

**STUDENT/PARENT HANDBOOK**  
**FOR**  
**ZANE TRACE HIGH SCHOOL**

**2025-2026**

**School Year**

Dr. Joshua A. Jones	Principal	(775-1809)
Mrs. Kate DePugh	Dean of Students	(775-1809)
Mrs. Tammy Thornton	Administrative Assistant	(775-1809)
Mrs. Tami Wiget	Administrative Assistant	(775-1809)
Mrs. Kathy Wolfe	Social Services Coordinator	(775-1809)
Mrs. Lauren Park	Family Engagement Coordinator	(775-1809)
Mrs. Amy Beam	Parent Mentor	(775-1809)
Mr. Ty Wertman	Superintendent of Schools	(775-1355)

**Carve Your Path!**

Amended version approved by the Board of Education on September 17, 2025.

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on June 16, 2025.

Pioneers,

I want to welcome everyone back to Zane Trace High School for the 2025-2026 school year. I am honored to serve the staff, students, and community as the principal.

The Zane Trace staff are pleased to have you here as a student. We will do our best to help you make your experience here as productive and successful as you choose to make it. You will be treated with the utmost level of respect and require that you treat all staff with the same.

The expectations that are set are very high and they start with my responsibilities as principal. Our goal is to make sure every student can meet their full potential and be college or career ready after graduating from Zane Trace High School. We want to challenge every student to set high expectations and goals for themselves.

At Zane Trace, we want to develop strong positive relationships between students, staff, families, and community members. We need all stakeholders highly involved, so each student can get the most out of their educational experience to become productive and responsible citizens.

Remember to come to school every day with a positive mindset and a goal to achieve. We expect to have a great year at Zane Trace High School!

Sincerely,

Dr. Joshua A. Jones, Principal  
Zane Trace High School  
(740) 775-1809  
jjones@ztlisd.org



# ZANE TRACE LOCAL SCHOOL DISTRICT CALENDAR 2025-2026



August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- August**
- 1-9 Ross County Fair
  - 13 Teacher Work Day/Meet the Team Night
  - 14 Staff PD/Orientation/Back to School
  - 15 Staff Meetings/PD
  - 18 Staff Meetings/PD
  - 19 Students First Day
  - 20-22 Kindergarten Staggered Start
  - 25 All Kindergarten Students Begin

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- September**
- Labor Day
  - 25 Parent-Teacher Conferences (1/4)

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- October**
- 15 End of 1st 9 weeks
  - 16 Teacher Work/PD Day - No Students
  - 17 No School - COTA Day
  - 24 Grade Cards

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- November**
- 4 Election Day - Remote Day
  - 6 Parent-Teacher Conferences (2/4)
  - 7 2 Hour Delay - DLT
  - 11 Veteran's Day - No School
  - 26 No School - Conferences 1 & 2
  - 27-28 Thanksgiving Break - No School

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- December**
- 18 End of 2nd 9 Weeks - Early Dismissal
  - 19 Teacher Records Day - No Students
  - 22-31 Christmas Break - No School

- Staff/Teacher/Professional Development
- Holiday/No School
- Special Dates
- End of Nine Weeks
- Conferences
- Election Day
- Grade Cards

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- January**
- 1-2 Christmas Break - No School
  - 5 Staff PD - No Students
  - 6 Students Return to School
  - 9 Grade Cards
  - 19 Martin Luther King Day - No School

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- February**
- 6 2 Hr. Delay - Sausage Breakfast/Teacher Mtgs
  - 16 President's Day - No School
  - 19 Parent-Teacher Conferences (3/4)

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- March**
- 12 End of 3rd 9 Weeks
  - 13 Teacher Work/PD Day - No Students
  - 20 Grade Cards
  - 26 Parent-Teacher Conferences (4/4)
  - 27 2 Hr. Delay - Teacher Meetings

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- April**
- 2 No School - Conferences 3 & 4
  - 3-6 Easter Break

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- May**
- 5 Election Day - Remote Day
  - 15 Kindergarten Graduation
  - 16 Graduation
  - 21 Student's Last Day
  - 22 End of 4th 9 Weeks/Staff Last Day

Grading Periods	1st	2nd	3rd	4th	Total Days
Student Days	41	40	46	46	173
Staff Days	46	42	48	48	184

Board Approved January 15, 2025

## Board of Education Members

Todd Holdren	-----	President
Brad DePugh	-----	Vice President
Jim Bryan	-----	Member
Pam Tatman	-----	Member
Ben Buchwalter	-----	Member

## High School Staff

### Language Arts

Leyna Bsot  
Tyler Cassidy  
Sara Mowery  
Ty Tatman

### Foreign Languages

Mike Ater (Spanish)  
Anita Spires (French)

### Social Studies

Ron Allen  
Aaron Lemaster  
Todd O'Dell

### Music

Kate Waller

### Physical Education/Health

Kim Lashley

### Math

Jon Grimm  
Jay Scott  
Harley Simpson

### Science/Agriculture

Jason Clark  
Jennifer Johnston  
John Scott  
Amanda Seebohm

### Technology

Sarah Thornton

### Business

Bridget Black

### Art

Maria Roepke

### Special Education

Jamie Hoselton  
Janice Rhoades

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

## **FORWARD**

This Student/Parent Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parents to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your principal who you will find listed in the Staff Directory section of the handbook.

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 18, 2025. If any of the policies or administrative guidelines referenced herein are revised after June 18, 2025, the language in the most current policy or administrative guideline prevails.

Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

## **MISSION OF THE SCHOOL**

Inspiring students to become productive and responsible citizens within a safe environment.

## **BUILDING VISION**

To develop a positive learning environment that promotes academic and socio-emotional growth.

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes ) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background.(See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity).

Any person who believes that the School or any staff person has discriminated against a student on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes ) race, within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District’s Compliance Officer listed below:

Josh Jones  
High School Principal  
740-775-1809  
946 State Route #180 Chillicothe, OH 45601

Shelly Morton  
Curriculum Director/Compliance  
740-775-1809  
946 State Route #180 Chillicothe, OH 45601

Complaints will be investigated in accordance with the procedures described in Board Policy 2260 and page 2 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## School Day

The student school day begins at 7:32 a.m. and ends at 2:11 p.m.

### HIGH SCHOOL BELL SCHEDULE

7:25	Staff Arrive	
7:32	Student Release	
Period 1	7:40 - 8:29	(49 minutes)
		(3 minutes)
Period 2	8:32 - 9:21	(49 minutes)
		(3 minutes)
Period 3	9:24 - 10:13	(49 minutes)
LUNCH	10:16-10:46	(30 minutes)
		(4 minutes)
Period 5	10:50 - 11:38	(48 minutes)
		(3 minutes)
Period 6	11:41-12:29	(48 minutes)
		(3 minutes)
Period 7	12:32 – 1:20	(48 minutes)
Period 8	1:23 - 2:11	(48 minutes)
<b>Student Release:</b>	<b>2:11</b>	
<b>Teacher PC:</b>	<b>2:11 – 2:40</b>	
<b>Teacher Release</b>	<b>2:40</b>	

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

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the building principal.

Adult students (age eighteen (18) or older) must follow all school rules.

If residing at home, adult students should include their parents in their educational program.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

### **Board Policy 5531 - STUDENT ASSISTANCE PROGRAMS**

In keeping with its concern for the safety and well-being of both students and staff and for maintaining a school environment that is conducive to learning, the Board of Education has adopted policies related to student conduct in the school setting and has authorized disciplinary measures for the violation of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, immoral, or illegal behavior. Educational programs have been established to promote healthful, productive living; and discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, the Board recognizes that students may experience difficulties that educational programs and sound discipline may not prevent, and that other forms of assistance need to be available through the school.

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which have impact on students' emotional, mental, and/or social well-being and affect their ability to benefit from educational experiences. Administrative guidelines are to be prepared which will ensure that:

- A. the rights of both parents and students are protected;
- B. a steering committee is established which is chaired by a central office administrator and includes administrators, staff members from all academic levels, counselors and/or other clinical resource people, and parents and other members of the community;
- C. staff members are properly trained and skilled for their roles and participate in ways that comply with their certification or licensing and job description as well as with Board policies and administrative guidelines;
- D. outside resource people and agencies are properly certified or licensed to provide services and have a history of effective assistance;
- E. assistance activities, whether provided by the District or by an outside resource, are properly supervised by District personnel.

#### **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## SECTION I - GENERAL INFORMATION

### ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

Unless enrolling under the District's open enrollment policy.

Unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The guidance department will assist in obtaining the transcript, if not presented at the time of enrollment.

Students enrolling in the District following any period of home education will be placed in the appropriate grade level, without discrimination or prejudice.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison Homeless Children with regard to enrollment procedures.

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a

caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit. A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Zane Trace High School Guidance Office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **SCHEDULE CHANGE POLICY**

No schedule changes will be permitted after the school year begins, except for the following reasons:

- (a) there has been an administrative error
- (b) discipline issues
- (c) there is a need to balance classes

### **EARLY DISMISSAL FROM SCHOOL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request and without the permission of the Principal. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license if they are under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within five (5) days of the parents' notice or request, except as permitted by law. (See Board Policy 8330-Student Records.)

### **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school principal.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **USE OF MEDICATIONS**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with the counsel of their child's prescriber, decide whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
  - 1. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
  - 2. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

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

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice, parents may also authorize that their child

- A. May self-administer non-prescribed medication.
- B. May keep non prescribed medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event. Provided the student has submitted prior written approval of the student's parent/guardian to the Principal.

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

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### **CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from direct contact communicable diseases. When a non casual-contact communicable disease is suspected,

the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Direct contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations including, but not limited to the following:

- A. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- B. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- C. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, the student must immediately notify his/her teacher, who will contact the building principal and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or school nurse. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with the student's physician or school nurse.

- A. The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- B. The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one (1) or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses, and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess, and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Robin Ayres, Special Services Coordinator at 740-775-1355 to inquire about evaluation procedures, programs, and services.

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students:

Kathy Wolfe  
District Social Worker  
740-775-1809

### **CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Policy 5111.03- Children and Youth in Foster Care.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates

the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, **Zane Trace High School** charges specific fees for the following activities and materials used in the course of instruction:

#### **LAB FEES:**

Physical Science	\$10.00
Biology, Chemistry	\$15.00 each course
Art, Ceramics	\$25.00 each course
Ag. Dues (Ag, Science, Animal Science, Food Science, Leadership)	\$20.00
Healthy Habits	\$20

#### **WORKBOOK FEES:**

Spanish	\$20.00
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Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT WORK PERMIT**

Ohio law requires students under the age of 18 years, who are regularly employed part or full-time, to have a working permit. Students may obtain blank permits at the Zane Trace High School Principal's Office.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- A. Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- C. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- D. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- E. Students may not engage in house-to-house canvassing for any fundraising activity.
- F. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact:

Bob Dunn  
Food Service Director  
740-773-8934

The School participates in the National School Lunch Program and makes lunches available to students for a fee of \$3.50. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission from the Principal.

No student shall be allowed to leave school premises during the lunch period without specific written permission from the Principal.

For information regarding meal charging procedures, see Policy 8500 and AG 8500D.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes they are eligible, contact the high school office.

### **STUDENT DRIVERS**

Student Drivers agree to the following:

In connection with my request to park either my automobile or any automobile I am permitted to drive on school premises, I consent to the unlocking, opening, and inspecting of the automobile and its contents while on school premises.

I agree to make any and all lock keys available to the principal or his/her designee for this purpose. I agree that this permission shall last as long as I am a student and have authorization to park on school premises.

I further agree to abide by all rules established by the school, community, and the state regarding the operation and parking of my vehicle. I understand that violations of such rules may lead to suspension of my driving privileges.

***\*Ohio Revised Code 4510.32: Suspension of license of minor upon withdrawal from school or habitual absence***

Ohio state law allows for a district superintendent to contact the BMV and recommend driver's license suspension for students that become excessively absent in accordance with local procedures.

#### **PLEASE NOTE:**

1. Students are to comply with traffic and safe driving rules.
2. Drivers will not have access to their vehicle during the school day unless authorized by the principal.
3. Vehicles not registered with the principal's office are subject to being towed.
4. Students must park in authorized areas or are subject to automobiles being towed.
5. Unexcused absence or tardiness may result in suspension of driver's license.

### **LOCKERS**

1. Locker does not work – see custodian or contact the office
2. Lockers are not safes – keep valuables with you.
3. Do not change lockers without permission from the guidance office.
4. Keep the locker locked at all times.
5. Zane Trace High School cannot be held responsible for lost or stolen items.
6. Student lockers and other storage spaces provided by the Zane Trace Local School Board are subject to search by school authorities at any time.
7. Lockers not cleaned out at the end of year subject to \$10.00 cleaning fee.

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and including termination of employment for an employee, suspension or expulsion from work or school for a student, and may also face criminal charges.

### **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of a siren alerting the campus. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **LOCK DOWN**

When the lockdown announcement is made the instructor will lock the classroom door – no passes will be given. Students in the hall should report to the nearest classroom.

### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay by the Superintendent of Schools, Mr. Ty Wertman.

Information concerning school closings or delays can also be found on the School's web page at :<https://www.zanetrace.org/o/zth>

Parents will be notified of school closings or delays via a pre-recorded telephone message and SMS text message delivered to the phone number on file.

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

### **VIRTUAL EDUCATION DELIVERY**

The School is authorized to enact a plan for a virtual education delivery model in order to make up hours in the school year on which it is necessary to close school due to disease, epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for use.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within 3 days after the two week deadline has passed.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, AND CHANGING ROOMS**

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

### **LOST AND FOUND**

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

### **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school.

Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

### **USE OF PERSONAL COMMUNICATION DEVICES**

#### **5136 - PERSONAL COMMUNICATION DEVICES**

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartwatches, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

**Students may use PCDs before and after school, during their lunch break,** during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have

their PCD confiscated and held until the end of the school day, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be

imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

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

Revised 11/18/13

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

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

All Zane Trace High School course offerings for the 2025-2026 school year are listed in the Zane Trace High School Curriculum and Planning Guide which is available in the high school office and on the high school web page.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- A. Attendance rules apply to all field trips.
- B. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- C. Students who violate school rules may lose the privilege to go on field trips.

### **GRADES**

Zane Trace High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

Students that are non-compliant with the district absence intervention team will receive a failing mark of 69% for the grading period if more than 6 unexcused absences have been recorded in a 9 week period.

### **HONORS OR WEIGHTED CLASSES**

Honors courses are offered through several different departments for challenging courses designed to prepare students for the college/university setting. Because of the difficulty level, the grade point average for an Honors class is calculated on a point scale. At the seventh semester of the senior year, .05 is added to the GPA for each honors course taken and passed using the following policies.

Freshman year maximum of one Honors course that may include College English I.

Sophomore year maximum of two courses that may include College English II.

Junior year maximum of four classes that may include College English III, Precalculus, and Chemistry.

Senior year maximum of four classes that may include Calculus, Statistics, College English IV, or Physics.

Classes may be taken out of sequence in conjunction with College Credit Plus or with credit flex.

<u>Honors Courses are:</u>			
Precalculus	Grade 11, 12	Statistics	Grade 12
Calculus	Grade 12	College English IV	Grade 12
Physics	Grade 12	College English III	Grade 11
Chemistry	Grade 11,12	College English II	Grade 10
College English I	Grade 9		

### **GRADE POINT AVERAGE**

All course grades except Physical Education and Community Service are calculated in the student GPA. High school credits received prior to entering high school will be awarded credits and calculated into the cumulative GPA. The GPA is calculated by adding the quality points for each letter grade divided by the number of credits attempted.

All course letter grades are converted to quality points on a 4-point scale except accelerated or weighted courses. GPA will be calculated on a 4-point scale, .05 will be added to the GPA for each weighted class taken and successfully completed following the policy stated in the above section on Honors Classes.

The cumulative GPA for every student is reflected on the year-end transcript generated at the end of the school year in the month of June. In addition, a cumulative GPA is reflected on the senior student's seven-semester transcript, which is generated in early February every school year. A cumulative GPA is reflected on the junior student's five semester transcript generated in late February every school year but will not include weighted courses.

A quarterly GPA is reflected on each student's report card each nine-week period.

If a student wishes to drop a class after the first quarter grade card is finalized, the grade will be recorded on the transcript as withdrawal/Failing. The attempted credit and the F will be calculated in the GPA. The exception would be in a case of physical or medical problem or if extensive documentation is available in the Guidance Office verifying conferences with teacher/student/parent during the first nine weeks of school regarding the difficulty with the course. Students may not retake a class to replace an existing grade.

### **QUALITY POINTS:**

The current quality points for the 4 – point scale is as follows:

Numerical Grades	Letter Grade	4 – Point Scale
100 – 95	A	4.00
94 – 93	A -	3.67
92 – 91	B +	3.33
90 – 87	B	3.00
86 – 85	B -	2.67
84 – 82	C +	2.33
81 – 78	C	2.00
77 – 75	C -	1.67
74 – 73	D +	1.33
72 – 71	D	1.00

70 – 70	D -	.67
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The cumulative GPA for every student is reflected on the year-end transcript generated at the end of the school year in the month of June. In addition, a cumulative GPA is reflected on the senior student's seven-semester transcript that is generated in early February every school year. (At the preparation of the senior seventh-semester transcript, .05 will be added to the cumulative GPA for each honors course taken and passed.) The valedictorian and salutatorian for the graduating class are named when seven-semester transcripts are prepared at the completion of the first semester of the senior year.

### **GRADING PERIODS/GRADE CARDS**

Grade cards will be posted on ProgressBook and sent home with each student each 9 weeks. Each semester includes two nine week grading periods. The semester grades are an average of two (2) nine week periods plus a semester test. Each teacher determines the formula for averaging his/her course.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

### **HOMEWORK**

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

### **TRANSCRIPTED LETTER GRADES**

When a student transfers course grades to Zane Trace from another high school, accredited institution, or university through a CCP program that provides letter grades in lieu of percents, the letter grades will be converted to a numerical score as such:

A+ and A= 100	C+=84
A-= 93	C= 80
B+=92	C-=77
B=90	D+=75
B-=85	D and D-=70

### **CLASS RANK**

Class rank is computed at the end of each semester beginning in 11<sup>th</sup> grade. The senior class valedictorian and salutatorian are determined at the end of the first semester of the senior year. All attempted courses are calculated in the GPA except physical education and community service and any courses with “P” as the grade. Classes may not be retaken to replace an existing grade.

Transfer students must be enrolled at Zane Trace for three consecutive semesters that include first and second semester of the junior year and first semester of the senior year in order to be considered for valedictorian or salutatorian.

Beginning with the Class of 2028, a tie breaker system is in place when determining the valedictorian and salutatorian for a class. The tiebreaker system will be the following:

1. Cumulative GPA 2. ACT score 3. Points

A student earns more points by taking more courses.

### **CREDIT FLEXIBILITY**

Students may earn units of high school credit based on an individually approved credit flexibility plan in accordance with district policies.

### **GRADUATION REQUIREMENTS**

#### **REGULAR DIPLOMA**

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must fulfill the requirements of one (1) graduation pathway that has been approved by State law and this Board and must meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

In addition to earning course credits, each student must show competency and readiness.

#### **MINIMUM REQUIREMENTS FOR GRADUATION**

##### General Requirements:

1. Earn minimum number of credits (23).
2. Earn credits in required areas (detailed in the Curriculum Guide).
3. Earn 18 points on Ohio’s End of Course Assessment

<b>All Classes-General Requirements</b>		
English	4	
Math	4	Must include Algebra I, Algebra II, Geometry

Science	3	Must include Physical Science or AFNR AG, Biology I and one advanced (Bio II, Chemistry, Physics, Astronomy, Aviation, Animal Science, Food Science or CCP Science Courses)
Social Studies	3	Must include Am.History, Global Social Studies, Government
Fine Art	1	Band, Drama, Choir, Yearbook, Journalism, 2 Computer Classes
Health semester)	½ (one	
Physical Education semesters)	½ credit (2	Must have taken in 8th grade or can use the HS PE sport option.
Option (No credit but meets state requirement)	or PE Sports	
Financial Literacy	1	
Electives	6	
<b>Total Credits</b>	<b>23</b>	

### HONORS DIPLOMA CRITERIA

High school students can gain state recognition for exceeding Ohio’s graduation requirements through an Academic Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet **all but one** of the following criteria. Each of these criteria go beyond the standard requirements for a diploma for the classes of 2023 and beyond. Students must meet general graduation requirements and complete the requirements outlined below to qualify for honors diplomas. Students may replace one requirement of either 4, 5 or 6 with a “Student Strength Demonstration.”

#### Classes of 2026 and Beyond

Requirements	State Minimum
<b>1 Math</b>	<b>Fourth math must be &gt; Algebra 2</b>
<b>2 Science</b>	<b>One additional unit Advanced Science</b>
<b>3 Social Studies</b>	<b>One additional unit Social Studies</b>
<b>4 World Languages</b>	<b>Three sequential units of one world language, or no less than 2 sequential units of two world languages studied</b>
<b>5 GPA</b>	<b>3.5 on a 4.0 scale</b>
<b>6 ACT/SAT</b>	<b>ACT: Score of 27 or higher, SAT: Score of 1280 or higher</b>
<b>7 Seal Requirement</b>	<b>Earn two additional diploma seals, not including Honors Diploma Seal</b>

Requirements	State Minimum
1 Math	Fourth math must be > Algebra 2
8 Experiential Learning	Field Experience, OhioMeansJobs Readiness Seal*, Portfolio or Work-Based Learning

\*Students can use OMJ Readiness Seal in 2 additional seal requirements if it is not used in Experiential Learning.

### CAREER TECH HONORS DIPLOMA

Student meets nine (9) of the following ten (10) criteria:

Requirements	State Minimum
1 Math	Fourth math must be > Algebra 2
2 Career-Tech Coursework	Four units of Career-Tech Courses
3 Career-Tech Proficiency	Earned a cumulative score of proficient or higher on the technical assessments aligned to their program
4 World Languages	Two units of one world language
5 GPA	3.5 on a 4.0 scale
6 ACT/SAT/Workkeys	ACT: Score of 27 or higher, SAT: Score of 1280 or higher  Workkeys: Earn a score of six or higher on all three sections of the WorkKeys assessment.
7 Industry-Recognized Seal or Technology Seal	Meet requirements to earn the Industry Recognized Credential Seal or Technology Seal
8 Experiential Learning	Field Experience, OhioMeansJobs Readiness Seal, Portfolio or Work-Based Learning

### ARTS HONORS DIPLOMA

Student engages in the study of dance, drama/theatre, music, or visual arts and meets nine (9) of the following ten (10) criteria:

Requirements	State Minimum
1 Math	Fourth math must be > Algebra 2
2 Fine Arts	Four units
3 Electives	Two units of Fine Arts (may overlap with general four units)

<b>4 World Languages</b>	<b>Three sequential units of one world language, or no less than 2 sequential units of two world languages studied</b>
<b>5 GPA</b>	<b>3.5 on a 4.0 scale</b>
<b>6 ACT/SAT</b>	<b>ACT: Score of 27 or higher, SAT: Score of 1280 or higher</b>
<b>7 Fine Arts Seal</b>	<b>Meet local district requirements to earn the Fine Arts Seal</b>
<b>8 Experiential Learning</b>	<b>Field Experience, OhioMeansJobs Readiness Seal, Portfolio or Work-Based Learning</b>

### **SOCIAL SCIENCE AND CIVIC ENGAGEMENT HONORS DIPLOMA**

Student meets nine (9) of the following ten (10) criteria:

<b>Requirements</b>	<b>State Minimum</b>
<b>1 Math</b>	<b>Fourth math must be &gt; Algebra 2</b>
<b>2 Social Studies</b>	<b>Two additional units of Social Studies</b>
<b>3 World Languages</b>	<b>Three sequential units of one world language, or no less than 2 sequential units of two world languages studied</b>
<b>4 GPA</b>	<b>3.5 on a 4.0 scale</b>
<b>5 ACT/SAT</b>	<b>ACT: Score of 27 or higher, SAT: Score of 1280 or higher</b>
<b>6 Community Service Seal</b>	<b>Meet local district requirements to earn the Community Service Seal</b>
<b>7 Citizenship Seal</b>	<b>Meet the requirements to earn the Citizenship Seal</b>
<b>8 Experiential Learning</b>	<b>Field Experience, OhioMeansJobs Readiness Seal, Portfolio or Work-Based Learning</b>

### **STEM HONORS DIPLOMA**

Student meets nine (9) of the following ten (10) criteria:

<b>Requirements</b>	<b>State Minimum</b>
<b>1 Math</b>	<b>Fourth math must be &gt; Algebra 2</b>
<b>2 Science</b>	<b>One additional unit Advanced Science</b>
<b>3 Electives</b>	<b>Two units of additional STEM Courses as electives</b>

<b>4 World Languages</b>	<b>Three sequential units of one world language, or no less than 2 sequential units of two world languages studied</b>
<b>5 GPA</b>	<b>3.5 on a 4.0 scale</b>
<b>6 ACT/SAT</b>	<b>ACT: Score of 27 or higher, SAT: Score of 1280 or higher</b>
<b>7 Industry-Recognized Credential Seal or Fine Arts Seal</b>	<b>Meet requirements to earn the Industry-Recognized Credential Seal or Fine Arts Seal**</b>
<b>8 Experiential Learning</b>	<b>Field Experience, OhioMeansJobs Readiness Seal, Portfolio or Work-Based Learning</b>

### **INTERNATIONAL BACCALAUREATE HONORS DIPLOMA**

Student meets eight (8) of the following nine (9) criteria:

<b>Requirements</b>	<b>State Minimum</b>
<b>1 Math</b>	<b>Fourth math must be &gt; Algebra 2</b>
<b>2 Science</b>	<b>One additional unit Advanced Science</b>
<b>3 Social Studies</b>	<b>One additional unit Social Studies</b>
<b>4 World Languages</b>	<b>Three sequential units of one world language, or no less than 2 sequential units of two world languages studied</b>
<b>5 GPA</b>	<b>3.5 on a 4.0 scale</b>
<b>6 ACT/SAT</b>	<b>ACT: Score of 27 or higher, SAT: Score of 1280 or higher</b>
<b>7 Biliteracy Seal</b>	<b>Meet requirements to earn the Biliteracy Seal</b>
<b>8 Experiential Learning</b>	<b>Field Experience, OhioMeansJobs Readiness Seal, Portfolio or Work-Based Learning</b>

### **FIELD EXPERIENCE CRITERIA**

To fulfill the field experience requirement, a student must complete a learning experience that is relevant to the honors diploma area of focus. Experiential learning involves the application of academic and technical skills and includes lab-based activities, co-ops, simulated workplace, mentorships, internships, pre-apprenticeships, and apprenticeships. Students receive regular supervision during field experience activities as well as documented follow-up.

Field experiences must be documented in a portfolio, although do not need to be approved by an outside expert or professional unless the student wishes to fulfill the portfolio criteria. A student may complete work to meet the field experience criteria through credit flexibility.

The District requires students to complete the following procedures:

Field experience hours and portfolio work can occur at any time during the school year (or summer if arranged) but students should allow enough time to meet the final deadline to complete reflections, presentations, and evaluations as applicable.

NOTE: Field experience and portfolio work can be completed and documented during ANY year and applied to the honors diploma (ex. Complete the field experience as a sophomore).

### **TIMELINE**

#### **Freshman, Sophomore, Junior:**

Outline a plan for honors diploma

Complete Field Experience Proposal/Agreement if applicable

Turn in completed Field Experience Proposal/Agreement to School Counselor if applicable

#### **Before December of Senior Year:**

Schedule presentation of work if applicable

Complete presentation of work if applicable

Finalize honors diploma requirements

Have counselor submit name for honors diploma recognition

#### **Final Deadline:**

Last Day before Winter Break of Senior Year.

### **PORTFOLIO CRITERIA**

To meet the portfolio criteria, a student must develop a portfolio in the student's honors diploma area of focus. Work completed through credit flexibility may meet the portfolio criteria.

The portfolio will contain a combination of the following:

- Introductory letter written by the student describing the work and how it relates to the focus area.
- Table of contents.
- Career development materials such as a resume, college application, letter(s) of recommendation, employment application.
- Documentation of progress.
- Work product developed during the experience.
- Presentation of the portfolio to the school or local community.
- Evaluations that comply with a rubric approved by the school counselor.

The portfolio must be completed by the student and evaluated by an expert with academic or professional backgrounds related to the student's focus area. Experts may not be employed by the Board and may not be a family member. Students will select from a list of experts developed by the school counselor, or may select another qualified individual that is approved by the principal. Experts will evaluate the work contained in the portfolio using criteria developed and approved by the school counselor. A student does not need to complete a field experience to meet the portfolio criteria.

### **ADDITIONAL ELEMENTS OF THE DIPLOMA WITH HONORS**

Students shall not be required to make an application or declare their intention to qualify for the Diploma with Honors. Before the beginning of each school year, the high school principal shall notify all high school students and their parents of the criteria required for earning the Diploma with Honors.

The principal shall notify the Pickaway Ross Career and Technical Center of the requirements established by the Board for District students to be awarded a Diploma with Honors.

The Principal shall request and verify that the joint vocational school district provides to each enrolled District student, at the beginning of each year, the Board's requirements for both a regular diploma and the Diploma with Honors. In addition, the Principal is directed to obtain from the PRCTC, by no later than September 1, the diploma status for each enrolled District student.

### **EARLY GRADUATION**

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

### **EDUCATIONAL OPTIONS**

Zane Trace High School provides alternative means by which a student can achieve the goals of the District, as well as the student's personal educational goals. The option is in place for students' who have been dealt with circumstances that would require an alternate placement for them to receive their credits.

The following is the approved Educational Option for this school year:

Virtual Learning Academy

In order to participate in Virtual Learning Academy, the student must first meet with the building principal. Students under the age of eighteen (18) may only participate with the written consent of their parent or guardian. Credit will be granted upon the successful completion of an approved program and will be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with Board policy and established administrative guidelines.

### **ACADEMIC LETTER**

An Academic Letter is earned by maintaining an overall 4.0 GPA for a school year. Academic bars are given to students who achieve the accomplishment more than once.

### **COLLEGE CREDIT PLUS**

High School students are given the opportunity to enroll in college courses and to receive high school and/or college credit with no cost to the student.

Ohio University-Chillicothe hosts a meeting for parents and students in February on the Zane Trace campus each year to provide up-to-date information regarding this program. Students must indicate intent to participate by April 1 and apply by May 1.

Post Secondary grades are computed on a 4.0 scale. A college course similar in content to Zane Trace Honors course completed and passed may be considered “honors” for calculating GPA. Details about the program are available in Guidance.

### **WORK STUDY**

The work study program provides students an opportunity to meet their academic requirements for graduation while gaining valuable work experience. Through this experience, students will build the knowledge, skills and self-confidence to be successful in higher education, in the workplace and in life. Students participating in this program will attend their academic classes daily and be granted a late arrival/early dismissal to participate in employment during school hours. Students completing 120 hours (1 credit) during a school year may either be dismissed during the last period of the day, or arrive after the first period of the day. Students and their employers will be required to complete documentation and provide hourly verification through a time sheet or pay stub. Students can only earn a maximum of 1 credit for work study.

\*\*Student work-study hours may be completed outside of school hours (before/after school, weekends, and non-school days) within the semester they are scheduled to participate.

### **COMMUNITY SERVICE**

Community Service may be earned by a student for 1 credit. Students are responsible for securing their own placement off campus and completing all parts of the Community Service Request Form. Community Service courses are taken on a pass/fail basis and do not count toward GPA. To receive credit for the community service, students must also complete a community service project and log their hours weekly. The community service project is determined by the supervisor.

### **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Board Policy 2413 – Career Advising)

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are

not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

### **HONOR ROLL**

At the conclusion of each nine week grading period, a high honor and honor roll will be developed to be made visible to the public.

### **ATHLETIC AWARDS**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

### **TRANSFER OF CREDITS**

Zane Trace High School will accept credits from all public and private accredited schools. If a question arises as to the valid accreditation of any particular school, official documentation will have to be provided to the Zane Trace School District.

Upon receiving credits earned at an approved accredited institution, the guidance counselor will review and convert credits and marks earned to the Zane Trace grading system. Classes directly comparable to honors classes at Zane Trace shall be classified as honors classes. A course in the prior school identified as honors (accelerated, Advanced Placement, or other descriptors for difficulty level) but is not identified as honors at Zane Trace will be evaluated by the administration on an individual basis. Zane Trace reserves the right to determine the value of any credit earned at the prior school when converting credits to the Zane Trace transcript.

In a case where courses and credits can not be converted to the Zane Trace High School grading system, the course history would be hand-entered and the transcript would reflect credits and grade point averages only for the classes taken at Zane Trace High School.

### **NATIONAL HONOR SOCIETY ELIGIBILITY REQUIREMENTS**

You must meet **ALL** the following requirements:

- Juniors: 5 weighted classes (honors Eng 1, 2, 3; pre-calculus; chemistry)
- Seniors: 6 weighted classes (honors Eng 1,2,3,4; pre-calculus; chemistry, calculus, physics, statistics)
- 3.5 overall (unweighted) GPA
- Complete an application that is acceptable to the application committee of 5 teachers and 3 current NHS members.

Evaluations will be based upon the four pillars of the National Honor Society: scholarship, leadership, character, and service.

Late applications or any application with any part missing will **NOT** be accepted. **NO EXCEPTION.**

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network, and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study, and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access. The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents and guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student

Technology Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy, is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to, the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. posting misleading or fake photographs of students or school staff members on websites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive, or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" online without parent approval and participation.

8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measures. Students must immediately notify the teacher or principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
  - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
  - K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the building principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
  - L. Students must secure prior approval from a teacher or the building principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
  - M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the building principal. All such authorized communications must comply with these guidelines.
  - N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the

Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., GmailGmail), Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the building principal. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purposes. ( )The following hierarchy will prevail in governing access to the Network:
  - 1. Class work, assigned and supervised by a staff member.

2. Class work, specifically assigned but independently conducted.
3. Personal correspondence (checking, composing, and sending email).
4. Training (use of such programs as keyboarding tutors, etc.)
5. Personal discovery ("surfing the Internet").
6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or technology supervisor.

T. Game playing is not permitted at any time.

### **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/Guardians have to complete FinalForms in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail. Parents who elect to communicate with a staff member via email are required to keep the District informed of any changes to their email address.

### **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Spring 2026 - Grades 3-12

- ELA - Tuesday, April 7th - Friday, April 24th
- Math/Sci/SS - Monday, April 20th - Friday, May 8th

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the Guidance Office.

By June 30th of each year, parents will be provided with the score of any State-mandated assessment or test administered to their student. Results will be sent via mail or email or, alternatively, will be posted to a secure portal that families can access on the District's or school's website.

## **PUBLIC SCHOOL CHOICE OPTIONS**

If a school within the District has been designated as “persistently dangerous” as defined by State law, students have the right to transfer to another “safe” school in the District. If there is not another “safe” school in the District providing instruction at the students’ grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, the student also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student’s grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student’s grade level.

## **SECTION III - STUDENT ACTIVITIES**

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

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

The Board authorizes the following student groups that are sponsored by a staff member.

Hope Squad	M.A.D.E	Journalism	Yearbook	Student Council
Powerlifting	Drama	Quiz Bowl	Esports	
Future Farmers of America (FFA)		Fellowship of Christian Athletes (FCA)		

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

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

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

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot on any materials or information.

### **ATHLETICS**

Zane Trace High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

The following is a list of activities currently being offered. For further information, contact Trevor Thomas, the Athletic Director, at 740-775-1809.

#### **Fall**

Cross Country-Boys  
Cross Country-Girls  
Football  
Golf-Boys  
Golf-Girls  
Soccer-Boys  
Soccer-Girls  
Volleyball

#### **Winter**

Basketball-Boys  
Basketball-Girls  
Bowling  
Swimming-Boys  
Swimming-Girls  
Wrestling

#### **Spring**

Baseball  
Softball  
Track-Boys  
Track-Girls

### **ACADEMIC ELIGIBILITY**

#### **Board Policy 2431 - INTERSCHOLASTIC ATHLETICS**

The Board of Education recognizes the value to the students of the District and to the community of a program of interscholastic athletics for students as an integral part of the total school experience.

The program should foster the growth of school loyalty within the student body as a whole and stimulate community interest in athletics.

The game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship, character, fairness, etc.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone. It should also offer an opportunity for career and educational development and to further develop the educational philosophy as set forth by the Board.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students of this District with those of another district.

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and be kept free of hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

No student may practice or compete in interscholastic athletics until the student submits a form signed by the student's parent or guardian, or by a person having care or charge of the student, affirming that each has received a concussion and head injury information sheet as prepared by the Ohio Department of Health. See Form 2431 F1 and Form 2431 F2.

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extracurricular activity, a student must have maintained at least a 1.5 grade-point average and/or must not have received a failing grade in any course for the grading period prior to the grading period in which the student wishes to participate.

Students educated at home or enrolled in a nonpublic school who are permitted to participate on a District interscholastic team must fulfill the same academic, nonacademic, and financial requirements as any other participant. See Policy 9270.

An exception may be made by the principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.

### **Board Policy 2430:**

In order to be eligible for any co-curricular, interscholastic and non-interscholastic extracurricular activity, a student must have maintained at least a 1.5 grade-point average for the grading period prior to the grading period in which the student wishes to participate. Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance with Policy 9270. Students attending community or STEM schools may participate in extra-curricular activities in accordance with Policy 2430.02.

If a student who becomes ineligible under these standards improves their grade point average during the current grading period enough to meet the eligibility standard, the student may be reinstated at the beginning of the next grading period.

Students identified as disabled under R.C. Chapter 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student's disability.

## **STUDENT EMPLOYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school,

the student must first contact their counselor to discuss any legal requirements and to obtain any required documents.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

### **STUDENT PRECINCT WORKERS**

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election.

To be eligible, a student shall be:

- A. a United States citizen;
- B. a resident of the county;
- C. at least seventeen (17) years of age
- D. enrolled in the senior year of high school

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

## **SECTION IV -STUDENT CONDUCT**

### **ATTENDANCE**

## **SCHOOL ATTENDANCE POLICY**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

The building administrator will make all final decisions as to the disposition of all attendance problems in accordance with the adopted attendance policy.

### **ABSENCE PROCEDURES:**

The parent or guardian is to telephone the school in the event a student is absent. This call is to be made as soon as possible but no later than 9:00 a.m. Calls not received by this time will prompt a phone call on the one-call now system. This does not guarantee an excused absence.

If during the school day a student arrives late or leaves early he/she must check in or out through the office.

#### **A. EXCUSED ABSENCE**

An excused absence is that condition or situation over which the student, parent, or guardian has no control. An excused absence will allow students to make up class work they have missed. Excused absences are counted as days missed from school and count against a student's hours.

**Absences, excused or unexcused, in excess of 10 days during the school year must be accompanied by a written medical excuse from medical personnel or a court note signed by the court in order to be excused.**

The following are excused absences:

1. Personal Illness or Injury
2. Medical or Dental Appointments
3. Illness in the Family
4. Quarantine
5. Death in the Family
6. Observance or Religious Holiday \*\*
7. Being detained to work at home by a parent if a student is over age 14 (law prohibits a parent from detaining a student under 14 years of age from school to work at home).
8. Buses cannot reach a student
9. Emergency or set of circumstances which in the judgment of the superintendent his/her designee constitutes a good and sufficient cause for absence from school.
10. Administrative pre-approved vacation for **no more than five days**.
11. Court Appearance

\* Job interview (for PRJVS only) or a college visitation (may include other comparable activities). These are regarded as curricular in nature similar to a field trip. Note these would then not be counted as absences. They are limited to two days with pre-approval and showing documentation upon student's return to school.

#### **B. UNEXCUSED ABSENCE/TARDY**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws

of the State. (Please refer also to “Truancy” on page 52 of this handbook.)

An unexcused absence will eliminate the privilege of make-up work and will result in a grade zero for that requirement. May result in driver’s license suspension.

If a student under the age of eighteen (18) has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during a semester, the student will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of their driver’s license, if appropriate, as a result of this excessive absence.

**EXAMPLES OF UNEXCUSED ABSENCE:**

- Truancy
- Shopping trips
- Non-urgent work at home or elsewhere
- Unconfirmed illness
- Pleasure trips
- Hair cuts, errands, bill paying etc.
- Out of school suspension
- Oversleeping
- Missing the Bus

**C. MEDICAL ABSENCE:**

Documentation from a medical absence results in a medical excuse and does NOT count as an absence.

**MAKE UP TESTS AND SCHOOL WORK**

Students who are absent from school with an excuse shall be given the opportunity to make up for missed work. The student should contact the teacher as soon as possible to obtain assignments. Failure to make up work will result in a grade of zero for that requirement.

**The number of days for completion of make-up work will be equivalent to the number of excused days of absence.**

If a student misses a teacher’s test due to an excused absence, the student should make arrangements with the teacher to take the test at another time. If the student misses a State mandated assessment test or other standardized test, the student should consult with the School Counselor to arrange for administration of the test at another time.

**SUSPENSION FROM SCHOOL**

Absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up school work missed due to suspension.

Assignments may be obtained from the teacher beginning with the first day of suspension.

Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and turn them in to the teacher within 2 day (s) after returning to school.

The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests.

- The student’s grade for work ethic will be diminished and indicate “absence from school due to discipline.”

### **VACATIONS**

The parent/guardian requesting the specific days for vacation must submit the vacation request form (*before the vacation*) to the office for approval by the principal. [Zane Trace High School Vacation Request Form](#) A student must be in good attendance standing in order to be granted approval of requested vacation days. According to district policy, students may be granted up to five days for vacation. However, parents/guardians are encouraged to be aware that with the passage of House Bill 410, (as described in the policy below under *Excessive Absences and Habitual Truancy*), excused absences (including excused vacation days) contribute to a student’s attendance record in the event the student reaches the category of “Excessive Absenteeism.”

### **TARDY POLICY (CLASSROOM)**

Two per 9 weeks in a classroom.

Lunch Interventions should be assigned for all tardies after two per 9 weeks by the teacher or monitor.

### **18 YEAR OLD STUDENTS**

Students who are 18 years old or older that continue to come tardy to school or have excessive unexcused absences will first meet with the Zane Trace High School Principal and Counselor for a conference to discuss the circumstances of the tardies or absences. This conference will also serve as a warning. If the behavior continues the student will meet with the principal to be placed on an 18 year old contract that stipulates regular school attendance, good behavior, no tardies to school. If absent, the proper documentation is required. Once the contract is agreed upon the student understands if it is broken they can be suspended for 10 days with a recommendation for expulsion from school.

### **ATTENDANCE PROCEDURES**

The attendance officer will take into consideration the student’s past attendance record. A warning letter may be sent to the student’s parents, and an informal hearing may be scheduled or truancy charges may be filed in Juvenile Court. For the remainder of the school year the student’s attendance will be monitored by the attendance officer. If charges were not filed when the problem was originally brought to the attendance officer’s attention, they will be filed as soon as she/he feels the student has accumulated sufficient absences to justify charges being filed. This policy will be used to deal with unexcused absence or unexcused tardies.

Once the student is placed on probation, the probation officer will monitor attendance. If attendance continues to be a problem, the probation officer will take appropriate action.

### **ATTENDANCE- HOUSE BILL 410**

1. In compliance with HB 410 students that have attendance problems will be classified as either “excessive” or “habitual”.

A. “excessive absence” is defined as:

- 38 or more hours (7 days) of instruction per month with or without a legitimate excuse.
  - 65 or more hours (12 days) of instruction days per year with or without a legitimate excuse.
- B.** - habitual truant” is defined as:
- 30 or more consecutive hours (5 days) without a legitimate excuse.
  - 42 or more hours per month (8 days) without a legitimate excuse.
  - 72 or more hours per year (13 days) without a legitimate excuse.

#### **District responsibilities when a child has EXCESSIVE ABSENCE**

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

1. The district will notify the student’s parents in writing within **7 days** of the triggering absence;
2. The student will follow the district’s plan for absence intervention; and
3. The student and family may be referred to community resources.

#### **District responsibilities when a child is HABITUALLY TRUANT**

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

1. Within **7 days** of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team;
  - b. Make 3 meaningful attempts to secure the participation of the student’s parent or guardian on the absence intervention team.
2. Within **10 days** of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within **14 days** after the assignment of the team, the district will develop the student’s absence intervention plan;
4. If the student does not make progress on the plan within **61 days** or continues to be excessively absent, the district will file a complaint in the juvenile court.

#### **ABSENCE INTERVENTION TEAM (AIT)**

**An absence intervention team is to be deployed when a student is deemed habitually truant.**

The purpose of the absence intervention team is to establish a student-centered absence intervention plan for every child who has been deemed habitually truant by identifying specific barriers to and solutions for attendance. The team includes the participation of the student and the parent. This requirement is new and is aimed at breaking down barriers to attendance without filing criminal complaints against the student in juvenile court.

Membership of each team should vary based on the needs of each individual student, but each team **MUST** include:

- 1) A representative from the individual’s school or district;
- 2) Another representative from the school or district who has a relationship with the child;
- 3) The child’s parent (or parent’s designee) or the child’s guardian, custodian, guardian ad litem or temporary custodian.
- 4) The student

The district or school may consult or partner with public and nonprofit agencies to provide assistance, as appropriate, to students and their families to reduce absences.

### **ATTENDANCE FAILURE APPEALS PROCESS**

Attendance reviews are tentatively scheduled to take place on the night of conferences for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 9 weeks.

1. Student must attend the 1<sup>st</sup> attendance review
2. Students and parent must attend the 2<sup>nd</sup> attendance review in a year
3. Student and parent must present reasons for absence at the March, April, or May school board meeting for the 3<sup>rd</sup> and 4<sup>th</sup> attendance review in a school year.

Parent and medical excuse notes are time sensitive. Student notes will not be accepted after the fifth school day upon which the student returns to school without authorization of the principal and/or the attendance committee.

Parental notes will not be accepted for absences or tardies after a student has accumulated ten parental excused absences or tardies. Only notes from a physician will be accepted after ten parental excuses without principal or attendance committee approval.

Parent notification of non-attendance or late arrival will not be approved until accompanied by a parent/guardian note.

### **CODE OF CONDUCT**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

It is impossible to list or categorize all types of disciplinary violations, thus the administration reserves the right of disciplinary assignment as the case so determines.

Administrators, teachers and guidance counselors will work together in an attempt to find causes of student misbehavior so that the student may benefit from the wide range of educational experiences and course offerings.

The establishment of a district wide discipline plan is an attempt to ensure the orderly functioning of the school district. The plan should serve the needs of the district but should also consider the needs of individual administrators, teachers and students who must abide by this plan. Although different buildings/grade levels have needs that may not be specifically addressed by a district discipline plan, common sense adaptations of applicable parts of the plan are encouraged.

The key to success of any discipline plan is parental involvement. Administrators, teachers and any staff members involved in disciplining students are encouraged to maintain communications with parents. Early communication may help eliminate potential discipline problems.

### **EXPECTED BEHAVIORS**

Students are expected to:

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

A violation or attempted violation, even though unaccomplished, of any rule may result in disciplinary action, including but not limited to:

- A. Behavior Intervention (before, during, or after school)
- B. Suspension of Privileges
- C. In-School Management- (temporary alternative placement on school grounds)
- D. Out of School Suspension (temporarily excluded from school) - absent from school
- E. Alternative School
- F. Emergency Removal (immediate, short-term exclusion from school)
- G. Suspension or deletion of school bus transportation privileges
- H. Expulsion (long term exclusion from school)
- I. Rehabilitation (mandatory attendance-drug treatment program)
- J. Legal Action (charges filed with the proper legal authorities)
- K. Other reasonable disciplinary actions
- L. Permanent Exclusion.

### **LUNCH INTERVENTION**

LUNCH INTERVENTION is served during lunch for one (1) half hour interval. The intervention will be served the day after (24 hours notice) unless special arrangements are made prior to intervention being served. Failure to attend lunch intervention will result in a day of ISM being assigned. Failure to attend ISM will result in 1 day of OSS.

No student will be permitted to participate in extracurricular activities or special events if a lunch intervention is not served. (i.e. football game or practice, cheerleading, field trip)

Lunch Interventions cannot be appealed to the Superintendent or Board of Education.

### **IN-SCHOOL MANAGEMENT (ISM)**

ISM is served during the school day from 7:40 a.m. to 2:11 p.m. ISM is an alternative to an out-of-school suspension. In-school management (ISM) will also be used in situations when students are displaying behavior that is unacceptable for a classroom, or who may be a threat to other students or themselves and need to be removed from the classroom/hallways. Students assigned to ISM will be required to complete classroom assignments and be assigned a behavior intervention activity to complete. Students are not permitted to bring cell phones to ISM.

## **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 5 days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or the student's representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

## **EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Principal, or assistant principal may remove the student from any curricular or extra-curricular activity or from the school premises. A teacher may remove the student from any curricular or extra-curricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal, in writing, within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extra-curricular activity for less than one (1) school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, assistant principal, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

## **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the

reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5), school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by their parents, legal counsel, and/or by a person of the student's choice at the hearing.

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

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 5 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations, including use or possession of alcohol or drugs, may result in revocation of the student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the College Credit Plus Program at the time the expulsion is imposed.

### **PERMANENT EXCLUSION**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;

- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

### **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal (or assistant principal or other administrator) will decide whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing and within one (1) day, of the reason for the suspension and the length of the suspension.

### **SEARCH AND SEIZURE**

Administrators may search a student or a student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on

all school vehicles transporting students to and from regular and extra-curricular activities.

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

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to help them become successful in school. It is a program that was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through interventions ranging from a school-wide system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

### **PBIS COMMITTEE**

The Zane Trace High School PBIS committee will consist of the building principal, teacher (s), and should be representative of the entire school staff across grade level. Having a representative team will improve communication and feedback about PBIS programs in the school and should also improve involvement and buy-in throughout the school.

### **RESPONSIBILITIES OF THE PBIS COMMITTEE:**

1. Hold PBIS meetings monthly to plan and coordinate school-wide behavior systems. The team is responsible for planning PBIS activities and acknowledgement programs. The team should continually monitor and update PBIS programs by reviewing the PBIS Tiered Fidelity Inventory.
2. Present PBIS news at staff meetings to keep staff up to date with school PBIS programs and receive input and feedback from staff.
3. The PBIS Team should review behavior data as a routine to assist in decision making.
4. The PBIS team shall establish tier II and tier III behavior interventions as disciplinary measures to attempt to correct behavior. Interventions are supervised by staff.

Behavior Interventions will be enforced by the principal and ISM coordinator. Tier II and Tier III interventions could result in a referral to integrated services or counseling sessions with the guidance counselor.

### **DISCIPLINARY PENALTIES**

#### **PART I**

**Any violation of the following rules will result in an immediate suspension of 10 days.** Each violation will be treated as a separate offense. Violators may be referred to civil authorities and

may be SUBJECT TO EXPULSION. Lunch Intervention will not be offered as an option to suspension for any of the eight violations.

1. Conviction of a Felony

The conviction of a felony for violation of a county, state or Federal statute when such a conviction may cause a disruption in school.

2. Alcohol and Drugs

Possession, use, concealment, sale or offer to sell narcotics, other illegal drugs, including drug paraphernalia, and alcoholic beverages on school property during school or at a school activity. Adopted Board Policy on alcohol and drugs will be referred to in dealing with this offense.

3. Counterfeit Controlled Substances

Knowingly possess, make, sell or offer to sell, give or deliver a counterfeit controlled substance on school property during school or at a school activity. Directly or indirectly representing or describing a "counterfeit controlled substance" as a controlled substance. A counterfeit controlled substance is defined as:

- a. Any drug that is identified by a trade name or trademark without authorization of the owner of the trade name or trademark.
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance with a specific trade name or trademark.
- c. Any substance that is represented to be a controlled substance, but in fact, is not a controlled substance or is different from the substance being represented.

4. Intruder Alarm-Any student caught setting an intruder alarm off will receive an automatic 10-day suspension for inducing panic.

5. Over the Counter Substances

Knowingly make, sell or offer to sell any substance available to purchase without a prescription.

6. Possession or Use of Weapons

Possession of a dangerous weapon on school grounds during school or a school activity. Such items include, but are not limited to fireworks, look alike weapons and all knives. Possession of firearms shall be handled separately. Such possession shall result in expulsion for a period of one calendar year. The Superintendent may reduce this requirement on a case by case basis. Firearm is defined to include any weapon, including a starter's gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to any of the devices described above.

7. Physical Assault

The act of physically assaulting an employee of the school system or any other person while on school property or while at a school event. If circumstances warrant, expulsion proceedings will be initiated.

8. False Alarms and Reports

The act of initiating a fire alarm or initiating a report warning of a fire, bombing or other catastrophe without cause, or by giving false testimony or falsely reporting school incidents.

**PART II Automatic five (5) day suspension.** Letter mailed to parents. Each violation will be treated as a separate offense. Lunch Intervention may be offered as an alternative to suspension depending on the individual circumstances.

9. Damage to School Property

Willful damage or attempted damage to school property, private property or private property of school employees on school property. (If damage occurs the student will be responsible for repair or replacement)

10. Extortion

The act of extortion, threatened extortion, or threatening reprisals in order to secure an object or service from another person in school.

11. Violence or Disruption

Any influence over others or any participatory acts, deeds, or words that cause violence or major disruption to the educational process.

12. Unauthorized Fires

The burning or any attempt to burn any part of any building or any other property belonging to the Zane Trace Local School District.

13. Fighting

The act of hostile body contact with the intent to injure.

14. Sharing/Distributing/Transmitting Pictures and Videos

Students shall not possess, bring, make, transmit, share, distribute, conceal, take, sell or offer inappropriate photos, pictures, drawings, and/or videos on school grounds. Examples include, but are not limited to, posting inappropriate photos on social media that were taken on school grounds, submitting school assignments with inappropriate video or photo content, depictions of using or advocating the use of banned/prohibited/illegal substances (for example, alcohol, tobacco, drugs, vaping, etc.), pornographic or obscene material, photos of individuals in a state of nudity, etc.

**15. Restroom Use-** Senate Bill 104 requires all students to use the restroom aligned to their biological sex.

Ohio Revised Code Section 3319.90 B (2):

“(2) No school shall permit a member of the female biological sex to use a student restroom, locker room, changing room, or shower room that has been designated by the school for the exclusive use of the male biological sex. No school shall permit a member of the male biological sex to use a student restroom, locker room, changing room, or shower room that has been designated by the school for the exclusive use of the female biological sex.”

A student purposefully not using the restroom aligned to their biological sex will have the following actions taken:

1st offense: Five day out-of-school suspension

2nd offense: Ten day out-of-school suspension

A ten day suspension would be pending expulsion.

**PART III** Any violation of the following rules or combination of rules will result in the assignment of the following:

1<sup>st</sup> offense 3 days suspension

2<sup>nd</sup> offense 5 days suspension

3<sup>rd</sup> offense 10 days suspension

4<sup>th</sup> offense expulsion

16. Smoking/Use of Tobacco/E-Cigarettes/Possession of a lighter

Possession, consumption, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, “vapor”, juuls, other substitute forms of cigarettes, or clove cigarettes is also prohibited.

**Nicotine/Vaping**

1st offense- 5 Day suspension

2nd offense- 10 Day suspension

Students may be granted approval to participate in a principal/superintendent/court appointed prevention program. Students in this program will have their disciplinary action reduced to a three day out-of-school suspension and attend the PARS vape course for four days.

17. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle: or unauthorized access or activity in a Board-owned computer, into the district, school or staff computer files, into a school or district file server, or into the Network.

**The following violations will result in ISM, before elevating to OSS:**

18. Forgery

The act of forging any school forms or material prepared for school. Altering a hall pass etc.

19. Theft

The act of stealing or attempting to steal.

20. Leaving School Without Permission

No student may leave school without permission of the building principal. When students arrive at school premises, whether walking, driving, or riding a bus, they are not to leave the school premises at any time, without the permission of the building principal.

21. Distribution of Unauthorized Material

The act of distributing or selling any material that has not been authorized by the principal. Including the viewing of items that violate the computer use agreement.

22. Repeated Violations of Other School Rules

Repeated violations of other school rules including rules of extra-curricular groups.

23. Unauthorized Area

Unauthorized Area: Including – faculty restrooms, unsupervised classrooms, Jr .High & Elementary buildings without permission..

24. Aggressive Physical Play (Horse Play)

Action that causes disruption

25. Staff Harassment and/or obscenity

The use of abusive or obscene language or gestures toward school employees;

**PART IV** Any violation of the following rules or combination of rules will result in the following assignment:

1 <sup>st</sup> offense	1 lunch intervention
2 <sup>nd</sup> offense	2 lunch interventions
3 <sup>rd</sup> offense	1 Days ISM
4 <sup>th</sup> offense	2 Days ISM

26. Insubordination, Disregard of Reasonable Directions, Requests, or Commands

Students shall not disregard directions, requests, or commands by the teachers, student teachers, substitute teachers, teacher aides, the principal, or other authorized school personnel. This includes being disrespectful by verbal or physical remarks. A student shall not fail to accept other forms of discipline which are prescribed by the principal or certified teaching staff. Failure to comply with reasonable requests or directives of school employees

27. Class Tardiness – Unexcused – See Attendance Policy page 36.

28. Hall Passes

Students shall have a pass from a teacher to be in the halls during class time- one student at a time only.

29. Public Display of Affection (P.D.A.)

Students are not to publicly display affection while at school. Kissing, embracing are examples of the public display of affection. 1<sup>st</sup> offense warning 2<sup>nd</sup> offense- Lunch Intervention

30. Littering

Students are not to litter in the building or on the school grounds.

31. Prepared for Class

Students are to bring to class those items as identified by the instructors as needed to participate in the class or laboratory activity. This would include proper dress or uniform, books, manuals, notebooks and pencil or pen.

32. Driving Regulations

Students who are authorized to drive to and from school must conform to the school's student parking code.

33. Office Phones

Office phones may be used in the event of an emergency.  
Classroom phones are for the use of the instructor only!

32. Loitering

Students may not use the restrooms or office as a place for loitering or as a "student lounge".

34. Use of Property

Use of any property, school owned or other student's without permission.

35. Unserved Lunch Intervention

Failure to serve assigned lunch interventions automatically goes to the next level.  
Any student that receives 4 or more lunch interventions from the same instructor, will be assigned a full day of OSS.

36. Disruption at Assemblies / School Events

Students shall not engage in nor urge others to engage in use of any type of violence, force noise, intimidation, or any conduct which would cause disruption of any function of the school.

37. Casual Use of Profanity / Vulgar Language

Students shall not use any form of profanity, written or verbal. Included in this prohibition is the use of obscene gestures, signs, pictures, clothing publications which could be offensive to others.

38. General Class Disruption

Interrupting classroom procedures or the teaching process.

39. Cheating on Tests or Other School Work

Cheating or use of unauthorized materials on tests or other school work will result in a grade of zero on the assignment and a lunch intervention.

40. Cell Phones- Per Board Policy 5136:

**Students may use Personal Communication Devices (PCDs) before and after school, and during their lunch break.**

**Cell phones are not permitted to be used in the classroom setting without permission from a teacher.** All cell phones will need to be in a locker outside of lunch time. If a cell phone is confiscated by the teacher or principal, the following disciplinary actions will be taken:  
1<sup>st</sup> offense- Device will be confiscated and may be picked up by the student at the end of the school day.

2<sup>nd</sup> offense-Device will be confiscated and will be picked up by a parent at the end of the school day.

3<sup>rd</sup> offense- Device will be confiscated and will be picked up by a parent at the end of the school day-1 Lunch Intervention

\*Refusal to hand over electronic devices when asked by teacher/principal results in one day of ISM.

Any student that is observed recording unauthorized school activity (e.i. fights) on his/her personal device (phone/IPOD/IPAD) will be subjected to disciplinary penalty.

Any student recording a physical altercation will receive an automatic one-day suspension.

41. Earbuds- Students are only permitted to wear earbuds during their lunch break and before and after school.

1<sup>st</sup> offense- Warning

2<sup>nd</sup> offense-Earbuds are confiscated and may be picked up by the student at the end of the day. 1 lunch intervention

3<sup>rd</sup> offense-Earbuds are confiscated and will be picked up by a parent at the end of the school day-2 lunch interventions.

Further offenses will result in ISM.

42. Unauthorized Sale or Distribution

The act of selling or attempting to sell, trade, or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on property owned by the Board is prohibited.

43. Other Undesirable Behavior

Since it is impossible to outline each specific offense which may occur, students who display behaviors that are considered disruptive to the mission of the school will be assigned an appropriate penalty for the infraction.

44. Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity. Students are not permitted to play games that could promote gambling during school hours.

[ORC 2915.01\(D\)](#) defines “game of chance” as “poker, craps, roulette, or other game in which a player gives anything of value in the hope of gain, the outcome of which is determined largely by chance, but does not include bingo.” Games of chance do not require a license from the Ohio Attorney General. However, anyone interested in conducting games of chance is strongly encouraged to review the [Ohio Attorney General’s Policy 201](#) for more information on games of chance.

Card games not permitted are poker, blackjack, Texas hold'em, and rummy.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate

times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

### **PART V-DRESS CODE**

Any violation of the following rules or combination of rules will result in the following assignment:

1st offense	warning / student will change or wear clothing provided by the office personnel
2nd offense	student will call parents to bring in proper clothing or student will remain in office unexcused from classes. Student may be sent home to change into proper clothing, this time is considered unexcused. 1 Lunch Intervention
3rd offense	Change of clothing and 1 Day ISM
4th offense	Change of clothing and 2 Days ISM

#### 46. Dress Code – Section 5511 in Board Policy Manual

A. Parents are primarily responsible for the manner in which a student dresses to attend school. Students are responsible for managing their own distractions regardless of what other students wear. However, while respecting a student's right to individuality and protection from body shaming, no student has absolute freedom of choice in wearing clothing, or not wearing certain items of clothing, if he/she presents an appearance thus

infringing on other student's right to learn by causing a disruptive influence in the atmosphere of educational endeavor within the school.

- B. The principal, with the counsel of his staff, may take or send the student home to correct his/her appearance. Teachers may require certain expectations of dress for specific presentations and projects.
- C. Wearing shorts will be permitted for grades K-12. Cutoff shorts must measure at 6" above Knee. Athletic attire is permitted.
- D. Shorts and skirts will be permitted but undergarments may not be visible.
- E. Sleeveless shirts or tops will be permitted but students are not permitted to wear cut-offs or any loose fitting shirt that reveals a student's chest.
- F. The following will not be permitted:
  - 1. Wearing of clothing or items of jewelry with pictures, patches or slogans referring to, depicting, or advertising the use of alcohol, drugs, or tobacco;
  - 2. Wearing of clothing or items of jewelry with pictures, patches or slogans referring to, or suggesting, sexual subjects or obscene language;
  - 3. Wearing any shirt that bares the student midriffs (including the back and sides);
  - 4. Wearing of any apparel without the proper undergarments.
  - 5. Wearing of hats and/or coats or use of blankets inside of classrooms or other areas of the building. **Hoods may not be worn inside of the building.**
  - 6. Bare feet or cleated shoes.
  - 7. Any item of clothing that constitutes a possible health or safety hazard, or could cause distraction such as clothing too large, too tight, too sheer, too soiled, etc;
  - 8. Book bags will not be permitted to be carried during the school day. Gym clothes and other items may be stored in lockers. (includes, briefcases, gym bags, oversized purses).
  - 9. Exceptions to the above can be made only with the approval of the building principal for an activity under the direct supervision of a teacher.
  - 10. Holes in pants or jeans above fingertip length that do not have patches of clothing underneath are not permitted.
  - 11. Students are not permitted to wear pajamas to school.

**PART VI-Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

Any violation of the following rules or combination of rules will result in the assignment of the following:

1 <sup>st</sup> offense	3 days suspension
2 <sup>nd</sup> offense	5 days suspension
3 <sup>rd</sup> offense	10 days suspension
4 <sup>th</sup> offense	expulsion

## Face Paint and Identification Policy

In order to support both student expression and the safety of our school community, Zane Trace Local Schools is adding the following guidance to the Student Handbook:

### Face Paint Restrictions

- Students are prohibited from wearing **costume makeup/face paint** during the school day and at school-sponsored events held on school property, unless specifically approved for a designated school activity (e.g., drama performances, spirit events with administrative permission).
- For the purposes of this policy, **costume makeup/face paint** is defined as any substance applied to the skin that covers or alters a significant portion of the face, such that it obstructs the ability to readily identify the individual. Examples include—but are not limited to—full or partial face painting, heavy designs, camouflage-style applications, or markings intended to disguise natural features.

### Distinction Between Makeup and Face Paint

- **Cosmetic makeup** (such as foundation, blush, eyeliner, mascara, lipstick, or other typical grooming products) remains permitted. Makeup that is used in moderation for personal expression, hygiene, or style is acceptable, provided it does not obscure the natural features of the student’s face.
- **The key distinction:** Makeup enhances natural features, while costume makeup/face paint alters or conceals them to a degree that interferes with identification or becomes disruptive in the learning environment.

### Distraction in the School Setting

- A **distraction** is defined as any clothing, accessory, or personal appearance choice that draws an undue amount of attention, interrupts instruction, or interferes with the ability of students or staff to focus on teaching and learning.
- Unlike typical cosmetic makeup, face paint often attracts significant peer attention, disrupts classroom focus, and shifts the learning environment away from its academic purpose. For this reason, face paint is considered inherently distracting in the school setting.

### Rationale and Security Considerations

- A primary responsibility of the school is to ensure a safe environment. School security and building personnel must be able to quickly and accurately identify students both in person and on the school’s camera system.
- Face paint interferes with identification, reduces the effectiveness of video surveillance, and creates potential safety concerns in emergency situations.

## **Acknowledgement of Student Expression**

- The district respects students' rights to express themselves through dress and personal style. This policy is not intended to limit individuality but rather to balance self-expression with the shared responsibility of maintaining safety, minimizing distractions, and preserving a focused learning environment.

## **Consequences**

- Students who arrive at school or attend school events with face paint in violation of this policy will be asked to remove it. Repeated violations may result in disciplinary action consistent with the Student Code of Conduct.

### **GANGS**

Gangs that initiate, advocate, or promote activities that threaten the safety or wellbeing of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership, or causing and/or participating in activities that are designed to intimidate another student, will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the Principal.

### **Harassment of Other Students**

Verbal or physical harassment of other students, including hazing and cyberbullying.

Depending on the degree of the offense, may receive greater punishment. (5517.01 Board Policy)

### **Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

**Note:** An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

**A. Verbal**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

**B. Nonverbal:**

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

**C. Physical:**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that they are the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties, should contact the District's Anti-Harassment Complaint Coordinator(s): Josh Jones, High School Principal

740-775-1809  
946 S.R. 180  
Chillicothe, Ohio 45601

Kelly Congrove, Elementary School Principal  
740-775-1304  
946 SR 180  
Chillicothe, Ohio 45601

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom the student believes to be responsible for the harassment or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The AntiHarassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal. Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim, or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

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

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Any one having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

### **HAZING**

Performing any act, or coercing another, including the victim, to perform any act, of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **LUNCH PERIOD REGULATIONS**

1. No student is allowed to leave the school grounds during the lunch periods. The only exception is a student who brings a doctor's statement confirming that the student must have a special diet that the school cannot provide and which must be eaten at home
2. Students who need to use the restroom facility during the lunch period must first seek the permission of the lunchroom duty teacher. Teachers will allow the student to go one at a time as long as it is not overused or the privilege abused.
3. Other requests to leave the lunchroom area will be dealt with on an individual basis; however, the requests should be kept to a minimum.
4. Students shall not leave a messy eating area, fail to return trash and tray to the proper area, take food from another student, throw food, cut a line, etc.
5. Outdoor dining may be permitted so long as students stay in designated areas and trash is picked up.

## **DRIVING TO SCHOOL**

When a student drives a car to school, it must be parked in a designated area as established by the building principal. Upon arriving at school, the driver must park his/her car and enter the building. The car will remain parked all day. No sitting in cars during the school day is permitted. Students may leave before the buses. When the buses leave school grounds, student vehicles must remain in the student parking lot.

(Examples of offenses are, but not all inclusive: driving too fast on school property, purposely spinning tires on pavement or in the gravel, and/or doing anything that may cause harm/disrespect to the driver, occupants, bystanders, or school property.)

## **DRIVING VIOLATIONS**

1st offense	warning
2nd offense*	3 day suspension from driving privileges
3rd offense*	10 day suspension from driving privileges
4th offense*	student's driving privileges may be revoked for the rest of the school year

*\*Students will be subject to school rules (Chronic Misconduct) if they do not accept the above consequences.*

## **SECTION V: TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The School provides transportation for all students who reside in the district. The transportation schedule and routes are available by contacting Steve Clever at 740-775-7287.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the Principal stating the reason for the request and the duration of the requested change.

### **CONDUCT ON SCHOOL VEHICLES**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned vehicles as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

- Prior to loading (on the road and at school)
- Each student shall:
  - be on time at the designated loading zone
  - stay off the road at all times while walking to and waiting for school transportation;
  - line up single file off the roadway to enter;

- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

### **During the trip**

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove, or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the school vehicle in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### **Exiting the school vehicle**

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe; be alert to a possible danger signal from the driver.
- The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

### **\* DISCIPLINE LEVELS THAT MAY RESULT FROM INFRACTIONS**

1 <sup>st</sup> write up	lunch intervention/ISM
2 <sup>nd</sup> write up	3 day removal
3 <sup>rd</sup> write up	5 day removal
4 <sup>th</sup> write up	10 day removal
5 <sup>th</sup> write up	denied for semester.

\*May be subject to additional punishment according to the student handbook.

### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

### **TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

## ACCEPTABLE USE POLICY

### Google Chromebook Student/Guardian Agreement

**Student:** \_\_\_\_\_

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS LISTED IN THE FOLLOWING AUP:**

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Student Name

Date

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Guardian Name (printed)

Guardian Signature

Date

The Zane Trace Local School District is proud to be able to offer our students access to a Google Chromebook to advance their education. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. Students, you are responsible for the general care of the Chromebook that is issued to you by the Zane Trace Local School District.

#### **Google Applications:**

Students will be logging into our ZTLSD Google Apps for Education domain and saving documents to students.ztlsd.org. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access. The Zane Trace Local School District makes no guarantee that their Internet will be up and running 100% of the time. In the rare case that the Internet is down, the District will not be responsible for lost or missing data.

#### **Software on Chromebooks:**

All software and apps on the Chromebooks will be installed and managed wirelessly by the District. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed, wirelessly, as they are recommended and approved by teachers and site administrators.

#### **Non-Functioning Chromebooks:**

Chromebooks that are broken, or fail to work properly, must be taken immediately to the Google Help Desk located in the High School Media Center/Library. If deemed necessary, the helpdesk will issue a replacement.

### **Requirements:**

It will be required for every student to have a school provided Chromebook while attending school at Zane Trace Local School District. *There shall be no student provided Chromebooks to be used during the regular school day.* To keep the school network devices and equipment safe and running properly from foreign intrusions, which will also ensure a safe Student and Faculty experience while online.

### **Protect the Chromebook by following these rules for care and safe keeping:**

- The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.
- Close the Chromebook screen before moving it, unless directed to do so by a teacher.
- Do not attempt to remove the students.ztlsd.org domain from the Chromebook.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a book bag that will press against the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Do not expose the Chromebook to any food or drinks/fluids at any time.
- Do not expose the Chromebook to any extreme hot/cold temperatures.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Zane Trace Local School District.
- Chromebooks must never be left in an unlocked car or any unsupervised area. If a device is stolen, it will be the responsibility of the owner to file a police report.
- Students are responsible for charging their Chromebook battery before the start of each school day.
- Students may be selected at random, by teachers or administrators, to provide their Chromebook for inspection for damages or misuse.

### **Chromebook Check-In**

Chromebooks will be returned during the last two weeks of school. If a student transfers out of the Zane Trace School District during the school year, the Chromebook must be returned at the time of withdrawal. If a student's Chromebook and/or AC power adapter have been damaged or defaced, the student will be billed, either for the repair or replacement of the Chromebook, the adapter, or both during the year-end check out, or when the student withdraws from the Zane Trace School District.

If a student Chromebook is not returned during year-end check-in or upon transferring out of the district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's Chromebook, the student will be billed for the replacement of the Chromebook, the adapter, or both by adding the cost of the equipment to the student's school fees. Failure to pay fees in a timely manner will have consequences that could result in the student's inability to participate in graduation ceremonies and receive a diploma.

### **Chromebook Costs**

Students are responsible for all physical damage done to their Chromebook. The cost will be what the school district has to pay for the replacement parts.

### **Consequences for Violations**

Violations of these Acceptable Use Policy rules may result in disciplinary action. Consequences may include, but not be limited to, the loss of a user's privileges to use the school's information technology resources. Further disciplinary actions may be imposed in accordance with the Code of Conduct up to and including suspension, or expulsion, depending on the degree and severity of the violation. See student discipline ladder/student handbook for discipline that will be handed out for violations of the Acceptable Use Policy.

### **Supervision and Monitoring**

The use of District owned information technology resources is not private. School administrators, and their authorized employees, monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators and teachers reserve the right to examine devices (personal or school owned) in order to further the health, safety, discipline, or security of any student. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

### **Disclaimer of Liability**

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor) ; for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage, or loss, incurred by a user, or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

### **Student & Guardian Disclaimer**

With the increased access to informational technology and the privilege that comes with technology, is greater student responsibility to appropriately use the technology and monitor their own behavioral and acceptable use of this resource.

2025-2026  
Zane Trace Local School District

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Tyler Wertman, Superintendent

Lucy Thomas, Treasurer