flags; slogans that suggest any of the above including concert T-shirts.
  - 2.2. Pants shall be worn at the natural waistline. Pants that leave undergarments, including boxer and athletic shorts, exposed are in violation of this rule.
  - 2.3. Pajamas or other sleepwear are not permitted. Undergarments of any type may not be worn in place of an outer-garment. For example, boxer shorts as shorts or a sports bra as a shirt.
  - 2.4. Extremely short skirts, dresses and shorts are not permitted. No garment shall be more than 4 inches above the knee. Shorts are to be loose fitting and have a tailored bottom. Cut-off shorts are not acceptable.

- 2.5. Students may have the top two (2) buttons (collar button and the next one) of their shirt unbuttoned, or the equivalent thereof open. Shirts with extremely low necklines or that expose bare midriff or back are not allowed.
- 2.6. Sleeveless shirts must be tight fitting around the arm. Tank tops, muscle shirts, sundresses, and similar clothing cannot be worn.
- 2.7. Any type of see-through clothing, including mesh, is not permitted. Test: If see-through clothing were removed would the attire still meet dress code?
- 2.8. Hats and sunglasses are not to be worn inside the building during the school day.
- 2.9. Extreme hair ornaments, colors, or lengths that are a hazard or a distraction from the educational process are not permitted.
- 2.10. Jewelry that pierces the body other than acceptable earrings or single side nose stud is not permitted. Earrings that hang down more than two inches from the earlobe are considered distracting and a potential safety hazard; therefore, they are not permitted.
- 2.11. Shoes must be worn at all times.
- 2.12. Leggings, yoga pants, and tights are not pants and should not be worn at school unless they're worn underneath a top that hits the leg no shorter than 4 inches above the knee.  
Test: If leggings (ect.) were removed would the attire still meet dress code?

### 3. Consequences

Students who fail to follow any of the above guidelines and rules may be subject to any of the following punishments, depending on the seriousness and frequency: reprimand, demerits, In-school restriction, Extended After School Detention, suspension and/or other punishment deemed appropriate by the teacher and/or principal.

### ***Students Over the Age of Eighteen***

All students, eighteen years of age or older, will be treated the same way as any other student concerning compliance with school rules, regulations and policies. This includes requiring parental excuses for absences or leaving school early, notifying parents about disciplinary actions and expecting parental permission/authorization forms. If a student has reached the age of eighteen, educational records will be sent to the student's parents without the consent of the student, unless the student has established to the school that he/she is totally emancipated in accordance with Ohio Revised Code.

### ***Study Hall***

With very few exceptions, every student will have one study hall each day. Effectively used, the study hall becomes one of the most important periods in the student school day. The study hall is a place of individual work and therefore students may not study together unless special permission is granted by the study hall monitor.

1. The study hall monitor is there to help all students and cannot devote large portions of time to one or two individuals. The following common sense rules should be followed:
  - 1.1. Anyone wishing to sign out must wait quietly in their seats until after attendance is taken. This includes students going to the library.

- 1.2. Only one person at a time may go to the restroom. (Signing out is not permission to leave; a student must ask the study hall monitor for permission.
- 1.3. No talking without permission from the monitor.
- 1.4. Students must work on school assignments or read.
- 1.5. Students are to stay in assigned seat.

### ***Technology Acceptable Use and Internet Safety***

1. Students and their parents/guardians must agree to the terms and conditions of the Southeastern Local Schools Technology Acceptable Use and Internet Safety Policy before the students are given computer access and a user account.
2. The Southeastern Local School District reserves all rights to any material stored in or transmitted through the District network and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable, without prior notice. No user shall have any expectation of privacy regarding such materials.
3. The use of the computer network and Internet is a privilege, not a right, and as such, may be restricted or revoked by the District at any time for any reason. A user who violates this Policy, may at a minimum, have his or her access to the computer network and Internet terminated. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the users. Southeastern Local Schools may also take other disciplinary actions in such circumstances as determined by the administration.
4. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; not shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the network.
5. The Southeastern Local School District reserves the right to include in this policy additional undesirable and/or prohibitive activities without notice
6. The student accepts personal responsibility for appropriate use of all resources, and will assist in keeping software and equipment working. The student will report any misuse of technology hardware, network, software, and Internet resources to a school administrator.
7. Computer/Network - The student understands that:
  - 7.1. S/he is responsible for his/her account and is responsible for its proper use at all times. The student will keep his/her personal account passwords private. The student shall use this system only under his/her own account. The student will not misrepresent other users or post information anonymously. The network should not be used in such a way that it disrupts the use of the network by others, including the disruption of class.
  - 7.2. The use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
  - 7.3. Use of these resources must be in support of the educational goals and objectives of the school district. As such, this access will: (1) assist in the collaboration and exchange of

- information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.
- 7.4. Copyrighted material may not be placed on the system without the administrator's permission. Copyright law and license agreements will be followed. Absolutely no installation of any programs or plug-ins may be performed without specific permission from the district technology personnel.
  - 7.5. Vandalism results in the cancellation of his/her privileges and may result in possible legal action. Vandalism includes, but is not limited to, uploading/downloading any inappropriate material, creating or transmitting computer viruses, "worms," and/or any malicious attempt to harm or destroy equipment, materials or the data of any other users.
  - 7.6. S/he will report any security problem or misuse of the network to the teacher, media specialist, and principal or technology personnel.
8. Internet Guidelines/Communications - The Southeastern Local School District in combination with Miami Valley Educational Computer Association will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors.
- 8.1. Do not reveal your personal home address, phone number, social security number, credit card numbers or those of other persons. Do not arrange a face-to-face meeting with someone you "meet" on the computer network.
  - 8.2. Note that electronic mail (e-mail) is not guaranteed to be private.
  - 8.3. Users are expected to keep messages brief and use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users.
  - 8.4. Use online etiquette. Do not type messages in all capital letters. This is considered "shouting" in telecommunications. Use your best grammar and spelling in messages. Avoid language that may be offensive to other users.
  - 8.5. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
  - 8.6. Users shall not read or attempt to access other users' mail or data files: they shall not attempt to interfere with others users' ability to send or receive electronic mail, nor shall attempt to read, delete, copy, modify or forge other users' mail or data files.
  - 8.7. Users shall not download, install, or play games on the computers.
  - 8.8. Users must follow sign-in procedures to use any lab computers.
  - 8.9. Users shall not "chat" online with others.
  - 8.10. Users will report any questionable site to a teacher or administrator.
  - 8.11. Users will not sell or buy anything over the Internet.
  - 8.12. The student understands that there is the potential to access materials inappropriate for school-aged pupils. If the student finds such a site s/he will stay away from this site and report it to a teacher or administrator.

- 8.13. The student will not gain unauthorized access to other computers or computer systems, or attempt to gain such unauthorized access.
- 8.14. Filtering: Users will not attempt to bypass any Internet filtering or proxy methods. Doing so will be considered unauthorized access.
- 8.15. Passwords: Giving your username or password to any other student, or using the username or password of any other individual to access any part of the system is prohibited. Students are responsible for changing and maintaining their passwords throughout all school systems.
- 8.16. Unauthorized Access: Students are not permitted to use teacher's or administrator's workstation, or login to any unauthorized computers or equipment, without the direct supervision of a member of the Southeastern faculty, or staff present
9. Use of Student Names, Pictures, and Original Work - The Southeastern Local School District will allow the use of photographs of students, names of students, and displaying original work of students on web sites in accordance with the following guidelines (See Board Policy 7540):
  - 9.1. Identifiable photographs of students and/or student's first names may be placed on the Internet only after the appropriate release form has been signed by the parent or guardian, or permission is indicated on the Acceptable Use and Internet Safety Agreement Form.
  - 9.2. Last names of students and students' e-mail addresses should never be used.
  - 9.3. Original work by students such as art work, poetry, essays, performances, etc. may be placed on the web site only after the appropriate release form has been signed by the parent or guardian, or permission is indicated on the Acceptable Use and Internet Safety Agreement Form.
  - 9.4. The approved website by the Southeastern Board of Education is not for profit and is used solely for the promotion of school activities.

### ***Telephones and Other Electronic Communication Devices***

1. Cellular phone use is not permitted at Southeastern Jr/Sr High School. Students are not permitted to carry cell phones on their person during the school day (this includes pockets of clothing items worn by the student).
2. A cell phone brought to school should be stored in a student's locker during the school day (7:45-3:00) and out of sight on regular school bus routes.
3. The use of cellular telephones and other PEDs in locker rooms and/or bathrooms is prohibited.
4. Students are not permitted to take and/or post pictures, videos, comments, or communication of any kind to any social media outlet (include, but not limited to: Facebook, Twitter, Instagram, snapchat) from school, or during school hours.
5. Improper use of cell phones will result in confiscation and/or other disciplinary action.
6. We understand that the promotion of academic excellence and the preservation of academic integrity may be compromised by the unregulated use of Personal Electronic Devices (PEDs) during the instructional day and at assessment and evaluation times.
7. A PED is defined as a portable electronic handheld equipment that can be used for the purpose of communication, entertainment, data management, word processing, wireless Internet access,

image capture/recording, sound recording and information transmitting and/or receiving. PEDs include any current or emerging handheld technologies or portable IT systems (including laptops). Students may not use a PED on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

8. Possession of a cellular telephone or other PED by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.
9. Violations of this policy may result in disciplinary action (see Demerit System) and/or confiscation of the device and returned only after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.
10. The School District is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or PEDs. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

### ***Textbooks***

1. Textbooks are a big investment on the part of the Board of Education and the taxpayers of our community. Textbooks are loaned to students for their use during the school year. Proper care of the books is the students' responsibility. Free book covers are provided through the courtesy of several local businesses. Students are expected to use book covers on all texts.
2. Students who lose, deface, or damage books so as to render the book useless will be charged a sum of money equivalent to the replacement value of the book as defined in Board of Education policy. Fines for textbooks that have been damaged but are repairable shall be levied according to the following scale:
  - Writing in book - \$5.00 to replacement value
  - Malicious writing in book - \$10.00 to replacement value
  - Torn pages - \$10.00 to replacement value
  - Broken binding - \$10.00 to replacement value
3. Student grades and/or diplomas will be held until any applicable fines are paid. There will be no charge for normal wear.

### ***Video Camera Usage at Southeastern Jr/Sr High School***

Video cameras are in use on all school busses and at Southeastern Jr./Sr. High School at all times of the day. The administration reserves the right to use the video cameras to aid in the investigation of incidents that occur in the building and on the premises. The Southeastern Jr/Sr High School administration retains the sole right to inspect these video images. Under the Family Educational Rights and Privacy Act (FERPA), a school cannot release the image or likeness of a student to anyone other than the student and/or the student's own parents/legal guardians. Therefore, parents/legal guardians do not have the right to inspect the video images unless their child is the only student in the video, or unless

prior written consent is obtained from all parents/legal guardians of all other students whose images also appear in the video to be inspected, or unless the images of all other students captured in the video to be inspected can be redacted, or in accordance with legally valid subpoena. (Typically, the video would reveal the behavior of other students as well, and therefore, it would contain personally identifiable information of other students that cannot be viewed by any parent.)

### ***Visitors***

All visitors are required to report to the office upon entering the building. In order to protect the educational programs of the schools from undue disturbance:

1. A visitor must have approval from the principal to see a student in school. If an emergency situation requires that a student be called to the office to meet with a visitor, a school administrator will be present during the conference.
2. Students are not permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
3. Students may not bring guests to school.

## **GRADING GUIDELINES**

Southeastern students are expected to make their best effort to achieve academic success. Students are encouraged to take pride in their work and to strive for excellence. One important way of measuring the degree of success is through grading.

### ***Grading Scale***

1. All subjects will be graded with letter grades A, B, C, D, or F. Plus and minus values will be added to the letter grade as outlined below. The following will be considered in grading: ability, daily work, class participation, homework, special projects and test scores. The testing program for a term, nine (9) weeks grading period, must include one (1) major comprehensive evaluation with the results being averaged as a proportionate part of the grade for the grading period.
2. In order to gain as much uniformity and consistency between the grade levels and among teachers, the following grading scale and point values for determining grade point averages has been adopted.

PERCENT	LETTER GRADE	POINTS
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		PER CREDIT
97 - 100	A+	4.00
93 - 96	A	4.00
90 - 92	A-	3.67
87 - 89	B+	3.33
83 - 86	B	3.00
80 - 82	B-	2.67
77 - 79	C+	2.33
73 - 76	C	2.00
70 - 72	C-	1.67
67 - 69	D+	1.33
63 - 66	D	1.00
60 - 62	D-	0.67
59.99 & Below	F	0.00

### ***Grade Determination Policies***

1. Semester grade:
  - 1.1. Each grading period will count 1/2 of the semester average
  
2. Final grade:
  - 2.1. An F for the first, second, or third quarter grade below 50% will be averaged as a 50%. This rule will not be applied during the fourth quarter of a year long class.

- 2.2. Each semester average will count 1/2 of the final grade for a year course.
- 2.3. A semester average will be the final grade for a semester course.
3. Failure Rules:
  - 3.1. A student who fails the last semester of a year course or the last grading period of a semester course will automatically fail the course, regardless of first semester average.
  - 3.2. If a student earns an F in 3 out of the 4 nine-weeks' grades, the student fails for the year.
4. Grade Point Average
  - 4.1. The formula for determining the grade point average (GPA) will be total points earned divided by the total credits attempted. These totals will be based upon the sum of the values from the semester grade in each subject.

### ***Semester Exams***

1. Semester Exams will be given during extended class periods for high school students. Junior High students will take exams during regular scheduled class times.
2. Exclusion from semester exams periods (High School students only):
  - 2.1. Students may be excused from one "non-required exam" period of his/her choice for each quarter of perfect attendance (max: 2 exemptions) or one semester with no unexcused absences (max: 1 exemption). Students may also be excused from one "non-required exam" period for each semester of perfect behavior (no discipline/demerits, etc.).
  - 2.2. Students that earn the maximum three exemptions in a semester (perfect attendance both quarters and no discipline/demerits for the semester) may also exempt study hall periods in addition to their 3 exemptions.
  - 2.3. Because we know that good attendance is necessary to be successful in all walks of life, we take it as our responsibility to set high standards. Perfect attendance is defined as being present at school every day, all day, between the hours of 8:10 and 2:45 (no more than 4 tardies or early releases per year).
3. Classes that require exams to be taken cannot be exempted. These classes include:
  - 3.1. Required HS Exams

#### 1st Semester Exams (second semester AIR test)

English 9, 10	Biology	American History
Advanced English 9, 10	Advanced Biology	Government
Algebra I, IB	Advanced Geometry	Geometry

#### 1st and 2nd Semester Exams

Advanced English 11	Advanced Algebra II	*AP Statistics
Algebra III (CC+ only)	Honors Pre Calculus	*AP Calculus
*AP History	Spanish III	Spanish IV
*AP/Honors English 12	Chemistry	Honors Physics
Honors Advanced Biology		
Honors Anatomy & Physiology		

\*AP Exams may replace second semester exams.

### 3.2. Required JH Exams

1st Semester Exams (second semester AIR test)

Math 7, 8

Algebra I

English 7, 8

Science 8

2nd Semester Exams

Social Studies 7, 8

Science 7

### 4. Make-up exams

4.1. Students have one week to make up semester exams provided they had an excused absence on the day of the exam.

4.2. At the end of one week if the exam is not made up the student will receive a zero for an exam grade and the final grade will be determined.

4.3. **ABSENCES DURING SEMESTER EXAMS:** All absences that occur during semester examinations must have a doctor's note to be excused. An unexcused absence on an exam day will result in loss of future exemptions. Obvious emergency situations that arise may be exempt. Excused "Future Absences will not be granted during this time.

### ***Valedictorian/Salutatorian/With Distinction requirements***

1. To be considered for valedictorian and salutatorian students must have taken (or currently be enrolled in) 13 of the following 17 courses:

English

Advanced English 9

Advanced English 10

Advanced English 11

AP/Honors English 12

Spanish

Honors Spanish III

Honors Spanish IV

History

AP US History

Math

Advanced Geometry

Advanced Algebra II

Honors Pre Calculus

AP Calculus

AP Probability & Statistics Honors Advanced Biology

Science

Advanced Biology

Chemistry

Honors Anatomy & Physiology

Honors Physics

College Credit Plus courses can be substituted for any of the above courses. The course taken must be of a similar nature to the course for which it is substituted and be pre-approved by the high school principal.

2. Valedictorian/Salutatorian - Of all students that meet the course requirements above the highest overall non-weighted GPA, at the end of the 3rd quarter of the senior year, will be recognized as valedictorian and second highest GPA as salutatorian. If there is a tie, multiple valedictorians and/or salutatorians will be named.
3. Graduating “With Distinction” - Unlike the Valedictorian and Salutatorian status the honor of graduating with Academic Distinction indicates a grouping rather than a singular position. Those graduating with Academic Distinction have completed and/or are currently enrolled in some combination of 10 of the above courses and have an unweighted GPA of at least 3.0.

### ***Incompletes***

1. Definition
  - 1.1. If an assignment is not completed at the end of the grading period the assignment shall remain due, the grade issued shall be “I” indicating "Incomplete," and the student shall be informed. Semester exams are required assignments. Parents will also be advised of the “I” grade. The final determinant for meeting course requirements shall be the teacher. An “I” grade carries no credit. If the “I” grade remains, no semester or yearly credit will be received for the course.
2. Eligibility Status
  - 2.1. Students who have missed several days for a medically excused illness or injury will have one day per day absent plus 5 school days to resolve their incompletes. For these students, “I” will be treated as "passing" when determining eligibility for extracurricular activities until their 9 weeks grades are determined. If they fail to complete the work in the prescribed time period, “I” becomes “F” and the eligibility for the next 9 weeks is determined accordingly.
  - 2.2. Incompletes not following an extended illness: Students who are issued an “I” for a reason other than a medically excused extended illness, must resolve that “I” within 5 school days from the end of the grading period. For these students, an “I” will be counted as an “F” in the weekly eligibility check for participation in extracurricular activities. If the student fails to complete the work at the end of 5 days, the “I” becomes an “F.” At the end of the 5-day period, their eligibility for the nine-weeks will be determined based on their revised grade.
  - 2.3. Exceptions: It should be noted that extenuating circumstances will be considered for both groups of students; however, any request from a student, parent, or teacher to vary from these guidelines must be approved in advance by the principal.

## ***Cheating***

1. In the pursuit of academic excellence, each student is expected to be properly motivated by the desire to learn. Each student is to rely not only on intelligence and industry, but also on a sense of honesty and character. The student who puts forth his/her best effort, on a consistent basis, will learn subject matter and will learn to take pride in the work accomplished.
2. Each student must do, and take credit for, his/her own work. Whether homework, test, quizzes, or other academic assignment, Southeastern High School will tolerate only honesty in the student's academic pursuits. Cheating is defined as any act by which a student improperly uses the work of another for his/her own gains, provides one's own work to another, uses any form of plagiarism, or uses unauthorized notes or questions during a test. Initial cases of cheating will be handled by the individual classroom teacher although the incident will be reported to the principal and recorded in the student's discipline record. Any additional incidents of cheating will then be addressed under the provisions of the "Student Code of Conduct."

## ***Homework***

1. Southeastern High School recognizes that most student failures are directly related to incomplete homework assignments. Homework is a valuable, integral part of the learning process; part of the implicit contract of learning is that a student must do homework. Toward this end, a Homework Intervention policy has been implemented in the district, along with the use of student assignment/organizer books.
2. Homework Intervention will be held after school, Monday through Friday, 3:05 p.m. until 4:00 p.m. Students are to be present the entire time of the detention, and are responsible for bringing additional work as needed. The demeanor of the study hall will be one of silent, individual work.
3. Students will not be excused from Homework Intervention. A student who fails to do homework is failing in his or her basic contract with the school to learn and grow. Tardiness or failure to attend Homework Intervention will be considered truancy and may result in an extended Tuesday/Thursday detention. Chronic failure to complete homework or attend Homework Intervention will be considered insubordination.
4. Teachers will determine acceptable completion of homework. Students have the option of serving the intervention the day it is issued or the next school day. Assignment to Homework Intervention will not be changed. Students who are absent from school on a day that they have Homework Intervention will serve the day they return. Students may also attend voluntarily for a quiet workspace. Homework may constitute, but is not limited to, reading and/or study assignments, practice problems, lab reports, projects, essays, and/or worksheets. The teacher will determine acceptable completion of homework. Students are to complete homework during Homework Intervention and turn it in to the monitor, who will place it in the teacher's mailbox. Teachers will deal with made-up homework according to their individual policies.

5. Each student at Southeastern High School will receive a Student Assignment/Organizer Book containing the student handbook and a calendar for organizational purposes. Students are encouraged to write down daily assignments in each class.
6. Students who accumulate unexcused absences from Homework Intervention are subject to the following progressive consequences:

First unexcused absence = 1 HWI and 1 day of lunch ISR

Second unexcused absence = 1 HWI and 3 days of lunch ISR

Third unexcused absence = 1 Extended After School Detention

Fourth unexcused absence = 2 Extended After School Detentions

Fifth unexcused absence = Individual Behavior Plan

### ***Interim Reports***

Interim Reports will be sent home approximately at the midpoint of the grading period. These reports are to help the parent or guardian stay informed about his/her student's progress. The report will indicate if the student is in danger of failing the course for that nine-week period. It is at this time that contact with school officials should be made. Parents who have questions about the reports should contact the school immediately.

### ***Report Cards***

Report cards are distributed on Friday following the close of the nine-week period. It is the student's responsibility to take them to his/her parent or guardian. The cards need not be returned to the school. The final report card will be mailed. Students with unpaid fees, library books overdue, and other obligations will not receive their grade card until such obligations are cleared. The cards can also be picked up in the office beginning on the Friday one full week after the final day of school.

### ***Awards and Recognition***

1. Honor Roll
  - 1.1. There are three levels to the quarterly Honor Roll. To earn "Honors" a student must have a grade average for the term equal or greater than 3.00 and no grade lower than C-. To earn "High Honors" a student must have a grade average for the term equal or greater than 3.50 and no grade lower than C-. Students with all grades equal or better than A- will earn the "All A" level. Honor roll students will be recognized at the end of each of the first three grading periods
2. National Honor Society
  - 2.1. The National Honor Society is a national organization which recognizes outstanding high school students. Our Southeastern chapter taps new members the first semester of each year.
  - 2.2. Purpose

- 2.2.1. The purpose of the organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in the students of Southeastern High School.
- 2.3. Membership
  - 2.3.1. Membership in the organization is based on selection by the faculty council and acceptance by the student. Membership is an honor, not a right, and not subject to due process.
- 2.4. Selection Procedures
  - 2.4.1. To be eligible for selection, a student must be a junior or a senior with a 3.33 or higher cumulative grade point average, must have been a student at Southeastern High School for at least one semester, and must be enrolled in at least four academic classes per year.
  - 2.4.2. Students attending CTC must have received four academic credits each year they attended the high school. (Academic classes include language arts [including foreign language, mathematics, science, social studies, and computer science.]
  - 2.4.3. After the fifth semester for juniors or the seventh semester for seniors, eligible students will complete and return information sheets provided by the advisor. All faculty members will be given the opportunity to evaluate all candidates in the areas of leadership and character.
  - 2.4.4. The five-member faculty council shall select members based on the effective demonstration of scholarship, service, leadership, and character by a majority of votes cast. The final decision rests with the faculty committee for screening candidates.
- 3. OHC All-Academic Team
  - 3.1. The Ohio Heritage Conference recognizes outstanding student athletes through membership on the Ohio Heritage All-Academic Team. To be selected a student must be on the honor roll two of the first three grading periods of the school year and participate in a sport during the school year.
- 4. Strive For Excellence! Awards
  - 4.1. Faculty members select students who have displayed such qualities as attentiveness, preparedness, enthusiasm, continual improvement, good citizenship, leadership and character. A student must have earned a C or better grade average in the class to be considered for the award.

### ***Academic Acceleration***

- 1. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e. whole grade acceleration), take a subject to a higher

grade level, or skip a course in the usual and customary academic sequence (i.e.) individual subject acceleration.

2. Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.

### ***Gifted Screening and Identification***

1. A child shall be identified gifted as exhibiting creative thinking ability to children of a similar age, if within the previous 24 months the child scored one standard deviation above the mean, minus the standard error of measurement, on an approved individual or group intelligence test and also did either of the following: 1) Attained a sufficient score, as established by the department of education, on an improved individual or group test of creative ability; or 2) Exhibited sufficient performance, as established by the department of education, on an approved checklist by a trained individual of creative behaviors.
2. Students are screened for gifted identification in 2nd grade and again in 5th grade, in a group setting using the CogATs. The first screening will be prior to December 31st and the second screening will be prior to June 1<sup>st</sup>.
3. The district shall provide at two opportunities per year for assessment in the case of children requesting assessment or recommended for assessment by the student, their teachers, parents, other students or others. The first screening will be prior to March 1st and the second screening will be prior to June 1st.
4. Request for assessment should be made to the building principal who will notify the school counselor.
5. Any child transferring to the district shall be tested for gifted services within ninety (90) days at the request of the parents.
6. Only instruments approved by the Ohio Department of Education shall be used for screening, assessment, and identification of children who are gifted.
7. Students who are being assessed for gifted identification shall have appropriate testing instruments administered to them by qualified personnel, including the school psychologist.
8. Students who are being assessed for gifted identification shall have appropriate testing instruments administered in their native language.
9. Each assessment instrument used to identify areas of giftedness has been assigned a "screening score." This score is used as an indicator that additional screening is necessary to determine giftedness. By using this process, the district ensures equal access to screening and further assessment by all district children, including culturally or linguistically diverse children, children from low socioeconomic backgrounds, children with disabilities, and children for who English is a second language.
10. Parents will receive notification in writing of assessment scores within thirty (30) days of receipt of assessment results.

11. The district accepts scores, completed within the preceding twenty-four (24) months on assessment instruments approved for use by the Ohio Department of Education, provided by other schools and/or trained personnel outside the school district.
12. An appeal by the parent may be made for the reconsideration of the results of any part of identification process. Parents should submit, in writing, the nature of the concern to the superintendent (or designee) who will convene a meeting with the parent and will issue a final decision and reasons within thirty (30) days of appeal.
13. Students may participate in the following options to obtain gifted services: accelerated coursework, postsecondary classes, advanced placement, honors classes, and resource rooms.

### ***Scheduling and Graduation Requirements***

1. High School Graduation Requirements
  - 1.1. House Bill 487 updated Ohio’s graduation requirements to ensure that all students are ready for success in college and work. Additionally, every student will have the opportunity to take a nationally-recognized college admission exam (ACT) free of charge in the 11th grade. The honors diploma remains another option for students.
2. Graduation Requirements for classes of 2021 and 2022:
  - 2.1. Successfully completed the subject requirements as established by the State Department of Education and a minimum of twenty-two (22) units of credit. The minimum requirements for graduation are:
    - 4 units of English (required: English 9, 10, and 11)
    - 3 units of Science (1 life, 1 physical, and 1 advanced Science)
    - 4 units of Math (required Algebra II)
    - 3 units of Social Studies (required American History and American Government)
    - ½ unit of Consumer Economics
    - 1 unit of Fine Arts
    - 1 unit of Health and Physical Education
  - 2.2. **AND**  
Earn at least 18 points on seven end-of-course state tests: Algebra I, Geometry, Biology, American History, American Government, English I, and English II.  
**OR**  
Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.  
**OR**  
Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th grade students to take the exam free of charge.  
**OR**  
Show competency by:

Earning a passing score on Ohio's high school Algebra I and English II tests.

**OR** Demonstrate two career-Focused Activities (Foundational & Supporting)

**OR** Enlist in the Military.

**OR** Complete college coursework

2.3. **AND**

Show readiness by earning two diploma seals

3. Graduation Requirements for classes of 2023 and Beyond

3.1. Successfully completed the subject requirements as established by the State Department of Education and a minimum of twenty-two (22) units of credit. The minimum requirements for graduation are:

- 4 units of English (required: English 9, 10, and 11)
- 3 units of Science (1 life, 1 physical, and 1 advanced Science)
- 4 units of Math (required Algebra II)
- 3 units of Social Studies (required American History and American Government)
- ½ unit of Consumer Economics
- 1 unit of Fine Arts
- 1 unit of Health and Physical Education

3.2. **AND**

Show competency by:

Earning a passing score on Ohio's high school Algebra I and English II tests.

**OR** Demonstrate two career-Focused Activities (Foundational & Supporting)

**OR** Enlist in the Military.

**OR** Complete college coursework

3.3. **AND**

Show readiness by earning two diploma seals

4. The high school principal shall certify to the Board of Education the eligibility of each graduate prior to the awarding of a diploma.

5. Diploma with Honors - The student who completes the high school academic curriculum shall meet at least seven of the following eight criteria:

- 5.1. Earn four units of English;
- 5.2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses which contains equivalent content;
- 5.3. Earn at least four units of science including one unit of physics and one unit of chemistry;
- 5.4. Earn four units of social studies;
- 5.5. Earn either three units of one foreign language or two units each of two foreign languages;
- 5.6. Earn one unit of fine arts;
- 5.7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or obtain a composite score of 27 on the American college test's ACT assessment (excluding the optional writing test) or a

combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

6. Special Conditions:
  - 6.1. Military personnel seeking a high school diploma shall meet the unit and subject requirements of Section A above.
  - 6.2. Correspondence course credits will be accepted toward graduation in accordance with minimum standards, EDb 403-01 (I), as established by the State of Ohio, Department of Education.
  - 6.3. Special Education Programs—students who have successfully completed the Special Education program and completed the basic minimum units and subject requirements shall be granted a diploma. The transcript of credits shall note that graduation was based on completion of the Special Education curriculum.
7. Promotion
  - 7.1. Classification at the high school level shall be based on the Carnegie Units or academic credits earned by each student.
    - 7.1.1. Freshmen - Promotion from 8th grade, Sophomore - accumulate 5.5 credits, Junior - accumulate 11 credits, Senior - accumulate 16.5 credits, Graduation - accumulate 22 credits.
  - 7.2. A high school student shall not be considered to be a sophomore, junior or senior unless he/she has met the minimum state requirements and earned the minimum credits stated above. In order to run for class office or to participate in class activities such as the prom, an individual must have earned enough credits to be placed at that grade level and have spent at least the minimum corresponding number of years enrolled in the high school to have earned the grade level. (i.e. a third-year student with 16½ credits is considered a junior, not a senior)
8. Early Graduation
  - 8.1. The Board of Education acknowledges that some students seek to pursue educational goals that include graduation from high school at an earlier date than their designated class. Application for early high school graduation must be submitted to the high school principal in a timely fashion. The principal may honor this request if all conditions for high school graduation are met and the student fulfills the high school graduation requirements. Students should see the guidance counselor for further application information.
9. Auditing Courses
  - 9.1. Generally speaking, students will be permitted to audit a course only if the student has previously taken the course for credit and current course enrollment is below capacity. Other audit requests will be considered on individual merit and a decision made by the principal whether to allow or deny the request. Final grades in an audited course are determined by averaging the grades earned the second time the course was taken with those earned the first time. Application forms are available in the guidance office.
10. Course Change/Drop Policy

- 10.1. Careful planning must be given when registering for courses. Hours of time go into the preparation of the school schedule; therefore, once registration has occurred, changes will not be permitted unless one of the following criteria is met:
  - 10.1.1. The student's original course requests cannot be granted
  - 10.1.2. Master schedule conflicts prohibit scheduling the request
  - 10.1.3. Teacher recommendations
  - 10.1.4. Academic reasons (insufficient skills to complete the work, etc.)
  - 10.1.5. Students may add a course from study hall in the first week of the class providing room is available in the desired class.
- 10.2. A student must obtain a course add/drop permission form from the guidance office and have the form signed by his/her parent or guardian before a schedule change will be considered. Final approval or denial of changes rests with the principal. All schedule changes will be considered within the first three days of the semester. Any change granted after the third day will require a parental conference with the counselor and/or principal and may result in a withdrawal failure.

## STUDENT CODE OF CONDUCT

### ***Philosophy***

The following code sets forth school rules prohibiting certain types of student conduct. The Student Code of Conduct is an attempt to list the major rules; but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students' learning, or is deemed inappropriate for a school setting.

The code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity, or on school-owned or school-provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health, safety, and welfare of students and/or staff or such conduct would unreasonably interrupt the educational processes of Southeastern Local Schools.

The Superintendent shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events. Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. R.C. 3313.20, 3313.534, 3313.66, 3313.661

### ***General Behavior***

1. Public education is both a privilege and a right of young adults; however, it is not an absolute right. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of the group.

2. The faculty and administration desires to always work with the student body in an adult manner. Successful adults respect and obey the laws of the society in which they live. It is expected that Southeastern High School's young adults will respect and obey the following guidelines:
  - Be courteous & respectful to classmates and school employees
  - Report to class on time
  - Be prepared for classroom instruction
  - Have permission before using school materials & equipment
  - Respect the authority of school employees & follow directions
  - Be honest with yourself & others
  
3. Each student is required to maintain a high standard of self-discipline outside as well as within the classroom. The following rules are not intended to be all-inclusive but are intended to give the student knowledge of some specific expectations:
  - Speak in a conversational voice.
  - Avoid unusual or excessive noise.
  - Place trash in the wastebaskets provided throughout the building.
  - During the school day, food and drinks (other than water) are not permitted in the gym.
  - Public displays of affection including holding hands, hugging, etc. are not permitted.
  - Only drink containers with a lid are permitted in school. Cans are not permitted.

### ***Responsibilities and Rights***

1. Students attend Southeastern Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can act, speak, or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all.
2. The Principal and Assistant Principal are charged with the proper enforcement of discipline in the total school setting. S/he has the discretionary authority to use disciplinary measures to correct student behavior.
3. The rules and standards set forth apply to conduct on school premises, on school buses, or involving school property, to conduct off school premises, which directly affects other students or the school, and to conduct at school functions of any kind. Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity or purpose, or creates a likelihood that it will interfere with the health, safety or well-being, or the rights of other students is prohibited.

## ***Bullying and Harassment***

1. The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.
2. Bullying is defined by Section 3313.666 of the Ohio Revised Code: Harassment, intimidation, or bullying. Indications of bullying include any intentional written, verbal, or physical act that a student exhibits towards another particular student more than once that causes mental or physical harm AND/OR is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment for the other student. Both boys and girls bully and victims are both boys and girls. Bullying and Aggressive Behaviors are defined by a power imbalance between the bully and the target. A bully's power can be derived from physical size, strength, verbal skill, popularity, or gender. A bully's target feels tormented, helpless, and defenseless. Bullying is a form of violence. It can leave physical and emotional scars that can be carried into adulthood.
3. Harassment includes, but is not limited to the following: verbal harassment of others, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes- posters- cartoons- etc., suggesting or demanding sexual involvement by implied threats, a pattern of conduct that is subtle and intends to create discomfort or humiliation to another, remarks speculating or remarks about a person's sexual activities or history. Inappropriate boundary invasion by a school district employee or adult member of the school community to a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, advisor, or other school authority who engages in sexual or inappropriate physical contact with a student may be guilty of child abuse as defined by state law.
4. Penalties for bullying and harassment: Incidents of bullying and harassment will be treated as assault and/or menacing by the standards of the student code of conduct and follow that course of discipline. Additional precautions may include but not be limited to contact with parents, intervention of law enforcement, and involvement of Children's Services. It is our intent to do all within our jurisdiction to eliminate the dangers associated with bullying and harassment from our school zone for the students we serve.
5. Any violation of this policy shall be considered an infraction of the Student Code of Conduct, with discipline implemented accordingly. All bullying behavior that is a violation of the Ohio Criminal Code will be reported to the police. Southeastern Local strives to provide a safe, positive learning climate for students and recognizes that bullying of students has a negative effect on the educational environment of the school. Students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered at Southeastern.

6. Every student has the right to an education and to be safe in and around the school and at school activities. Therefore, Southeastern Local strives to offer all students an educational environment free from bullying. Bullying shall mean a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:
  - 6.1. Physical – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
  - 6.2. Verbal – includes taunting, malicious teasing, name-calling, and making threats.
  - 6.3. Psychological or Relational – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
  - 6.4. Cyber-Bullying – forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile and social network websites such as Twitter, Facebook, etc. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subjects of appropriate discipline.
7. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:
  - 7.1. Physically, emotionally or mentally harming a student.
  - 7.2. Damaging, extorting or taking a student’s personal property.
  - 7.3. Placing a student in reasonable fear of physical, emotional or mental harm.
  - 7.4. Placing a student in reasonable fear of damage to or loss of personal property.
  - 7.5. Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.
  - 7.6. Physical or verbal assault by a student against another student or staff member is strictly forbidden.
    - 7.6.1. Incidents, which are clearly "fighting," involving at least two (2) combatants in mutual physical force, will be considered serious offenses. School Resource Officer will be involved in these matters, and charges may be filed.
    - 7.6.2. Incidents, where one party is clearly physically assaulted or attacked by another without provocation, will be handled as serious violations. School Resource Officer will be involved in these matters, and charges may be filed.
    - 7.6.3. While no physical altercations, unauthorized bodily contact, verbal assault, or sexual assault are condoned, there are varying degrees of severity associated with the extent of force used. Facts leading to the incident and the depth of involvement of the parties engaged in the situation will be investigated, and in any situation where the instigator of the altercation can be clearly determined, that

party will receive a more severe punishment than the other party. Students should report any bullying to an administrator, a school counselor, or a teacher.

### ***Violence***

1. Through school community partnerships, goals for keeping the school safe, identifying appropriate strategies, and employing strong security measures, it is the intent of Southeastern Local to keep a safe and orderly campus. School safety is most effective when school-wide policies and practices address the needs of students, school personnel, the community, and the school campus. Students can be positively involved in helping keep their campus safe. It is our intent to do all within our jurisdiction to eliminate violence in our school zone and keep it safe for the students we serve.

### ***Dating***

1. Schools today are vehicles for respected agencies like the National Child Safety Council to distribute information and coordinate programs to educate teens on the subject of safe dating. Statistics show that 1 in 5 high school students are physically or sexually abused by a person who is considered a “date.” The National Child Safety Council provides information for teens and parents that help them determine the warning signs of abusive and violent relationships.
2. This information also covers the issues of cyber dating. Millions of people look for relationships through internet sources. While many sites are safe and legitimate, sex offenders, predators, and scam artists may utilize cyber sources to prey on teens and children. It is our intent to do all within our jurisdiction to eliminate problems associated with dangerous and abusive dating.

### ***Sexual Assault***

1. It is the intention of our school to provide guides and necessary education where possible for the prevention of sexual assault. Dealing with sexual assault can be very complicated. Each person reacts differently to trauma, but general guidelines that may guide family and friends through the support necessary to make a difference. Sexual assault does include rape, but it also includes sexual harassment, stalking, and obscene phone calls. Modern technology brings this problem to the computers our children use via cyber harassment and threats. It is our intent to do all within our jurisdiction to eliminate the danger of sexual assault against the students we serve.

### ***Sexting***

1. One problem inherent with the use of electronic devices and teens is the growing problem of “sexting.” Sexting is the sending, uploading, receiving, or forwarding of explicit photos, videos, or text. Photos or videos are often taken using camera phones or Webcams and passed through cell phones or computers using the internet. Doing this in school or using school based or issued computers is explicitly forbidden by school policy. However, students also need to understand the dangers of doing this at any time. Once an item is sent or posted, it is no longer private and it can exist for indefinite periods causing future embarrassment and harassment. It is our intent to do all within our jurisdiction to eliminate the dangers correlated to sexting with the students we serve. Issues of sexting may be punished under the “Indecent” rule of our student code of conduct.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The harassment or bullying by a student of a staff member, fellow student of this District, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden.

Anyone who is found to have harassed, intimidated, or bullied a staff member, student, or third party on school property or a school bus, at school-sponsored events, or materially or substantially disrupted the educational environment and discipline of the school off school property will be subject to discipline in accordance with law and the Code of Conduct. See Board Policy 5517.01 for more information.

Additionally, students and parents should be aware that cyber speech, which is found to be defamation of another, can result in civil liability for damages.

### ***Title IX Student Grievance Procedure***

All students shall be allowed the opportunity to participate in all curricular and extra-curricular programs under the direct or indirect sponsorship of the Board of Education. No student shall be excluded from, denied the benefits of, or subjected to discrimination on the basis of sex. Exceptions shall be allowed by administrators only on the basis of physical, safety, and moral limitations or legal prohibitions. Any student who feels that he/she has been discriminated against may appeal for relief through the procedure outlined in Board Policy 2260. The student should consult the guidance counselor or principal for an explanation and assistance with the procedure.

### ***Search and Seizure***

1. Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules.
2. A search may also be conducted to protect the safety of others.
3. All searches may be conducted with or without a student's consent.
4. Unattended items will be searched to determine ownership and in order to maintain a safe school environment.
5. Search dogs may be brought in for assistance.
6. 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.
7. 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.
8. Surveillance cameras are used on our property and students may be disciplined on the basis of the video.

## ***Suspension and Expulsion Procedures***

1. The principal or superintendent may suspend a student.
  - 1.1. A suspension may last for from one to ten school days. Suspensions may be assigned either as in-school (ISR) or out-of-school (OSS) or as a combination of the two.
  - 1.2. The student must be given a written notice of the intent to suspend out of school and an indication of the reasons why.
  - 1.3. The student must be given the opportunity for a hearing to challenge the reasons for the suspension or otherwise explain his/her actions.
  - 1.4. The student has the right to appeal a suspension issued by the principal to the superintendent. This must be done within five days.
2. Only the superintendent can expel a student.
  - 2.1. Expulsions may be imposed for up to 80 school days and may extend beyond the current school year.
  - 2.2. The student and the parent/guardian must be given a written notice of the intent to expel and an indication of the reasons why.
  - 2.3. The student and the parent/guardian must be given the opportunity for a hearing to challenge the reasons for the expulsion or otherwise explain the student's actions.
  - 2.4. Expulsions can be appealed to the board of education. This must be done within five days.

## ***Emergency Removal***

1. A student may be removed from class or school activities as a normal disciplinary action for a period of less than 24 hours and no notice or hearing procedures are required. However, if either suspension or expulsion is contemplated as a result of this behavior, a student must be afforded a hearing within 72 hours after the removal.

## ***Permanent Exclusion***

1. In accordance with O.R.C. Sec. 2923.122, 3313.66, .661, and .662, the Superintendent may issue an adjudication order that permanently excludes a student from attending any of the public schools of this state if the pupil is convicted of, or adjudicated a delinquent child for committing, when he was 16 years of age or older, an act that would be a criminal offense if committed by an adult, and if the act is any of the following:
  - 1.1. Knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance onto any property owned or controlled by, or to any activity held under the auspices of a board of education of a city, local, exempted village, or joint vocational school district.
  - 1.2. Carrying concealed weapons
  - 1.3. Selling or offer to sell a controlled substance
  - 1.4. Possession of a controlled substance

- 1.5. Aggravated murder; murder; voluntary manslaughter; involuntary manslaughter
- 1.6. Felonious assault; aggravated assault
- 1.7. Rape; gross sexual imposition; felonious sexual penetration
2. See Board Policy 5610 for more information.

### ***Code of Conduct—Minor Infractions***

1. Minor infractions of rules and guidelines outlined in the "Behavior Expectations" section of this handbook will be disciplined less severely unless repeated violations for the same offense occur.
2. Reprimands, parent conferences, individual discipline contracts, detentions and demerits are some of the common methods that will be used by the teachers and the principal when addressing these problems.
3. Demerits
  - 3.1. Students may be issued demerits for infractions of rules that are considered minor in nature. Demerits may be assigned by monitors, teachers, and administrators.
  - 3.2. It is hoped that the issuing of demerits will make clear to the student what has been inappropriate about the behavior(s) and allow him/her to take corrective action. However, demerits do accumulate throughout each grading period and if the student continues to violate rules, he/she will ultimately be assigned to Extended After School Detention, In-school restriction (ISR), or out-of-school suspension (OSS).
  - 3.3. The following list gives the student an idea of some common problems for which demerits may be issued to students by faculty members. In addition, the principal or administrative assistant may issue demerits for any behavior problem referred to the office. Repeated violations of the same offense will be treated under the "Major Infractions" section of the conduct code.

#### DEMERIT SYSTEM

VIOLATION	PROBABLE DEMERITS
Tardy to class	1
Failure to follow directions	1 - 2
Minor disruptive conduct in halls or class	1 - 3
Food/drinks in inappropriate places	2
Failure to come prepared to class or study hall	2
Littering	3
Parking in an unauthorized area	2
Inappropriate or unsafe driving	3
Profanity not directed toward individuals	2
In halls or outside without a pass	2
Failure to observe cafeteria guidelines	2
Possession of inappropriate pictures or literature	3
Public display of affection	1 - 4

Violation of personal appearance guidelines	2
Inappropriate cell phone or PED usage	2
Disrespect towards a teacher, substitute teacher, or staff member	1 - 5
Other minor inappropriate behaviors	1 - 4

#### ACCUMULATION

4 Demerits
8 Demerits
12 Demerits
16 Demerits
20 Demerits
30 or more Demerits

#### PENALTY

2 days of Lunch ISR
1 Extended After School Detention
2 Extended After School Detentions
2 Extended After School Detentions
Individual Behavior Plan
Refer to Major Infraction Code, Rule #24 "Repeated Violations"

### ***Conduct Code—Major Infractions***

CONDUCT CODE & DISCIPLINE POLICY Education cannot proceed without discipline. Discipline is the presence of a friendly, yet businesslike rapport in which students, teachers, and administrators work toward POSITIVE GOALS.

STUDENT CONDUCT CODE The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. The provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act interrupts the educational environment. Additionally, the conduct code applies to misconduct by a pupil that occurs off school property but is connected to activities or incidents that have occurred on property owned or controlled by the district and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of such official or employee. This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel. Violations by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but not limited to: verbal warning, parental conference, individual behavior plans, demerits, detentions, extended after school detentions, agency referral and/or treatment, in school restriction, suspension, Alternative School placement, emergency removal, expulsion, and/or permanent exclusion from a curricular and/or extra-curricular activity.

#### 1. Chemical Abuse

- 1.1. Use, possession, concealment, transmitting, or being under the influence of Alcoholic Beverages.
  - 1.2. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any Narcotic Drug or other controlled substance and/or Drug Paraphernalia, including, but not limited to marijuana, as well as any counterfeit or “look alike” controlled substance or any prescription or non-prescription drug or medication not on the school grounds in accordance with the District’s policy governing use of medication.
  - 1.3. Being under the influence of Alcoholic Beverages or Mind Altering Substances.
  - 1.4. Smoking, use of, or possession of tobacco. For the purpose of this policy, use of tobacco shall mean the use and/or possession of tobacco in any form, including, but not limited to, cigarettes, vaping, cigars, clove cigarettes, chewing tobacco, snuff, and any other tobacco product.
2. Conduct
- 2.1. Violations of the Acceptable Use and Internet Safety Policy.
  - 2.2. Damage, Destruction, Defacement or Vandalism of school property, private property, school premises (including buses) or at any school.
  - 2.3. Disruption of School by use of violence, force, coercion, threat, harassment, noise or 5 disorderly conduct. This shall include use of it to incite others toward acts of disruption.
  - 2.4. Horseplay or behaving in an unsafe manner in halls, classrooms, bathrooms, shop areas or gym. This includes excessively rough play during lunch time basketball.
  - 2.5. Flagrant Violations or Repeated Offenses of any school rules or accepted standards of school behavior.
  - 2.6. Gambling for money, valuables, or other considerations
  - 2.7. Commission of an immoral act. (Rude, inappropriate behavior)
  - 2.8. Violation of school policies pertaining to dress and appearance.
  - 2.9. Violation of school policy prohibiting cell phones and other electronic communication devices.
  - 2.10. Disrespect to any school staff member.
  - 2.11. Insubordination and/or Disobedience or Lack of Cooperation in refusing to comply with directions of school personnel.
  - 2.12. Taking or eating food or having drinks in the gym without official permission.
  - 2.13. Possession of laser pointers.
  - 2.14. Leaving school property or assigned area prior to the specified dismissal time without official permission.
  - 2.15. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
  - 2.16. Misuse of school property.
  - 2.17. Being present in restricted areas. Students are expected to leave the building and grounds at the end of the school. Unless a student is in a supervised after-school activity, he/she should not be in the building more than 15 minutes after the final bell. Loitering on the grounds or wandering the halls after school hours may result in disciplinary action.
  - 2.18. Use of Profane, Indecent, Inappropriate, or Obscene Language written or verbal. This shall include, but not be limited to, the use of obscene gestures, pictures, writing or messages on clothing or signs.
  - 2.19. Repeated Tardiness to class or school.

- 2.20. Theft of school property or equipment, theft of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities
  - 2.21. Unauthorized throwing of any object including, but not limited to, snowballs.
  - 2.22. No student shall violate traffic and parking regulations, regulations governing student use of automobiles or recklessly operate a motor vehicle on school premises or while under the jurisdiction of the school authorities
  - 2.23. Truancy from school; including study hall, class, intervention, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization
  - 2.24. Failure to pay school fees or other approved charges.
  - 2.25. Violation of Federal or State Statutes on school premises or involving school activities.
  - 2.26. Violation of state student mandates, including, but not limited to, required immunization.
  - 2.27. Violation of terms of suspension, expulsion, or other forms of discipline.
  - 2.28. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/ parent handbook for the building in which the student is enrolled.
  - 2.29. The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.
3. Deception
- 3.1. Cheating or permitting another student to cheat from your work.
  - 3.2. False Alarms - including fire and/or bomb threats.
  - 3.3. The act of Falsely Reporting Incidents, making accusations, or giving false testimony to school personnel.
  - 3.4. Falsifying times, dates, parent's signatures, grades, addresses, or other data or information
  - 3.5. Plagiarism.
  - 3.6. No student or group shall establish or attempt to establish any club or organization within the school, or while under the jurisdiction of the school without the approval of the Board of Education and the assignment of a faculty advisor.
4. Violent Conduct
- 4.1. Assault, Assault and Battery or threat thereof to any school personnel, other student, or visitor. Threatening to assault anyone is also prohibited.
  - 4.2. Arson or Attempted Arson, and Related Offenses including, but not limited to, making or attempting to build a fire, or setting fire to any materials on school property when not under the supervision of an adult engaged in an educational activity.
  - 4.3. The act of Extortion from any person
  - 4.4. Fighting among two or more students. This shall include inciting and/or encouraging others to fight.
  - 4.5. Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age or gender (see harassment policies).
  - 4.6. Hazing and Intimidation, subjecting other students to pranks or humiliation
  - 4.7. Violation of the Anti-bullying or Dating Violence Policy.
  - 4.8. Possession of a Firearm:
    - 4.8.1. Student shall be expelled for a period of one (1) year for bringing a firearm to a school operated by the Board or on to any other property owned or controlled by

the Board. The expulsion shall be extended into the school year following the school year in which the incident that gave rise to the expulsion takes place, if necessary. The Superintendent may reduce the expulsion on a case-by-case basis if it is determined that the student was unaware that he/she possessed a firearm. This does not mean that the student was not aware he/she possessed a weapon, which falls within the definition of a firearm; but that the student was unaware that he/she possessed the weapon. For example, the firearm was planted on the student without his/her knowledge. The Superintendent is permitted to expel a student for up to one (1) year for possessing a firearm at school or on any other property owned or controlled by the Board, which firearm was initially brought onto Board property by another person.

- 4.9. Possession, Use or Threatened Use of Fireworks, Explosives, or other such instruments capable of inflicting bodily injury or disrupting the operation of the schools.
  - 4.10. Possession, Use, or Threatened Use of a Knife: A student may be expelled for a period of up to one (1) year for bringing a knife to a school operated by the Board or on to any other property owned or controlled by the Board of Education.
  - 4.11. Possession, Use, or Threatened Use of Weapons, or any object, which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
5. Violation of any of the above rules of conduct may require a parent conference with a school official. In cases of suspension and/or expulsion, students are entitled to a hearing and may appeal through a formal process. School personnel shall keep an anecdotal record of student misconduct. This record shall contain the following information: student's name, date of incident, nature of problem, and action taken by school personnel.

### ***Consequences to Rule Violations***

The principal or administrative assistant will determine the form and degree of discipline after considering the severity of the offense and the student's past discipline record.

### ***Forms of Discipline***

The following are definitions of various forms of discipline which may be incurred from violations of school rules.

1. Denial of School Privileges: Students may be denied school privileges by the principal or his/her designee. For seniors, this may include the denial to participate in Commencement ceremonies.
2. Agency Referral and/or Treatment—Correction of the problem, not punishment for punishment's sake, is the goal of school discipline. If the school administrator feels the student's problem behavior would best be served by treatment through an outside agency (i.e. Mental Health, Juvenile Court, Drug and Alcohol Treatment Programs, etc.) referrals to such agencies may be used as an alternative to reduce Saturday Detentions, days of suspension or expulsion.
3. Individual Behavior Plans—An agreement between the school administrator and student that spells out specific criteria and consequences for future student behavior.

4. Demerits—A warning that a behavior is inappropriate and that more severe consequences are likely if improvement is not made. Demerit totals are monitored in the principal’s office and when students reach prescribed limits, they are assigned to Saturday Detention.
5. Detention—Required attendance before, during the lunch hour, or after school hours as an alternative method of discipline. Transportation is the sole responsibility of the parent or student.
6. Restitution for Theft or Damage—Any theft or damage to school or personal property beyond the ordinary wear and tear shall be paid for by the pupil or pupils causing the damage or by a pupil or pupils contributing to the damage or by their parent(s)/guardian(s).
7. Extended After School Detention—Held on Tuesday and Thursdays from 3:05 – 5:00. Unexcused or non-attendance at Extended After School Detention will result in the following actions: 1<sup>st</sup> and 2<sup>nd</sup> offense: Extended After School Detention x 2; 3<sup>rd</sup> offense: 3-day in-school restriction (ISR); 4<sup>th</sup> offense: 2-day out-of-school suspension and Individual behavior plan.
8. In-School Restriction (ISR)— The removal from classes and school related activities for a period of one (1) to ten (10) days. Students report to school at the regular time and go immediately to the in-school restriction area. Cell phone will be collected at 7:45 and returned at end of school day. As daily work becomes available it will be delivered to the ISR room for completion. Students will receive full credit for work completed while in ISR. Discipline issues that arise while in ISR may result in out-of-school suspension.
9. Out-of-School Suspension—The removal from school and school-related activities for a period of one (1) to ten (10) days. Out-of-school suspension will be treated as unexcused absence. Students suspended out-of-school are encouraged to complete all work missed during the suspension.
10. Expulsion—The removal from school and school related activity for the remainder of a school semester. NO MAKE-UP PRIVILEGES EXIST. Credit is lost for semester and year courses.
11. Permanent Exclusion—The permanent exclusion from attending any public school in the state of Ohio.

### ***Extended After School Detention Guidelines***

Extended After School Detention—Held on Tuesday and Thursdays from 3:05 – 5:00. Unexcused or non-attendance at Extended After School Detention will result in the following actions: 1<sup>st</sup> and 2<sup>nd</sup> offense: Extended After School Detention x 2; 3<sup>rd</sup> offense: 3-day in-school restriction; 4<sup>th</sup> offense: 2-day out-of-school suspension and Individual behavior plan.

#### 1. GENERAL GUIDELINES:

- 1.1. Students must report promptly at 3:05 to the assigned area.
- 1.2. Students are to sit quietly in their seats and cause no disturbance of any kind. No talking is permitted.
- 1.3. No food or drink is permitted.
- 1.4. No sleeping will be permitted.

- 1.5. Students must bring assigned work from the classroom to Detention and/or acceptable reading material. Students arriving without work materials will not be admitted to Detention and will be re-assigned another day.
  - 1.6. Students who violate these guidelines will be reassigned to another Extended After School Detention and face possible additional consequences.
  - 1.7. Students will never accumulate more than 4 Extended After School Detentions. At that point, suspension or expulsion will be the only discipline alternatives available.
2. EXCUSES:
- 2.1. Students may be excused from a session beforehand for just cause (and be assigned at a later date) as determined by the administration. Such requests to be excused must come from the parents. Students may reschedule only one Extended After School Detention per year.
  - 2.2. Students will only be excused from a session after the fact for personal illness and family emergency.
  - 2.3. Students may not reschedule an assigned Extended After School Detention due to a conflict with any non-curricular activity.
  - 2.4. Students will be given at least one day's prior notice of an assigned Extended After School Detention so transportation arrangements can be made.

## TRANSPORTATION

### ***General Statement of Purpose***

The Southeastern Local School system operates and maintains a fleet of buses for the transportation of the pupils of the system. The transportation program is designed to provide safe, efficient, and economical transportation for students to their assigned school building and for activities or programs related to the education process. The transportation program operates under the laws of the State of Ohio, the regulations of the State Department of Education.

### ***Responsibilities of Parents and Students***

1. Parents are responsible for:
  - 1.1. The safety and actions of pupils while going to and from pick-up points and while waiting for buses.
  - 1.2. Students meeting their buses on schedule. Bus schedules will not permit waiting on tardy students.
  - 1.3. Any damage done to a bus by their children. Assessments will be made to reimburse the school district for damages.
2. The Board of Education has adopted bus regulations for pupils. The regulations are posted in each bus and are available to pupils and parents. Students and parents are asked to read these

regulations and abide by them. Noise on a bus shall be kept to a minimum at all times to insure the safety of operation.

3. Students must cross the street ten feet in front of the bus, in full view of the driver, and at the driver's signal indicating it is safe to cross.
4. Pupils and parents must consider the school bus as an extension of the classroom. Therefore, the pupils must conduct themselves in a manner consistent with established standards for classroom teachers.
5. In conjunction with this, the driver is the authority over the conduct on the bus and deserves the same respect and cooperation as the teacher in the classroom. Requests from the bus driver are to be honored by the student without question.
6. Students should arrive at designated pick-up points no more than five minutes before the scheduled arrival of the bus. While waiting for the bus, students should respect the rights of property owners in the area.
7. Students should go directly from home to pick-up points and return directly home from drop-off points.

### ***Bus Regulations for Students***

1. No pupil shall get on or off the bus while it is in motion.
2. Upon boarding the bus, pupils shall go directly to their seats and be seated.
3. Pupils SHALL NOT SWEAR, be loud, or use improper language at any time.
4. Pupils SHALL NOT SMOKE on or around the buses.
5. Windows and vents shall not be adjusted without the permission of the driver.
6. Pupils should be ready when the school bus approaches.
7. Pupils shall not talk to the driver unnecessarily while on the route.
8. Pupils shall conduct themselves on the bus approximately as they would in a classroom except that reasonable visiting and conversation are permissible.
9. Paper and other litter should never be dropped on the floor of the bus.
10. Pupils should never throw anything on the bus nor shoot or otherwise propel any items or substances on the bus or from the bus.
11. All pupils are to be quiet at railroad crossings while the bus is making the crossing.
12. Animals are not permitted on buses.
13. No pupils shall carry onto a bus, any gun, knife or other weapon or substance of a dangerous or objectionable nature.
14. Do not bring glass containers on the bus.
15. No student shall deliberately disobey, abuse, or otherwise show disrespect for the driver.
16. No student shall fight, push, or engage in other unruly behavior on the bus.
17. Students shall be friendly and courteous to other pupils, adults, and driver on the bus.
18. No student shall deliberately damage, mar, deface, or tamper with any part of the bus or its equipment.
19. Cell phone use is prohibited on school buses.

### ***Bus Disciplinary Procedures***

1. In instances of undesirable behavior, violation of bus regulations, and other discipline problems, the following procedure is suggested. This procedure recognizes that the problem should be corrected at the level of the bus driver. If the problem is turned over to the building principal for resolution:
  - 1.1. First offense: The student is reminded by the driver that his/her actions are out of order and unacceptable.
  - 1.2. Second offense: Driver reports the incident on the appropriate form to the building principal. The principal shall hear and counsel the student and take whatever disciplinary action is warranted ranging from demerits for minor offenses to denial of transportation and/or suspension from school for severe misbehaviors. The student's parent should be notified by telephone or letter of the offense and the action taken. The parent should be advised that further offenses could result in denial of transportation.
  - 1.3. Third offense: The driver shall report as above. The principal will hear the student and take whatever disciplinary action is necessary including denial of transportation for a period of time not to exceed ten days. Parents will be informed of the breach of conduct and the action taken.
  - 1.4. Fourth offense: The driver shall report as above. The principal may temporarily suspend the student from all transportation privileges for a period not to exceed ten days and shall initiate an informal hearing procedure.
  - 1.5. Fifth offense: The driver shall report the incident as above. The principal may temporarily suspend the student from all transportation privileges and shall initiate a formal hearing procedure.
2. If, at any time, a student's actions endanger the safety of other persons, the driver shall immediately report the incident to the building principal or other administrative staff members for attention.

## **Bell Schedule**

7:35 - Warning Bell - Students enter building, Teachers on duty

7:42 - Warning Bell - 3 minutes until 1st period

7:45 - Tardy Bell - Attendance, 1st period begins

<b>2020-2021 Southeastern JR/SR High Bell Schedule</b>			
	Schedule 1	Schedule 2	
<b>Period</b>	<b>Regular</b>	<b>2-Hour</b>	<b>2-Hour</b>
		<b>Delay</b>	<b>Early Dismissal</b>
<b>1</b>	7:45-8:31	9:45-10:13	7:45-8:13
<b>2</b>	8:35-9:19	10:17-10:44	8:17-8:44
<b>3</b>	9:23-10:07	10:48-11:15	8:48-9:15
<b>4</b>	10:11-10:54	11:19-11:45	9:19-9:45
<b>5A Lunch</b>	<b>10:54-11:49</b>	<b>11:45-12:40</b>	<b>9:45-10:40</b>
<b>5A</b>	11:53-12:37	12:44-1:28	10:44-11:28
<b>5B</b>	10:58-11:42	11:49-12:33	9:49-10:33
<b>5B Lunch</b>	<b>11:42-12:37</b>	<b>12:33-1:28</b>	<b>10:33-11:28</b>
<b>6</b>	12:41-1:24	1:32-1:58	11:32-11:58
<b>7</b>	1:28-2:11	2:02-2:28	12:02-12:28
<b>8</b>	2:15-2:58	2:32-2:58	12:32-12:58
<b>Dismissal</b>	2:58-3:00	2:58-3:00	12:58-1:00
<b>HWI</b>	3:05 – 4:00	3:05 – 4:00	none