Urbana High School

2026-2027

NAME _____

ADDRESS _____

CITY/TOWN _____ STATE _____ ZIP _____

STUDENT NO. _____ HOMEROOM _____ PHONE _____

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Dear Student:

Welcome to the 2026-2027 school year at Urbana High School. The start of a new school year offers the opportunity for academic and personal growth and new experiences. Your high school experience is dependent upon one thing – **YOU**. Involvement in school functions and activities will create memories that will last a lifetime.

You are part of a tradition that includes more than 10,000 graduates over the last 156 years. The reputation of a school is based on the character, appearance and success of the students. The staff is ready to maintain the history of academic achievement as they work with you to help reach your goals. Preparing you for graduation and walking "Down the Hill" on your way to a life of success is the ultimate reward for the staff and community.

This handbook has been prepared as a reference guide for students and parents to become acquainted with school policies. Please take time to familiarize yourself with the information provided. Since not all rules can be included, we expect students and staff to treat others with respect, to contribute through participation in school events, to accept responsibility for their actions, and to assist in creating a positive school environment.

Please feel free to contact the school if you have any questions or concerns throughout the year. Best wishes for a successful school year.



Nathan Sever
Principal

PLEASE NOTE- School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

Equal Education Opportunity
This District provides an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officers:

Karen Fielder
Urbana City Schools
711 Wood Street
Urbana, Ohio 43078
937-653-1402
karen.fiedler@urbanacityschools.org

Emily Smith
Urbana City Schools
711 Wood Street
Urbana, Ohio 43078
937-653-1402
Emily.smith@urbanacityschools.org

URBANA CITY SCHOOLS 2026-2027 CALENDAR

- O Records Day / No School
- ☐ Teacher Inservice / No School
- X Holiday / No School
- Ð 2-Hour Delay Teacher Inservice
- ▬ Report Cards Released HS & JH
- Δ Parent / Teacher Conferences
- ▲ Exchange Day / No School
- ( ) High School Exams
- ☺ Last Day of School
- A-B Staggered Start Days

Only members of the group attend school on the designated dates

August

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	O	O	15
16	☐	☐	A	B	21	22
23	24	25	26	27	28	29
30	31					

August 13 Records Day
August 14 Teacher Meeting Day
August 17 & 18 Teacher Inservice/No School
August 19 ONLY Group A Attends School
August 20 ONLY Group B Attends School

September

S	M	T	W	TH	F	S
		1	2	3	4	5
6	X	8	9	10	11	12
13	14	Δ	16	17	Ð	19
20	21	Δ	23	24	25	26
27	28	29	30			

September 7 Labor Day/No School
September 15 Parent/Teacher Conf (HS)
September 18 2-Hour Delay Teacher Inservice
September 22 Parent/Teacher Conf (JH)

October

S	M	T	W	TH	F	S
				1	2	3
4	☐	6	7	8	9	10
11	12	13	14	15	16	17
18	O	20	21	22	▬	24
25	26	27	28	29	30	31

October 5 Teacher Inservice/No School
October 16 End of First Quarter
October 19 No School-Records Day
October 20 Start Second Quarter
October 23 Report Cards Releasd

November

S	M	T	W	TH	F	S
1	2	3	4	Δ	6	7
8	Δ	Δ	11	Δ	Ð	14
15	16	Δ	18	19	20	21
22	X	X	▲	X	X	28
29	30					

November 5 Parent/Teacher Conf (K-5)
November 9 Parent/Teacher Conf (K-2)
November 10 Parent/Teacher Conf (3-5)
November 12 Parent/Teacher Conf (JH)
November 13 2-Hour Delay Teacher Inservice
November 17 Parent/Teacher Conf (HS)
November 23-27 Thanksgiving Holiday

December

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	X	X	X	X	26
27	X	X	X	X		

December 21 - January 1 Holiday Break

January

S	M	T	W	TH	F	S
					X	2
3	4	5	6	7	8	9
10	11	(12)	(13)	(14)	O	16
17	X	19	20	21	▬	23
24	25	26	27	28	29	30
31						

January 4 School Resumes
January 12-14 HS Semester Exams
January 14 End of Semester/Second Quarter
January 15 No School-Records Day
January 18 MLK Day/No School
January 19 Start Third Quarter
January 22 Report Cards Released

February

S	M	T	W	TH	F	S
	1	2	3	Δ	5	6
7	Δ	Δ	10	Δ	Ð	13
14	X	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 4 Parent/Teacher Conf (K-5)
February 8 Parent/Teacher Conf (3-5)
February 9 Parent/Teacher Conf (HS & K-2)
February 11 Parent/Teacher Conf (JH)
February 12 2-Hour Delay Teacher Inservice
February 15 President's Day/No School

March

S	M	T	W	TH	F	S
	☐	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	X	X	X	X	▲	27
28	O	30	31			

March 1 Teacher Inservice/No School
March 19 End of Third Quarter
March 22-26 Spring Break
March 29 No School-Records Day
March 30 School Resumes/Start Fourth Qtr

April

S	M	T	W	TH	F	S
				1	▬	3
4	5	6	7	8	9	10
11	12	Δ	14	15	16	17
18	19	Δ	21	22	23	24
25	26	27	28	29	30	

April 2 Report Cards Released
April 13 Parent/Teacher Conf (JH)
April 20 Parent/Teacher Conf (HS)

May

S	M	T	W	TH	F	S
						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)	(☺)	O	29
30	X					

May 25-27 HS Final Exams
May 27 Last Day of School/End of Qtr/Sem
May 28 Records Day/Makeup Day if Needed
May 29 Graduation 7:30 p.m.
May 30 Graduation Rain Date 1:30 p.m.
May 31 Memorial Day/No School

June

S	M	T	W	TH	F	S
		1	2	3	▬	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			

June 4 Report Cards Released

PLEASE NOTE: Make-up days will be required if school is closed for more than five days. The five designated make-up days are May 28th, June 1st, June 2nd, June 3rd, and June 4th. Any additional make-up days will be added to the end of the school

ADOPTED 3-25-26

URBANA HIGH SCHOOL FACULTY AND STAFF

email addresses (First.Last)@urbanacityschools.org

Mr. Sever (Nathan.Sever), Principal
Mr. Scheiderer (Zane.Scheiderer), Athletic Director
Ms. Leonard (Valerie.Leonard), School Counselor
Mrs. Smith (Emily.Smith), Director of Special Ed.
Mr. Stormes (Sean.Stormes), Assistant Principal
Mrs. McKenzie (Erin.McKenzie), Nurse
Ms. Evans (Angie.Evans), School Counselor

TEACHERS

Ms. Butler…….(Jennifer.Butler)
Ms. Deitloff……...(Kendell.Deitloff)
Mr. Cotner ……..…...(Carleton.Cotner)
Ms. Cress……..…..(Cassandra.Cress)
Ms. Dean……..……..…..(Megan.Dean)
Ms. Denman……..……(Jami.Denman)
Mr. Dixon……..……(Jeremy.Dixon)
Mr. Edwards……..……(Jesse.Edwards)
Mr. Endres……..……(Chris.Endres)
Ms. Frakowski…….(Kylee.Frakowski)
Ms. French……..……(Ellie.French)
Mr. Klingler……...……(Don.Klingler)
Mr. Lightle……..……(Chris.Lightle)
Ms. McDonald…....(Corrie.McDonald)
Ms. McKellop……(Holly.McKellop)
Ms. Mounce…...….. ...(Amanda.Mounce)
Ms. Padilla……...….(Amy.Padilla)

TEACHERS

Ms. Petty…….....(Lauren.Petty)
Mr. Pine……...….(Ryan.Pine)
Mr. Pittsenbarger…..(Aaron.Pittsenbarger)
Ms. Pittsenbarger…(Carmen.Pittsenbarger)
Ms. Ridge……..…(Laura.Ridge)
Ms. Robeson…..….(Ashton.Robeson)
Mr. Russell…...…(Thomas.Russell)
Mr. Sapp……..……..(David.Sapp)
Mr. Schelle…..……(Jason.Schelle)
Ms. Simpson…..(LeighAnn.Simpson)
Mr. Steinmetz…...(David.Steinmetz)
Mr. Trenor……..…..(Patrick.Trenor)
Ms. Westerman….(Ellen.Westerman)
Mr. Wilhelm……..(Steve.Wilhelm)
Ms. Zaborowski….(Kathryn.Zaborowski)
Ms. Zachrich...…..(Mallory.Zachrich)

SECRETARIES

Principal, Mrs. Jacobs……(Jamie.Jacobs)
Asst. Prin., Mrs. Markin…(Jessica.Markin)
Counseling, Ms. Lewis …..(Holly.Lewis)
Athletic, Ms. Thomas…(Carie.Thomas)

FACULTY ASSOCIATES

SH, Mrs. Morris …….(Kristi.Morris)
ALC, Mr. Myers…...…(David.Myers)
Library, Ms. Lyons……(Susie.Lyons)
Parapro, Ms. Anderson ..(Leila.Anderson)

BELL SCHEDULES

Please use the front entrance doors or the East Lawn entrance doors and wait in the cafeteria until 7:25 a.m., when you may go to your locker or homeroom class. Loitering on stairs or in hallways is not permitted. You must be in your seat by 7:35 a.m. Students wishing to have a teacher conference should make arrangements with the teacher. The main office opens at 7:25 a.m. for parent/doctor note drop offs.

NORMAL CLASS SCHEDULE			A.M. ASSEMBLY SCHEDULE			P.M. ASSEMBLY SCHEDULE		
PER.	BEGN	ENDS	PER.	BEGN	ENDS	PER.	BEGN	ENDS
HR	7:35	7:50	1	7:35	8:19	1	7:35	8:20
1	7:54	8:41	2	8:23	9:07	2	8:24	9:09
2	8:45	9:32	3	9:11	9:56	3	9:13	9:58
3	9:36	10:23	ASMB	10:00	10:30	4	10:02	10:47
4	10:27	11:15	4	10:34	11:19	5	10:51	11:36
5	11:19	12:04	5	11:23	12:08	6	11:40	12:25
6	12:08	12:53	6	12:12	12:57	7	12:29	1:13
7	12:57	1:44	7	1:01	1:46	8	1:17	2:01
8	1:48	2:37	8	1:50	2:37	ASMB	2:05	2:37

2 HOUR DELAY SCHEDULE			ACTIVITY PERIOD SCHEDULE			CLIMBERTIME SCHEDULE		
PER.	BEGN	ENDS	PER.	BEGN	ENDS	PER.	BEGN	ENDS
1	9:35	10:05	1	7:35	8:15	1	7:35	8:15
2	10:09	10:39	2	8:19	8:58	2	8:19	8:59
3	10:43	11:13	3	9:02	9:41	3	9:03	9:43
4	11:17	11:47	4	9:45	10:24	CT	9:47	10:43
5	11:51	12:36	7	10:28	11:08	4	10:47	11:27
6	12:40	1:25	5	11:12	11:57	5	11:31	12:16
7	1:29	1:59	6	12:01	12:46	6	12:20	1:05
8	2:03	2:37	8	12:50	1:30	7	1:09	1:49
			AP	1:35	2:37	8	1:53	2:37

Lunch is served during periods 5 and 6.

ATTENDANCE POLICIES

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student's total participation, which is reflected in the attendance policies that follow.

ABSENCE CATEGORIES

Excused Absence

The student is absent from school with his/her parents' knowledge. Parent/guardian call-ins or written notes will be accepted as excused absences for up to eight (8) school days or forty-eight (48) hours per school year, regardless of the reason provided.

After a student exceeds eight (8) days or forty-eight (48) hours of parent-excused absences, any additional absences must be verified by appropriate documentation (e.g., physician's note, court documentation, etc.) in order to be considered excused. Absences beyond this threshold without documentation will be considered unexcused.

The following are LEGITIMATE reasons for absence from school:

1. Personal illness: The assistant principal's office may require a physician's certificate after the parent-excused limit has been reached. Continued absences may result in a referral to juvenile court or further consequences including expulsion.
2. Doctor or dental appointments: Such absences are for the actual time necessary to complete the appointment and are not to be considered a reason to be absent for a whole day. Documentation may be required after the parent-excused limit is reached.
3. Illness in the family: Instances will be reviewed by the attendance office.
4. Death of a relative: Absence is limited to three days unless reasonable cause can be shown for an extension.
5. Observance of religious holidays: A student may be excused for the purpose of observing a religious holiday. If observance of such holiday requires only attendance at a religious service, the student should attend such service before or after school if possible.
6. Vacation: Please see Vacation Policy.
7. Subpoena to court: Documentation from court is necessary for the absence to be excused. Absence is excused for only the time required to be in court.

8. Emergency or set of circumstances that in the judgment of the administration constitutes a good and sufficient cause of absence.

Unexcused Absence and Truancy

An unexcused absence is when a student is absent from school or a class without parent/guardian notification, or when absences exceed eight (8) days or forty-eight (48) hours without required documentation. The consequence for a 1st and 2nd unexcused absence is a lunch detention; any further unexcused absences will result in After-School Detention. The attendance days/hours do not reset at the semester. Truancy is when a student is absent from school and/or a class without parents' and/or school official's knowledge or permission. The consequence for truancy is Tuesday Night School.

Some examples of common unexcused absences include:

1. Failure to provide parent/guardian notification of absence
2. Absences exceeding the allowable eight (8) days or forty-eight (48) hours without required documentation
3. Leaving school without permission
4. Skipping class or school without authorization

"Habitually truant" is defined as being absent 30 or more consecutive hours without a legitimate excuse; 42 or more hours in one month without a legitimate excuse, or 72 or more hours in one year without a legitimate excuse. Students who are identified as "habitual truant" will be referred to an absence intervention team for development of an absence intervention plan. The AIT will meet in accordance with district procedure. If the intervention plan is unsuccessful, a complaint will be filed with juvenile court. Habitual absence without legitimate excuse may be subject to denial, suspension and/or revocation of driving privileges by Section 3321.13 of the Ohio Revised Code.

Students with "excessive absences" of 38 or more hours in one month with or without a legitimate excuse; 65 or more hours in one year with or without a legitimate excuse will follow the district's plan for absence intervention; and the student and family may be referred to community resources.

For any unexcused absence/truancy, all assessments missed must have a plan for completion developed by the student and approved by the teacher. The assessments must be completed and submitted within three (3) days of the original due date. Semester and final exams missed due to an unexcused absence will be counted as a missing assessment, equivalent to a zero, with no make-up or reassessment opportunity.

ABSENCE PROCEDURES

1. Parents or guardians MUST phone the school attendance office (653-1414) before 9:00 a.m. to report student absences. After 9:00 a.m. a phone call will be sent to the primary contact number on the school file. In the event that phone contact is not made, a signed note from a parent or guardian

explaining the reason for the absence MUST be submitted upon the student's return to school if the parent has been unable to make contact with the attendance office. Students who return to school without a phone call or note will be considered truant unless an excuse is provided from a parent/guardian within 24 hours of their return to school.

2. On the first day back the student should go to the main office to drop off parent/doctor note.
3. Students approved for an out to lunch pass through quarterly PBIS awards that leave school at lunchtime and do not return MUST have a parent/guardian notify the attendance secretary (653-1414) before the end of the school day, otherwise the absence is unexcused/truant.

ILLNESS AT SCHOOL

Any student who is too ill to attend class MUST contact the school nurse. Unless authorized by the school nurse or main office staff, students must not leave the building or school grounds due to illness or for any other reasons. Students leaving without authorization will be considered unexcused/truant. Absences from individual classes due to illness will be recorded for attendance purposes.

8-DAY / 48-HOUR ABSENCE RULE

Students may not be absent for more than 8 days or 48 hours cumulative during the school year for reasons other than those excused in writing by a physician or with court documentation. (Vacations, suspensions, excused and unexcused absences, and the career day will apply towards the 8 days/48 hours) The physician's written excuse or court documentation must be received within three school days of the absence. Each absence, that is not physician or court excused, after the eighth day or forty-eighth hour will be counted as an unexcused absence. All unexcused absences, with the exception of suspensions, will count toward truant hours. Excessive unexcused absences will be referred to the absence intervention team. (See attendance guidelines.)

HOMEWORK REQUESTS

If a student is absent for two or more days, homework can be requested by calling the attendance office at 653-1414.

EXTENDED MEDICAL ABSENCES

Students with physician excused absences that extend beyond one quarter in length must have all coursework for the time missed completed by the end of the following quarter. Deviation from this policy requires administrator approval.

TARDINESS

Students are to be in their first period class at 7:35 a.m. Students late to school must first stop at the main office to pick up a tardy admit. A tardy is arriving to school between 7:35 and 9:15 (start of 3rd period), without a legitimate excuse. This time does count toward the accumulation of hours missed from school. A detention will be issued for the 3rd – 5th tardy to school and/or class in a quarter.

Further tardies will result in Tuesday Night School. All tardies will be unexcused.

LEAVING THE SCHOOL BUILDING OR GROUNDS

Students must not leave the school building or grounds during the day without permission from the office. In addition, parent/guardian permission is necessary before a student can leave the school. Students who leave and do not have permission from the main office will be considered truant and disciplinary action may occur.

ATTENDANCE PRIOR TO A SCHOOL FUNCTION

Students, unless excused in advance, must be in attendance a minimum of four full class periods in order to attend and/or participate in athletic contests, musicals, plays, dances or any other scheduled school event. Lunch periods do not count as a class period.

VACATION POLICY

1. As per Board policy, extended vacations during the school year are to be discouraged.
2. Teacher comments are to be solicited regarding the effect of any extended absence of individual students.
3. Potential effects of extended absences for vacations will be communicated to the parent/guardian prior to the absence.
4. Days taken for vacation purposes will be counted toward the 8-day or 48 hour maximum absence limit in a year.
5. Teachers shall have the option of giving assignments prior to the student's absence and requiring work to be turned in upon completion or waiting until the return of the student and allowing a reasonable time for completion of make-up work.
6. All efforts should be made to prevent vacation requests during semester and final exams.
7. Upon written request or phone call from parent/guardian, a vacation form will be given to the student for teacher and parent/guardian signature. The form must be turned in to the attendance office with the exact dates of absence prior to the vacation. The request will then be approved or denied by the administration.

COLLEGE VISITATION

Juniors and seniors who maintain an overall minimum GPA of 2.00 and are seriously considering attending college can request a college visitation application in the attendance office. The application must be completed and returned at least five school days prior to the scheduled trip. The trip must be scheduled and completed before May 10th. A summary sheet, with signature verifying attendance, must be filled out and turned in to the attendance office within three days of the college visit. An excused absence will then be issued.

Any days used for college visitation will **not** count towards the 8-day or 48 hour maximum absence limit per year. No more than 3 days for a senior or 2 days for a junior may be used for this purpose.

CAREER /JOB SHADOWING DAY

Students may be excused for one career/job shadowing days to explore potential career interests, including participation in Take Your Son/Daughter to Work Day. Freshmen and sophomores may be excused for up to one day per school year, while juniors and seniors may be excused for up to two days. Application forms must be obtained from the attendance office and submitted for approval prior to the absence. These days will count toward the 8-day or 48-hour maximum absence limit per year.

FIELD TRIPS/CONTESTS DURING THE SCHOOL DAY

Field trips are an important part of the overall educational process and individual class.

General Field Trip requirements:

The student needs to be:

1. in good standing academically with no failing grades.
2. free from disciplinary action – students assigned to ALC or under OSS are not permitted to attend.
3. free from any major problem during a previous field trip.
4. caught up in all work if the student has missed five or more days in the current grading period.
5. responsible for securing missed work prior to the field trip and submitting the work on the due date.

*Exceptions to the above requirements require prior administrative approval.

CHANGE OF ADDRESS

Any change of address, telephone number or custody of a student during the school year must be reported to the main office.

GRADING POLICIES

GRADING SCALE

Letter Grade	Percentage	Letter Grade	Percentage
A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59-00

GRADING INFORMATION

1. All students take both semester and final exams.
   Semester and final exams are not eligible for reassessment.
   Exams missed due to an unexcused absence/truancy will be counted as a missing assessment, equivalent to a zero, with no make-up or reassessment opportunity.
2. Semester averages: use point value of letter grade for each 9 weeks, add 1st and 2nd nine weeks points, double, then add exam and divide by five.
3. Semester credit may not be granted unless:
   a. the student attains passing grade in 2 of 3 factors for the semester (1st and 2nd nine weeks and semester exam OR 3rd and 4th nine weeks and semester exam) regardless of total points earned.
   b. all requirements of the course are completed regardless of points earned (requirements: such items as term papers, reports, tests, exams, etc.)

INCOMPLETES (I)/WITHDRAWALS:

An Incomplete (I) may be assigned by the teacher at the end of a grading period when the teacher does not have sufficient evidence to assign a specific letter grade. Students will have two weeks after the end of the grading period to complete the evidence needed. If the student does not complete the required evidence within the two-week time period, the teacher will submit a grade of F.

If a student withdraws from a class after the 15th day of a yearlong class or the 8th day of a semester class, it will be recorded as a withdraw/failing (WF). Withdrawal from a class before the end of the 15th day of a yearlong class or the 8th day of a semester class will be recorded as withdrawn (W). Parent approval is needed to withdraw from a class.

GPA/COURSE GRADES

Urbana High School GPAs and semester grades are computed on a 4-point scale* using the following chart:

LetterGrade	Point Value	Point Range
A	4.000	3.85 – 4.00
A-	3.670	3.51 – 3.84
B+	3.330	3.18 – 3.50
B	3.000	2.85 – 3.17
B-	2.670	2.51 – 2.84
C+	2.330	2.18 – 2.50
C	2.000	1.85 – 2.17
C-	1.670	1.51 – 1.84
D+	1.330	1.18 – 1.50
D	1.000	0.85 – 1.17
D-	0.670	0.67 – 0.84
F	0.000	0.00 – 0.66

* The usual GPA calculated according to the UHS grading scale (not included weighted grades) will be used to determine qualifications for honor roll, Academic Achievement Award, National Honor Society, etc.

HONOR ROLLS

UHS honor rolls are determined by computer and published at the end of each 9-week grading period. The results are divided by grade level according to the following point average system with no failing grades permitted:

High Honors List	3.75-4.00
Honors List	3.50-3.74
Recognition List	3.00-3.49

To be included in the honor roll a student must have a minimum of 5 grades in subjects that have a credit of ½ or more in value at the time the grade cards are published. Students with an academic dishonesty violation will not be eligible for Honor Roll for the quarter in which the violation occurred.

ACADEMIC ACHIEVEMENT AWARD

To be eligible to receive the Academic Achievement Award in May, you must be taking a minimum of five classes through UHS, fulltime with CCP course work or a combination of UHS and CCP courses keeping you full-time both semesters. You must have at least a 3.3 cumulative GPA (4.0 scale) at the end of the third 9 weeks (including semester exams) for the current school year with no "F", "I", and/or "WF". Excessive absences, as defined by House Bill 410 (38 or more hours in one month with or without a legitimate excuse; 65 or more hours in one year with or without a legitimate excuses), and academic dishonesty violations may result in ineligibility for the Academic Achievement Award.

PROMOTION POLICIES

The total number of credits earned determines your grade level. You will be promoted to the next grade when you have accumulated the following credits in courses required by your program of study.

GRADE LEVELS

Freshmen (grade 9) – First year of HS or any student with less than 5 credits
Sophomores (grade 10) – Completed one year of HS and has at least 5 credits
Juniors (grade 11) – Completed two years of HS and has at least 11 credits
Seniors (grade 12) – Completed three years of HS and has at least 17 credits

MINIMUM COURSE ENROLLMENT

Students must schedule a minimum of 6 credits and be scheduled for at least 6 classes each day. Students in work-study programs must be enrolled in a minimum of five courses.

HOME SCHOOL CREDITS

Transfer credits from home schooling will only be accepted as pass/fail. GPA and class rank will be based on classes taken at UHS.

CREDIT REQUIREMENTS FOR GRADUATION

Subject Area	Credits
English	4
Math	4
Science	3
Social Studies	3
Health	0.5
Physical Education	0.5
Specific Elective *	1
Other Electives*	6
TOTAL CREDITS	**22**

*Please refer to the Course Descriptions Booklet for all details.

CLASS RANKING SYSTEM

Class rank is determined by the weighted scale. Weighted values are given to certain classes with designated grades as stated below. These weighted values will accumulate from grade 9 through 12. No student shall be eligible for graduation honors, such as Valedictorian, etc. unless they have been enrolled for four (4) consecutive semester(s) for purposes of determining such honors. Students with an academic dishonesty violation may lose the privilege of being named valedictorian or salutatorian.

WEIGHTED GPA IS FOR CLASS RANKING PURPOSES ONLY.

* College Credit Plus courses will match the maximum weight given in that subject area. For example, a college English course will be Level 3 (5.0).

* CCP Courses will be weighted at the highest level of courses within the department/content area.

WEIGHTED COURSE LEVELS

LEVEL I (4.0)

All courses NOT listed in Level 2 or Level 3.

LEVEL 2 (4.5)

Honors English 9, 10
Spanish I, II, III
French I, II, III
Honors World Studies
Honors Algebra I, II
Honors Geometry
Human Physiology
Honors Biology I
Chemistry
Honors Physical Science
Honors Art III, IV
Animal Anatomy and Physiology

LEVEL 3 (5.0)

CCP English I, II
Calculus, including CCP
CCP Music History
CCP Political Science
CCP Am. Studies
Art History, including CCP
Physics, including CCP
Pre-Calculus, including CCP
Spanish IV
French IV
Science & Technology of Food
Business Mgmt.-Ag. Env. Systems
Computer Aided Modeling and Drafting
Intro to Design and Development

WEIGHTED SCALE

GRADE	4.0 SCALE	4.5 SCALE	5.0 SCALE
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.67	1.67	1.67
D+	1.33	1.33	1.33
D	1.00	1.00	1.00
D-	0.67	0.67	0.67
F	0.00	0.00	0.00

CREDIT FLEXIBILITY/EDUCATIONAL OPTIONS

State and local policies govern education options. A student pursuing one or another of these options must contact the school counseling office for the details. All educational options (including credit flexibility options) must have prior written approval from Urbana High School to be considered for credit toward graduation. Guidelines and applications are available in the School Counselor's Office. Credit Flex plans and assessments must be approved, monitored, and verified by the teacher of record.

COLLEGE CREDIT PLUS PROGRAM

College Credit Plus, governed by ODE and the Ohio Board of Regents, allows students in grades 7 – 12, who demonstrate college readiness as determined by the institution, to earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university College Credit Plus is free. If you choose to attend a private college or university, you may have limited costs.

Steps for a student to participate:

- Talk with your school counselor to discuss your interest in taking college courses and how it fits in with your overall academic plan and career goals.
- You and your parent should review the information about the College Credit Plus program located on the Urbana High School website.
- **Attend CCP Information Night** – You and your parent/guardian must attend the informational session about College Credit Plus between October 1st and February 15th, which will be advertised by Urbana High School. If the student and/or parent cannot attend, an appointment must be made with the school counselor by Feb 15th in order to be eligible to participate.
- By **April 1**, notify the school counselor, by submitting a completed CCP Intent to Participate document, if you intend to participate in College Credit Plus the following year. After April 1, you will need permission from the school district superintendent to participate.
- You and your parent/guardian should contact colleges for information, application forms, and criteria for acceptance into College Credit Plus. Some materials are available from the high school counseling office and on college website. You must go through the procedures established by the colleges/universities to apply to College Credit Plus and to enroll in the course(s). You may have to take a college placement test to make sure you are college-ready

- Schedule a meeting with your counselor as soon as you have been accepted and have registered for courses at the college/university to work on your high school schedule and to discuss graduation requirements.
- The student is responsible for providing a copy of current course grade(s), verified by the professor, to the athletic director for athletic eligibility and to the school counselor for academic recognition/awards by the high school's established deadlines.

Students enrolled in College Credit Plus (CCP) full time must take a minimum of 12 credit hours per semester. In order to determine the maximum number of credit hours a student can take in a year, the secondary school must calculate the number of course credits that are for high school credit only and multiply that by 3. That number is then subtracted from the 30 hours. The result is the maximum number of credit hours a student can take in the College Credit Plus program.

30 – (high school only credits x 3) = Maximum number of College Credit Plus credit hours. This calculation must be completed each year for a student as the high school credits may change.

The following will be used for balance of CCP hours and HS courses for the year: One HS yearlong course is equivalent to two HS semester courses – one each semester.

HS Courses	CCP semester credit hours (min – max) **per year**
0	**24-30**
1	**20-27**
2	**16-24**
3	**12-21**
4	**8-18**
5	**4-15**
6	**0-12**
7	**0-9**

Also, students may only take a maximum of 120 credit hours in the program, using the 30-hour maximum **(per year)** calculation (using HS credits and CCP semester credit hours) as described above. If students would like to take more than the maximum number of credit hours, the student can arrange to register and pay for those additional credit hours as a "self-pay" student. Those hours would be outside of the College Credit Plus program.

RECOGNITION

Students successfully completing the required courses and credits will become graduates of Urbana High School. Those achieving an accumulative GPA of 3.75 or above will graduate summa cum laude (with highest praises), 3.50-3.74, magna cum laude (with high praises), and 3.0-3.49, cum laude (with praise) and their achievement will be recognized at the graduation ceremony.

SCHOLARSHIPS

Information about many local, state and national scholarships are available in the school counseling office and in Google Classroom. A faculty scholarship committee decides the recipients of several of the local scholarships, and others are determined by outside committees. They consider your applications and credentials covering your high school career. The scholarships are published on Google Classroom and made available through the school counseling office. However, the basic responsibility of the application rests with the student and parents.

IDENTIFICATION OF GIFTED CHILDREN

Ohio Revised Code specifies procedures for identifying gifted students and notifying parents/legal guardians of this identification.

"Gifted" means students who perform, or show potential for performing, at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified in one or more of four areas. Areas are designated as: (1) superior cognitive ability; (2) specific academic ability (mathematics, science, social studies, reading or writing or a combination of these skills); (3) creative thinking ability, and/or (4) visual or performing arts ability.

Urbana City School District annually screens and assesses students in kindergarten through twelfth grade to identify those students who fall within gifted range. One of the purposes of standardized testing is to serve as a screening and/or identification instrument for gifted potential.

A report will be sent to parents of all students taking this test. This report will serve as notification of gifted screening. A separate letter will be mailed to the parents/legal guardians of all who are identified as gifted.

One opportunity for assessment will be provided each semester when such an additional assessment is requested. An appeal will be considered upon receipt of a letter to the superintendent or coordinator of gifted services outlining the nature of the concern.

The district ensures equal opportunity for all students identified as gifted to participate in all gifted services offered by the district.

Brochures and/or District Policy are available. These can be obtained from building administrators, school counselors, or from the coordinator of gifted services.

IDENTIFICATION OF CHILDREN WITH DISABILITIES

The Urbana City School District is attempting to locate, evaluate, and identify all children 0 to 21-years-old who are in need of special education and related services residing within the district, including children with disabilities who are homeless or are wards of the state, and children with disabilities attending nonpublic schools as required by the Individuals with Disabilities Education Act (IDEA). Disability conditions are defined by IDEA and include visual impairments, hearing impairments, autism, cognitive disabilities, emotional disabilities, orthopedic impairments, multiple disabilities, learning disabilities, traumatic brain injury, or speech and language disabilities.

Residents of the Urbana City School District who are parents or guardians of children with possible disabilities may contact the Director of Special Education at 937-653-1408. All information will be treated confidentially.

GENERAL INFORMATION

TRANSPORTATION POLICY

The transportation policies of the Urbana City Schools Board of Education are aimed at providing a safe, efficient and economical method of getting students to and from school. The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation.

Although the school district furnishes transportation, in accordance with state law, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Transportation on a school bus is a privilege. Students on a school bus are under the authority of the bus driver (ORC 3319.41). Disorderly conduct or refusing to follow the bus driver's directions will be sufficient reason for denying the privilege of transportation. Video cameras are used on school buses and the video may be used for discipline procedures.

For the safety of all students, the following rules will be enforced:

1. Pupils are to arrive at the bus stop **BEFORE** the bus arrives, and wait clear of traffic.
2. Pupils must go directly to the seat assigned them, keeping the aisle clear, and remain seated.
3. Pupils must observe the same conduct as in the classroom and obey the directions of the driver.
4. Pupils must not use profane language.
5. There is to be **NO** eating or drinking on the bus.
6. Pupils must not have tobacco or drugs in their possession on the bus.
7. Pupils may carry only objects on the bus that they can hold on their laps.
8. Pupils are to get on and off the bus **ONLY** at their assigned bus stop.
9. Pupils are not to use any radios on the bus.
10. Animals of any kind are prohibited on the bus.
11. Students are not permitted to ride a bus other than the bus assigned bus by the school transportation department.

CAFETERIA/ LUNCH PERIOD POLICIES

Procedures:

1. Proceed through food lines quickly and courteously.
2. Eat quietly, observing basic table manners.
3. Place items in the appropriate waste or recycling containers.

Rules:

1. You may eat in the cafeteria if you bring your lunch from home.
2. No food, snacks or drinks are permitted outside of the cafeteria. Machines for purchase of drinks/snacks may be operating during lunch hours. Items purchased must be consumed in the lunchroom. Students are not permitted to bring in or receive food from area restaurants at lunchtime.
3. No BOOKBAGS or glass containers are allowed in the cafeteria.
4. Students must remain in the cafeteria or gymnasium during lunch periods. **No** food or drink in to be taken into the gymnasium.
5. Students who leave school grounds on an approved lunch pass through the PBIS program should remember that school rules still apply and their behavior must be appropriate (i.e. demonstrating proper respect for persons or property, obeying traffic and parking regulations) or the lunch reward may be removed.

Generally, lunch is closed for students; however an out to lunch pass or front of the lunch line pass may be awarded for students who qualify based on PBIS reward criteria. A parent permission form will be required for the out to lunch pass reward. Out to lunch passes and front of the line passes will be issued through the main office. **All students leaving for lunch are to exit and enter only the doors by the main office.** No other doors are to be used at lunch.
Students may, as a result of disciplinary action or inappropriate conduct off school property during lunch, have a lunch reward removed. When this occurs, students may not leave the building any time between 7:35 a.m. and 2:37 p.m. and the students must report to the supervisor in the cafeteria or the gym during their lunchtime.

NURSE

The nurse's clinic is open daily from 7:30 a.m. to 3:00 p.m.
If a student wishes to see the nurse during school hours, either from class, lunch or study hall, they **must obtain a pass from a teacher or study hall supervisor** and report to the main office. A student may not see the nurse without a pass unless there is a set of circumstances, which, in the judgment of the nurse and administration, constitutes a good and sufficient cause for not obtaining a pass. Students are to sign in when they arrive to see the nurse.

In the rare instance that the giving of medication during the school day is imperative, parents must provide a written request from the physician. Medication must be provided in its original labeled container, and supply only the amount of medication that is to be taken at school. Medications must be brought to the school by the parent. Disciplinary actions may be assigned to those students not following these procedures.

STUDY HALL RULES AND REGULATIONS

1. No talking at any time.
2. Students may not leave their assigned seats until they are given permission by the study hall supervisor.
3. Any student wishing to be out of the study hall to go to the media center, see the nurse, School Counseling Department, Athletic Office, Main Office, etc. must first present their pass to the study hall supervisor and sign out. Students may then be permitted to leave study hall.
4. Study hall rules and regulations are subject to revision but reflect school rules and regulations.

MEDIA CENTER POLICY

Students will be permitted to use the media center one period each day, during a study hall. To do so, the student needs the following:

a. a media center pass signed by the subject area teacher.
b. an assignment pertaining to the media center
c. student must get the pass during class -- not during study hall.

The media center, a resource center for students and faculty, most items can be checked out for a period of two weeks. Overdue charges are five cents per day.

Hall Passes

Students are strongly encouraged to use the four-minute passing time between classes for locker visits, restroom breaks, and other needs. Students are required to have an approved pass from the teacher to leave the classroom during class periods.

Our school has transitioned from agenda books to Smart Pass. Each student is provided with a unique login and password for Smart Pass. Students create a pass in Smart Pass and wait for their teacher's permission to start the pass. Each student is allocated three passes per day. The student must fill out the date, time, and destination within the Smart Pass system, and the teacher will then approve the pass within the system. Students are responsible for managing their passes and ensuring they have teacher approval before leaving the classroom.

LOCKS AND LOCKERS

DO NOT DEFACE LOCKERS. Keep them neat and clean. Students may not use another student's locker. DO NOT SHARE YOUR COMBINATION WITH ANYONE as this can lead to theft. The Urbana Board of Education assumes no responsibility for valuables kept in lockers. Several times during the school year, a supervised locker clean out may take place.

Lockers are the property of the Urbana Board of Education and school officials retain the right to check all lockers at any time. Pictures, labels, posters, etc. may not be placed on the outside of locker doors. Decorating the inside of locker doors with inappropriate materials, which display pictures and messages about drugs, alcohol and inappropriate/indecent actions and behavior is subject to disciplinary action.

TELEPHONES AND STUDENT MESSAGES

The telephones in the office are business phones and should be used by students for emergencies only. Only emergency messages from a parent or guardian will be delivered to students during the school day.

FEE APPROPRIATIONS

Fee waiver information is available in the main office.

Agricultural Education

Ag. Food & Natural Resource……..14.00
Animal & Plant Science……...14.00
Mechanical Principles……...…...30.00
Science & Technology of Food……...…….20.00
Animal Anatomy & Physiology……..……..…20.00
Bus Mgmt. for Ag & Environmental Systems…….14.00
Ag Capstone: Hands-On & Inquiry Based Learning…….....30.00
Ag Capstone: Ag & Industrial Power……...30.00

Business/Technology/Media

(Workbooks to be paid for by student, subject to change)
Computer Applications……...…..10.00
Computer Science Principles……..……..10.00
Multimedia……..…..10.00

Fine Arts

Band, Concert Choir, Climbers Singers……..…..15.00
Basic & Adv. Photography, Sculpture.....10.00
Caricature ……..……...……...5.00
All other Art Courses…….....20.00

Science

Physics…….....5.00
Physical Science, Honors Phys. Science……...10.00
Chemistry, Biology I, Env. Science, Honors Biology I……15.00
Human Physiology…….……25.00

General

Student Planner Fee…….……4.00

All school fees and fines must be paid in full in order to participate in the Urbana High School Prom and the Urbana High School Commencement Ceremony. PLEASE NOTE as per ORC 3313.642 "Boards of education…may enforce the payment of such fees and charges by withholding the grades and credits of the pupils concerned" unless special circumstances are met.

ATHLETIC ELIGIBILITY

Student interscholastic extracurricular activities in grades 9-12 are required to:

1. Attain a minimum grade point average of 1.67;
2. Comply with OHSAA rules requiring at the end of each grading period that a student earn a minimum of five (5) credits per year toward graduation; and
3. Allow a student to participate if the student has received a failing grade for any class/course in the district's course of study for the previous grading period, provided the student has attained a minimum GPA of 1.67 and earned passing grades in at least five (5) classes that earn credit towards graduation.
4. Students must be covered by adequate insurance with a family accident policy or with a school accident policy.
5. A physical examination is required.
6. All athletic teams have additional guidelines, training rules and regulations, which govern the activities of that team and sport.

A student's grade for athletic eligibility is determined by the grade earned by the student as of the end of the grading period and issued by the teacher at the designated reporting time (Verification of grades – typically two school days after the end of the grading period). Students must pass the equivalent of five full credit courses to be eligible for athletics. Incompletes do not count as passing even if they are later converted to a passing grade. CCP, OHP, and Community School students are responsible for getting an official grade report to the athletic office by the established deadline.

Home-educated students have the opportunity to participate in interscholastic athletics at the public high school located in the parents' residential district. Home-educated students must meet the same eligibility requirement as other students.

The Ohio High School Athletic Association and its handbook of bylaws and sports regulations govern Urbana High School's athletic programs. Additionally, the Urbana athletic program, its team guidelines, training rules and regulations are set up according to the Urbana Athletic Handbook.

EMERGENCY DRILLS

State law requires emergency drills. Instructions are posted in each room. When the fire alarm bell sounds the teacher will direct you to the appointed exit. Move quickly BUT do not run! Move quietly so that you may hear instructions in case of a change from the original plan.

The PA will denote that a tornado alert is in effect and that all students should move to shelter. If students are outside, get into the building as quickly as possible. If you cannot get into the building lay down in any depression or ditch in the ground and face down until the danger has passed. If you are in the building, instructions are posted in each room informing you where you are to go. ABSOLUTELY NO TALKING!

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The Society is a national organization, which recognizes students who are superior in scholarship, leadership, character and service. Membership is an honor, not a right, of eligible students, who are selected by a faculty council. Once selected, students have the responsibility to continue to demonstrate the four qualifying ideals of the organization. These are the national standards of NHS:

I. Eligibility and Election

A. Membership is a privilege, not a right of the eligible student.

1. Juniors who have a 3.3 GPA after 4 semesters and seniors who have 3.3 GPA after 6 semesters (based on a 4.0 scale) are eligible for membership.
2. To be selected, a student must be judged as excellent in the following:
   a. SCHOLARSHIP: intelligent, responsible, involved effort in a challenging variety of courses;
   b. LEADERSHIP: responsibly fulfilled duties as an officer or group leader in school, church or community (may be seen as a quiet but important model of behavior);
   c. CHARACTER: honest, responsible, compassionate, moral behavior in and out of school;
   d. SERVICE: helpful, concerned service to school or community (teacher aide, volunteer work, tutor, etc.)
3. When notified of eligibility, students who wish to be considered for membership must submit activity surveys to the chapter advisor by the designated date. (Deadline: one week following the announcement of eligibility.) Students with questions should contact the chapter advisor for additional information.
4. Students who return surveys late will not be considered for membership, except in case of excused absences. In such cases, students may turn in the surveys on the day of their return to school.

B. Led by the chapter advisors, the Faculty Advisory Council of NHS will review the qualifications eligible students: high standards of scholarship, leadership, character and service. A majority vote will be necessary (three of the five members) for a student to be elected.

1. The chapter advisor will direct the meetings of the FAC, but will not vote.
2. The faculty will be provided with the opportunity to comment on the eligibility of students, but the final choice rests with the FAC.
3. A 3.3 average alone does not fulfill the qualifications of membership. Scholarship, leadership, character and service are equally important.

II. Duties of Members

A. Each member must maintain a 3.3 average.

B. All members must comply with school and community laws and rules.

C. Each member will receive a copy of the NHS bylaws.

D. Members not complying with the bylaws or members not maintaining a 3.3 average will be placed on probation for one semester. After this time, the probationary member may be barred from active participation, or, in extreme cases, from membership. Certain extreme cases may result in removal from membership without the probationary period.

E. Members must be full time students (6 courses per semester)

WORK PERMITS

Applications for work permits may be obtained in the main office. All school fees or fines must be fully paid or a payment plan arranged before the work permit will be approved.

ACTIVITY HIGHLIGHTS

A complete list of school activities is available and constantly updated online at www.urbanacityschools.org under the Quick Link "District Calendars."

DANCES

1. Organizations may request dances. One dance per month may be held in the gymnasium.
2. Students will be required to have all fees paid, or a payment plan in place, and current students may be asked to furnish identification to enter dances.
3. Only UHS students may attend. Exceptions:
   a. Homecoming dance -- non-UHS students and graduates may attend as a date upon approval of guest application.
   b. Prom – non-UHS high school juniors/seniors (as determined by credit) and verified high school graduates may attend upon approval of guest application. No high school dropouts may attend, which includes GEDs or high school equivalency exam/diplomas. Freshmen or Sophomores from other schools and UHS may not attend. All fees must be paid in full in order to attend Prom.
   c. Any guest of a UHS student wishing to attend Homecoming or Prom may not be over the age of 20 at the time of the dance. Identification may be required to show proof of age
4. Students attending school dances should plan on arriving before dance is half over or you will not be granted permission to enter.
5. Students, unless granted special emergency permission, will not be readmitted if they leave the dance.
6. Students attending school dances must park in front of school or along Washington Avenue. Students are not permitted to cruise through parking lots and around buildings or remain in cars on school grounds before or during the dance. Doing so may result in loss of school driving/parking privileges and/or report to police and/or other action.

7. Dances are scheduled to provide a time and place for a wholesome Urbana High School student social activity. Actions and behaviors that do not promote such a wholesome activity will not be tolerated.
8. Dance guidelines including behavior and attire are available in the main office and on the high school website.

HOMECOMING

Homecoming is a highlight of the football season and includes the election of a queen and court. The Urbana City Board of Education and the administration "strongly believe that these young ladies should represent the highest ideals of the school and community." To this end, the board, administration and student council have approved the following rules to govern election and installation of a homecoming queen and attendants:

1. Students may nominate any girl enrolled at UHS. A nomination may be refused.
2. The juniors and seniors will elect, by class ballot, candidate to represent them (six juniors and ten seniors).
3. Following balloting by the entire student body, the three juniors with the largest number of votes will be attendants; the senior girl receiving the most votes will serve as queen, and senior girls with second, third, fourth and fifth highest totals will be attendants.
4. Student council and its advisor will supervise the election and vote tabulation. Incorrectly marked ballots will be disregarded.
5. The election will be held two Mondays before homecoming.

All Homecoming parade floats constructed must follow state fire codes and school rules.

STUDENT DRIVING/PARKING

Any student wishing to drive to school must abide by the following rules:

1. Students must observe a proper speed while on the school grounds.
2. Students must park only in the assigned student parking location.
3. Students may not park in faculty or visitor parking spaces/lots.
4. School buses have the right of way at all times.
5. Students may arrive on school property on or after 7:00am
6. Upon arrival, students must enter the building. Loitering is not permitted.
7. Driving privileges may be denied/suspended for violation of the Attendance Policies (to include absences, tardiness and /or leaving school without permission).
8. Cars are to be parked within parking lines.
9. Students must complete a UHS Parking Registration and Agreement form that is available in the main office. Upon completion and return of this form, a high school permit will be issued. A parking fee of $20 will be charged for the year or $10 for 2nd semester. The permit must

be displayed from the front mirror of the car that is being driven to school. Failure to do so may result in school discipline.

10. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or principal's designee. Consequences may include forfeiture of parking fee, and towing of vehicle at the owner's expense.
11. Vehicles parked on school property are subject to search.

ADULT STUDENTS (18 years old and over)

Only adult students living on their own that have complied with proof of residency requirements (rent receipt, utility bill, voter registration or other) will not be required to have parental permission for absence, field trip consent and other purposes.

VISITORS

All visitors are required to check in at the office. **There will be no student visitors allowed in the building during the school day**. Students are not permitted to have non-parental visitors during the school day. Parental visitations to classrooms may be arranged by contacting the building administrator 24 hours prior to the visit.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY DISTRICT POLICY 7540.03

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its students. The District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose if instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (E.G., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or 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 measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other materials that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology Services may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate of inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has 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 may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications.
B. the dangers inherent with the online disclosure of personally identifiable information and,
C. the consequences of unauthorized access (e.g., "hacking") cyber bullying and other unlawful or inappropriate activities by students online.

Building principals are responsible for providing training so the Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computer/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. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use. Users who disregard this policy may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designated the Superintendent and Director of Technology Services as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
18 U.S.C. 1460, 18 U.S.C. 2246, 18 U.S.C. 2256, 20 U.S.C. 6777, 9134 (2003)

URBANA HIGH SCHOOL CODE OF CONDUCT

The purpose in listing these violations and their appropriate disciplinary action is to inform students of what is considered unacceptable behavior and of the consequences of violating rules.

The Administration, with input from staff, may choose to refer student conflicts to mediation in conjunction with the issuing of disciplinary consequences. The staff and administration believe that each student is an individual and there are varying degrees of involvement with any violation.

This code is in effect:

1. On school property before, during and after school hours, and within sight of the school building.
2. At a school sponsored or sanctioned event held anywhere.
3. During transition to and from school (from doorstep to doorstep).
4. At outside events where being a student is a requirement for attendance (such as dances and activities at other schools).
5. Off of school property to the extent that the misconduct is connected to activities or incidents which have occurred on school property, or directed at a district official or employee, or the property of an employee.

Students and parents/guardians are urged to fully acquaint themselves with the following section of the Urbana High School Code of Discipline.

SEARCHES

Administrative officials reserve the right to search the lockers, desks, automobiles and personal belongings of a student on school grounds or at any school activity when reasonable suspicion exists for the maintenance of order, discipline and safety and in the supervision and education of students. Metal detectors may be used to assist in searching students when it is believed they may be in possession of something harmful or dangerous. If possible, the student's consent prior to the search will be obtained. In the case of a student not giving his or her consent for personal belonging or automobile search, the parent may be notified and the police may be called to conduct the search. Students are not to share lockers or give out their combinations. Refusing to be searched by a school administrator may result in a 10 day out of school suspension as well as referral to Juvenile Court for a charge of obstructing official business, a 3rd degree misdemeanor

VIDEO SURVEILLANCE & ELECTRONIC MONITORING

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/ electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings). See BOE Policy 7440.01 for additional details.

PENALTIES

The following penalties may be used for misconduct.

1. Warning
2. Lunch Detention
3. Detention
4. Tuesday Night School
5. Alternative learning center (ALC) assignment
6. Out-of-school suspension (OSS)
7. Emergency removal
8. Court referral
9. Community service
10. Alternative consequences and assignment (including loss of privileges)
10. Expulsion

The Administration has the right to alter disciplinary action if the behavior is deemed excessive or continuous.

Lunch Detention

Lunch detention may be assigned for minor infractions or as an early intervention to prevent further misconduct. Lunch detention will be served during the student's assigned lunch period in a designated location. Students will be expected to bring their lunch and schoolwork to the detention room and will not be permitted to socialize. The session will be supervised, and students must comply with all rules and expectations during the detention period. Failure to attend or follow directions may result in further disciplinary action, including after-school detention or Tuesday night school. Lunch detentions are considered a formal consequence and may be used as part of a progressive discipline plan

After-school detention

After-school detention will be assigned through the assistant principal and will run from 2:45-3:45 p.m. on Mondays and Thursdays, in room 203. Students are to collect assignments from teachers prior to the assigned session. After-school detention will be supervised and all students are to follow the rules and regulations provided. Failure to do so can lead to dismissal from the after-school detention session and further disciplinary action. Detentions will be served on Mondays and Thursdays only. A detention can only be rescheduled at the request of a parent in writing or by contacting the assistant principal's office

(653-1414) prior to the detention. A student will not be excused from detention to participate in athletic events or extra-curricular activities. Failure to attend and serve in full after-school detention will result in further disciplinary action, such as additional detention, Tuesday night school, alternative learning center, out-of-school suspension, and/or referral to juvenile court.

Detentions will be accumulated on a semester basis. Continued misbehavior may result in a carryover to the following semester.

1st to 3rd detentions	after-school detentions
4th detention	Tuesday night school
5th detention	1day alternative learning center
6th detention	2 days alternative learning center
7th detention	1 day out-of-school suspension
8th detention	2 days out-of-school suspension
9th detention	3 days out-of-school suspension
	and/or court action will be taken

Tuesday night school

Students may be assigned to Tuesday night school as an intermediate step between detention and alternative learning center (ALC) in efforts to keep the student from missing instructional time. Tuesday night school will run from 2:45 pm-4:45 pm on assigned days. Students are to collect assignments from teachers prior to the assigned session. Tuesday night school will be supervised and all students are to follow the rules and regulations provided. A Tuesday night school can only be rescheduled at the request of a parent in writing or by contacting the assistant principal's office (653-1414) prior to the assigned session. A student will not be excused from Tuesday night school to participate in athletic events or extra-curricular activities. Failure to attend or follow rules will result in further disciplinary action.

Alternative learning center assignment

Students may be assigned to the alternative-learning center upon violation of the code of conduct depending on the offense. Students will be responsible for having an ample amount of assignments to complete or other work when in the alternative learning center. Schoolwork completed during assignment to the alternative learning center will be credited to the student. Assignment to the alternative learning center will not count towards the 8-day or 48 hour maximum absence limit per year since students are in school doing work.

Out-of-school suspension

If a student receives an out-of-school suspension, the student is prohibited from any and all extra curricular activities and is not to be found on the school premises during the duration of the out-of-school suspension. All assessments missed must have a plan for completion developed by the student and approved by the teacher. The assessments must be completed and submitted within three (3) days of the original due date.

ACADEMIC DISHONESTY/ACADEMIC CONSEQUENCES

Student cheating is unacceptable behavior that demonstrates both unethical conduct and academic dishonesty. Cheating in any of its forms e.g., copying homework, copying answers from others' tests, plagiarizing, unethically obtaining copies of tests and quizzes before they are administered in the proper classroom setting, aiding or abetting a cheater, the perpetration of other academic fraud, or the attempt thereof constitutes a serious offense, which will result in disciplinary action.

Consequences for academic dishonesty may include any combination of the following: Alternative Learning Center, following the reassessment plan of the teacher, academic probation (which can include loss of academic recognition, lunch pass privileges, loss of field trip privileges, loss of aide privileges, etc.), community service, Tuesday Night School, Out-of-School suspension, and possible recommendation for expulsion. More specific details will be provided to student in writing at the start of the school year and will be available on the high school website.

Teachers may assign academic detentions or Tuesday Night School for failure to meet deadlines and/or complete assessments.

ASSAULT, PHYSICAL AND/OR VERBAL, TOWARD ADULTS AND STUDENTS

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to another person. A student shall not verbally assault any other person. Students violating this section are subject to major consequences and are assigned according to circumstances. Charges may be filed with the Champaign County Juvenile Court.

Procedure for Handling Physical and/or Verbal Assault Cases Involving School Employees

When physical assault on a school employee by a pupil occurs, the employee has the right to defend himself and/or obtain assistance. The principal or person in control of the school shall be immediately notified and the child taken into custody, when possible. In extreme cases, where a deadly weapon was used, or when the child will not submit to reasonable control, the police should be notified upon authorization by the principal, or a member of the staff appointed by him. The parent or guardian should be notified of the incident and asked to remove the child unless in the custody of the police.

When verbal assault by a pupil occurs on a school employee the employee shall notify the principal or person in control of the school. The parent or guardian shall be notified of the incident and be asked to remove the child from the school premises.

The employee shall make a complete report of the physical or verbal assault in writing to the principal. In cases where legal action may ensue, the principal shall obtain a list of the witnesses to the assault and a written statement of what each witness observed or heard. These statements shall be signed, dated and filed. The child shall be placed under suspension and prohibited from all school functions while an inquiry is being held. A principal desiring expulsion should comply with the Board of Education policy regarding expulsion.

PERSONAL COMMUNICATION DEVICES/CONTRABAND

Non-educational items such as electronic games, squirt guns, skateboards, toys, beepers, laser pointers, etc. are to be left at home. Students will have the ability to access their cell phones before school and after school. Students are not permitted to text or make phone calls during their lunch. From 7:35 am to 2:37 pm, student cell phones are to be turned off, in lockers, and not used during the school day. Violation of this rule will result in disciplinary action and confiscation of the cell phone. The district assumes no responsibility for theft, loss, or damage of personal items, including electronic devices brought to school. Students bringing personal items to school do so at their own risk.

Inappropriate and unauthorized use of PCDs may result in confiscation. A confiscated cell phone will result in a Tuesday Night School and the phone will be kept by the administration until the student's parent(s)/guardian(s) claim it from the office. On a second cell phone violation, a day in ALC will be assigned and the cell phone will be confiscated/kept by the administration until the student's parent(s)/guardian(s) claim it from the office. The third cell phone violations, will result in multiple days assigned in ALC. The fourth and subsequent cell phone violation may result in an emergency removal and a minimum of 1 day Out of School Suspension. Additional disciplinary action may be taken if other sections of the code of conduct are violated.

DAMAGE, DESTRUCTION/THEFT OF SCHOOL/PERSONAL PROPERTY

Pupils guilty of destroying, defacing, stealing or damaging school/personal property, including textbooks, classroom equipment and cafeteria/food items, shall be required to pay according to the value of the property/item or the cost of replacement, pursuant to section 3109.09 ORC. Notice of such damage and request for payment shall be sent to the parent or guardian of the pupil by the principal. Pupils are also subject to consequences of following section. In default of satisfactory settlement, the case shall be reported to the Superintendent of Schools for further action.

DISRUPTION OF SCHOOL OR SCHOOL FUNCTION

Anyone shall not, by use of violence, force, noise, coercion, threat, intimidation, fear or any, cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall he urge others to engage in such for the purpose of causing the substantial and material disruption

or obstruction of any lawful mission, process or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging.

While this list is not intended to be all inclusive, the following acts, when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school, illustrate the kinds of offenses encompassed here:

1. Occupying any school building, school grounds or part thereof to deprive others of its use
2. Blocking the entrance or exit of any school building or corridor or room therein to deprive others of lawful access to or from or use of the building or corridor or room
3. Setting fire to or damaging any school building or property
4. Firing, displaying or threatening use of firearms, explosives, including fireworks or other weapons or counterfeit weapons or weapon look-alikes on the school premises for any unlawful or unauthorized purpose
5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus
6. Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus
7. Continuously and intentionally making noise, or acting in any manner so as to interfere seriously with the teacher's ability to teach his class
8. Setting off fire alarms
9. During school hours a student shall not enter any school building other than the one to which he is presently assigned unless approved by the student's principal
10. Hazing of other students
11. Possession of contraband items (see Contraband), mace or pepper gas during school or at any school activity.

Disruptions of school may result in suspension and/or recommendation for expulsion.

DRESS CODE

The Urbana City School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students are responsible to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the education process. Urbana High School views the dress code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final

decision as to the appropriateness of all clothing and attire. Following are guidelines for students:

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
2. Sunglasses will not be permitted in school unless approved by the principal.
3. Hats, hoods, and bandanas will not be permitted to be worn inside the school building unless worn for religious or medical purposes or occasions approved by a principal, a physician and/or the school nurse.
4. Chains and/or studded accessories are prohibited and may be confiscated until the end of the school year. Accessories that increase a student's risk for accidents are not permitted.
5. Shorts and skirts will be no shorter than the middle of the thigh.
6. Low cut or revealing necklines are not permitted.
7. Clothing that has excessive rips, tears or holes are to be covered above the knee. All undergarments are to be covered.
8. Oversized clothing, which compromises the safety of students, is not permitted.
9. Appropriate and safe shoes or sandals will be worn at all times.
10. Blankets and pillows are not permitted.

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures of violations of the high school Dress Code:

1. First offense: the student will be sent to the main office. Student will change clothes, call parent/guardian to bring different clothes, or will be sent home to change his/her clothes. Inappropriate accessories will be confiscated. If the student is sent home, this absence will be treated as an unexcused absence.
2. Subsequent offenses will also be assigned disciplinary consequences.

BACKPACKS, BOOK BAGS, LARGE TOTE BAGS

For safety purposes, all backpacks, book bags, large tote bags, etc. must be stored in the student's locker upon arrival and remain there until the end of the school day.

DRUGS AND ALCOHOL

A student may not possess, use, transmit, distribute or demonstrate "evidence of consumption" of any narcotic or hallucinogenic drug, marijuana, amphetamine, barbiturate, alcoholic beverage, anabolic steroid, counterfeit controlled substances (look-alike drugs), any pill, capsule or substance, legal or illegal, prescribed or over the counter, other intoxicant or drug paraphernalia. It should

be noted that the policy extends to any vehicle parked on school grounds or on the street adjacent to school grounds. If suspicion exists about vehicles parked in other location the police may be called to do a search. "Possession" includes and applies to the student's personal belongings; locker, automobile and the guidelines for a search apply.

Students demonstrating "evidence of consumption" of a prohibited substance, is defined as one of the following indicators: odor of substance, red eyes, restlessness, nervousness and unusual or inappropriate behavior such as excessive laughter, depression or blank staring. Students demonstrating "evidence of consumption" will be confronted with the indicators, and if there are no apparent reasons for this condition the student will be given the option to take a substance screening (minimum 10-panel screen) through a licensed vendor, with parent permission, to confirm or exonerate the "evidence of consumption." The substance screening must take place within 24 hours of the documented time of suspicion. Results must be provided to administration within 48 hours of the substance screening. If the student/parent refuses the test, the student may be suspended for 10 days. If the student/parent agrees to the test no disciplinary action will be taken until the results of the test are received. If the test is positive, the substance abuse policy will be put into effect; if the test is negative the school will reimburse the cost of the screening, all events will remain confidential and no record of substance abuse will be recorded. This procedure tries to ensure help for a student found demonstrating "evidence of consumption" as opposed to a suspension with no assistance.

In most cases, violation of this policy may result in a 10-day suspension and/or a recommendation for expulsion. If suspended, a student will be referred to the appropriate school counselor. The counselor will provide the student and parents with chemical dependency programs for appropriate assessment. If the student completes the programs recommended treatment, the number of days of suspension may be reduced. The student is to check in with the counselor after returning to school from the suspension. If the recommended treatment is not followed, the entire suspension will be reinstated.

If a student violates this policy a second time, they will be suspended for 10 days with possible recommendation for expulsion. The student may not return to school until they have been assessed by a chemical dependency program and agree to follow recommended treatment. If a student violates this policy a third time with the same school year, they will be suspended for 10 days and be recommended for expulsion. Students suspended or expelled for the use or possession of alcohol or drugs of abuse may be subject to denial, suspension and/or revocation of driving privileges by section 3321.13 of the ORC.

Students participating in extra curricular activities and athletics at Urbana High School are subject to the extra curricular and/or athletic substance abuse policies.

Separate meetings and printed information will inform parent and student about pertinent policy.

Use of drugs prescribed for medical purpose by a licensed physician is not considered a violation of this rule if Board policy for medication is followed. Possession of electronic vapor devices and other substitute forms of smoking devices are also prohibited.

FALSIFICATION OF INFORMATION

The student will ultimately be held responsible for any forging or falsifying of parent notes, passes or other school documents or information. Students are not permitted to sign as parent/guardian, even with parent/guardian permission. Any falsified signature will not be accepted and will be considered a violation. Violations of this section are subject to major consequences and are assigned according to circumstances. A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement agencies

FIGHTING/UNAUTHORIZED BODILY CONTACT

Students may not do bodily harm to any person:

1st offense	5 days out-of-school suspension
2nd offense	10 days out-of-school suspension and possible police/court referral
3rd offense	10 days out-of-school suspension; possible recommendation for expulsion
4th offense	10 days out-of-school suspension; recommendation for expulsion

Students may also be dismissed/removed for the remainder of the day.

INSUBORDINATION

Insubordination has several meanings and escalating consequences:

- Failure to follow directions given by any staff member including teaching staff, bus driver, cafeteria personnel, etc. in a timely manner.
- Leaving school property without permission of the school nurse or school administration.
- Other actions, such as improper behavior, judged by a school administrator as misbehavior not specifically mentioned in any other section in this handbook.

Gross insubordination is a severe violation that may result in suspension and/or recommendation for expulsion.

- Use of rude or abusive language, remarks, sound directed toward any staff member at any time or any place.

- Other severe actions judged by a school administrator as misbehavior not specifically mentioned in any other section in this handbook.

HARASSMENT/BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school- sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. Violence within a dating relationship. "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing. Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that

it creates an intimidating, threatening, or abusive educational environment for the other student(s).
Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the
Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.
All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.
If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517- Anti-Harassment.
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 aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.
Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble

is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.
If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.
This policy 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).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying. If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints
Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action. Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality
The School 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. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement
At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events. Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity
A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements. In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development. The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

LOITERING
The school expects that students will not trespass on private property bordering on the school grounds before or after school or during lunchtime. Do not loiter on lawns, steps, sidewalks, neighborhood property or on/along Washington Avenue. Abuse of this rule or damage to private property may result in detention, parent conference, loss of open lunch privileges and/or suspension.

P.D.A. - PUBLIC DISPLAY OF AFFECTION
Only handholding is permitted.

PROFANE/OBSCENE OR PORNOGRAPHIC CONTENT
Possession and/or display are major misconduct that may be subject to assignment to the alternative learning center or out-of-school suspension. Examples include, but are not limited to, pictures, publications, gestures, language, text messaging (including "sexting"), video, etc.

PROFANE/OBSCENE OR THREATENING LETTERS/NOTES/TEXTS
Writing and/or passing such notes (including any electronic communication) subjects student to major misconduct consequences that may include assignment to the alternative learning center or out-of-school suspension.

REPEATED SCHOOL VIOLATIONS
A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher associates, principals or other authorized school personnel during any period of time when he is properly under the authority of school personnel.
The first avenue of approach with regard to disciplinary measures shall be an attempt by the school to arrange parent conferences and/or pupil-parent-teacher conferences. Every attempt will be made through these conferences to arrive at an acceptable resolution to a particular problem. Repeated violations may result in suspension and/or recommendation for expulsion.

SEXUAL HARASSMENT
This is an expression of sexual discrimination that is seriously addressed in state and federal law. Sexual harassment may include comments about one's body, sexual remarks, jokes or innuendoes, personally intrusive conversations, obscene gestures, staring or leering, inappropriate and unwelcome touching, lifting up skirts or pulling at clothing, whistling or cat calling, pressing for dates or sexual activity, cornering or blocking the victim's passage, molestation, and rape.
Sexual harassment also takes the form of obscene graffiti, displays of pornographic pictures or offensive sex-related objects, and sexual gossip about a victim. This type of harassment can be through comments, gestures, electronic communication etc. Such harassment needs to be promptly reported to school administration. Such harassment will result in disciplinary consequences that may include suspension and recommendation for expulsion.

TARDINESS
A detention will be issued for the 3rd-5th tardy to school and/or class in a quarter. Further tardies will result in a Tuesday Night School. Detentions issued for tardies will **not** count toward the accumulation of detentions in a semester.

TOBACCO
Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products, electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular activity, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, lighters or any other matter or substance that may contain tobacco/nicotine. Smoking/possession of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited. Possession and/or use of tobacco in any form may result in a 3-day suspension. If the student agrees to complete a stop-smoking program, the suspension may be reduced on a first offense to a 3-day assignment to the Alternative Learning Center. If the program is not completed, the out-of-school suspension will be reinstated. Any 2nd violation will result in a 5-day suspension. Any 3rd violation will result in a 10-day suspension. A 4th violation will result in a 10-day suspension and recommendation for expulsion.

TRESPASSING
No student, without privilege to do so, shall enter or remain upon school property, when the student knows, or reasonably should know, that he or she is in violation of any such restriction.

TRUANCY
A student is absent from school and/or a class without parents' and/or school administration knowledge or permission. Tuesday Night School(s) will be assigned for all truancy. See attendance policies for more information.

WEAPONS AND DANGEROUS INSTRUMENTS
Section 2923.122 ORC states that no person shall carry a dangerous weapon concealed on or about his person. The ordinances of your city define deadly weapons as: any instrument, device or thing capable of inflicting death, designed or especially adapted for use as a weapon or possessed, carried or used as a weapon.
A student shall not possess, handle or transmit any object that can reasonably be considered a true weapon or a look-alike or counterfeit weapon including cap guns, water pistols, mace, pepper gas. This rule may apply to normal school

supplies such as pencils or personal effects such as combs, belts, etc. depending upon the use or attempted use.
This rule does apply to any firearm, and explosive, including firecrackers, any knife and other dangerous objects of no reasonable use to the pupil at school. Because of a possible severe result this is considered a major violation and the consequences may be up to a 10-day out-of-school suspension and/or expulsion.

OHIO HOUSE BILL 64
In compliance with the Gun-Free Schools Act, the bill amends the Ohio Revised Code to require one-year expulsions for students who bring firearms to school. Local school districts are required to adopt a policy complying with the federal law and to also supply the conditions under which a school superintendent can reduce the one-year expulsion. The bill also **exceeds** federal law in that it includes expulsions of one year for students who bring **knives** to school. Moreover, students who violate the state law can be temporarily denied admission to a school district if they move from another school district and the expulsion period has not expired.

PERMANENT EXCLUSION
The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at school function:

1. illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of controlled substance or the sale of a controlled substance and/or
2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee.

In addition, complicity in any of the above acts may be the basis for permanent exclusion. See Board Policy File = 5610.01

APPEAL PROCEDURE
Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 days of the notice of a suspension. The procedure for such is provided in procedures approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing, which may be held in executive session at the request of the student or his/her parent(s). The student may be excluded from school during the appeal process.
See Board Policy File = 5611