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ONTARIO HIGH SCHOOL REGULAR BELL SCHEDULE

7:45	Warning Bell	11:35 - 11:59	5 th Period B
7:49 - 8:35	1 st Period	12:02 - 12:25	5 th Period C
8:39 - 9:25	2 nd Period	12:29 - 1:15	6 th Period
9:29 - 10:15	3 rd Period	1:19 - 2:05	7 th Period
10:19 - 11:05	4 th Period	2:09 - 2:55	8 th Period
11:09 - 11:32	5 th Period A		

DISTRICT EARLY RELEASE DATES AND SCHEDULE

October 2 and December 4, 2007	March 5 and May 7, 2008		
7:49 - 8:27	1 st Period	10:36 - 11:13	6 th Period
8:31 - 9:09	2 nd Period	11:17 - 12:33	5 th Period
9:13 - 9:51	3 rd Period	12:37 - 1:14	7 th Period
9:55 - 10:32	4 th Period	1:18 - 1:55	8 th Period

ACTIVITY PERIOD SCHEDULE
(Tentatively scheduled for the 3rd Wednesday of each month)

7:49 - 8:30	1 st Period	11:24 - 12:40	5 th Period
8:34 - 9:05	ACTIVITY	12:44 - 1:25	6 th Period
9:09 - 9:50	2 nd Period	1:29 - 2:10	7 th Period
9:54 - 10:35	3 rd Period	2:14 - 2:55	8 th Period
10:39 - 11:20	4 th Period		

ONE-HOUR DELAY SCHEDULE

8:49 - 9:20	1 st Period	9:59 - 10:30	3 rd Period
9:24 - 9:55	2 nd Period	10:34 - 11:05	4 th Period

BACK TO REGULAR SCHEDULE FOR 5TH THROUGH 8TH PERIODS

TWO-HOUR DELAY SCHEDULE

9:49 - 10:18	1 st Period	12:48 - 1:17	4 th Period
10:22 - 10:51	2 nd Period	1:21 - 1:50	6 th Period
10:55 - 11:24	3 rd Period	1:54 - 2:23	7 th Period

11:28 – 12:44 5th Period 2:27 – 2:55 8th Period
ONTARIO HIGH SCHOOL CALENDAR 2009 - 2010

August 24	High School Open House – 7:00 p.m. to 8:00 p.m.
August 25	Classes Begin
September 7	Labor Day (No School)
October 1	Early Release 1:55 p.m.
October 12	Teacher In-service Day (No School)
October 23	First Nine Weeks grading period ends
November 5	Parent Teacher Conferences - 4:00 - 7:30 PM
November 12	Parent Teacher Conferences - 4:00 - 7:30 PM
November 26 – 30th	Thanksgiving Vacation (No School)
December 3	Early Release 1:55 p.m.
December 21 – Jan. 1	Winter Vacation Inclusive (No School)
January 15	Second Nine Weeks / First Semester Ends
January 18	Martin Luther King Day (No School)
February 4	Parent Teacher Conferences - 4:00 - 7:30 PM
February 11	Parent Teacher Conferences – 4:00 - 7:30 PM
February 15	President's Day (No School)
March 4	Early Release 1:55 p.m.
March 19	Third Nine Weeks grading period ends
April 2 – 6th	Spring Vacation (No School)
May 6	Early release 1:55 p.m.
May 27	Last Day of School for Students / 2 nd Semester ends
May 28	Teacher Record Day
May 30	Graduation

Calamity make-up days listed in priority:

President's Day (February 15) Extend the school year beginning May 28th as required

INSTRUCTIONAL FEES

Life Science	\$ 7.00	Band	\$ 5.00
Earth Science	\$ 8.00	Choir	\$ 5.00
Physical Science	\$ 7.00	Handbook Planner	\$ 4.00
Biology I / Biology	\$ 7.00	Parking Tags	\$ 20.00
Anatomy/Physiology	\$ 8.00	English 9	\$ 9.00
Chemistry I and II	\$ 6.50	Lock (Optional)	\$ 5.00
Physics	\$ 6.00	AP Chemistry	\$ 6.50
Living Skills I and II	\$ 25.00	English 10,11,& 12	\$ 2.00
Food Power	\$ 20.00	AP English	\$ 2.00
Relationships	\$ 5.00	New Student-Eng.	\$ 9.00
Parenting	\$ 5.00		
Culinary Smarts I and II	\$ 25.00		
On Your Own	\$ 5.00		
Home Woodworking	\$ 15.00		
Furniture I, II, and III	\$ 30.00		
Computer Graphics	\$ 5.00		
Rhino I, II and III	\$ 10.00		
Architecture I, II and III	\$ 10.00		
Technical Illustration I, II, III and IV	\$ 10.00		
Art I, II, III, and IV	\$ 40.00		
Digital Imaging	\$ 20.00		
Photo Art	\$ 40.00		
Ceramics I and II	\$ 30.00		
Drawing and Painting	\$ 30.00		
Recordkeeping / General Business	\$ 25.00		
Basic Keyboarding / Word Processing	\$ 3.00		
Accounting I	\$ 25.00		

ADMINISTERING MEDICINE TO STUDENTS

In order for the office personnel to administer any prescription and over-the-counter medications to a student, it is necessary for the physician to fill out an authorization form provided by the school. Both the physician and parent/guardian must sign this form. The medicine to be administered must be supplied to the school personnel in sufficient quantities in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Administering medication at school applies where it is impossible for the parents/guardians to medicate the child at home, or the physician requires that it be administered during the school day.

ANNOUNCEMENTS

Announcements must be turned in by 7:30 a.m. to be made that morning. No afternoon announcements will be made unless it is a cancellation or by Administrator approval.

ASSEMBLIES

Assemblies will be held periodically to provide various types of programs for our student body. Students should move quickly to their assigned areas after they are dismissed on the P.A. Your courtesy and attention is appreciated at these assemblies. Any disciplinary problems will be referred to the office.

BUSES

Buses are the property of the taxpayers. We ask that all students who use this service respect the driver and the equipment. Destruction of property and unnecessary littering are not necessary to "have fun". Failure to cooperate with reasonable requests by the bus driver may result in a loss of this service. This is an area of behavior that can most generally be corrected by the parents. We will attempt to work together for solutions to any problem that might arise. Should there be a need to ride a different bus or to be dropped off at a stop other than your regular stop; bus passes are available in the office.

CAFETERIA

The cafeteria provides a variety of hot meals daily. Students may purchase a regular lunch or pick their own lunches through the a la carte line. Students will be dismissed to their lunch period by bell. Students in the cafeteria are to remain there until the bell dismisses them.

The lunch charge policy is to allow each student two charges through the office. When those debts are paid in full, additional lunch charges will be allowed. Notification is done through the students first, then the parents.

Multiple Meal Choices

- "A" Lunches: Meal offered as stated on the daily menu. Cost is \$3.00
"B" Lunches: Combination of 4 out of 5 food groups offered throughout the a la carte items. Food groups required are: meat/meat alternate, vegetable, fruit, bread, milk. Cost is \$3.75
"C" Lunches: Daily menu with french fries substituted for the "vegetable" of the day. Cost is \$3.75
Prices are subject to change prior to the start of school

CAFETERIA RULES

1. Students are not to run in order to secure a better place in line.
2. Crowding or "saving" a place in line is not permitted.
3. Trays and silverware must be returned to the kitchen and all trash disposed of in proper containers.
4. Food and beverages are to remain in the cafeteria.
5. Leave your table and area clean.
6. Students are not permitted to leave school grounds for lunch. We do not have an "open lunch" policy.
7. Students may pack their own lunch but are not permitted to have lunch "catered" in or make arrangements for the delivery of food.
8. Cafeteria misconduct may result in disciplinary action.
9. Vending machines are to be used before and after school only.

CARE OF VALUABLES

Pupils should **never** leave items they want secured in an unlocked locker. Although those persons caught stealing will be prosecuted, it is up to the student to use preventative measures. Locks are available for purchase in the main office.

CLOSING OF SCHOOL - EMERGENCY

In case of hazardous weather conditions or other emergencies, listen to or go to:

WMAN 1400 WSWR 100.1 WVNO 106.1 WNCO 101.3 WMFD TV 68
WMFD.com Ontario Local Schools web-site

CLINIC

For clinic access, students should obtain a pass from a teacher and report to the main office so arrangements can be made to properly handle their illness. If necessary, the school nurse will be contacted. Student's parents will be contacted if the student's illness requires him/her to leave school.

CREDITS NEEDED FOR CLASS STANDING

Sophomore 5 credits
Junior 10 credits
Senior 15 credits
Minimum Graduation Credits 21 TOTAL CREDITS

DELIVERIES

All deliveries for students and faculty are to be made to the principal's office and approved by a building administrator. This is to minimize classroom disruptions.

DRIVER EDUCATION

Any student under the age of 18 must take an Ohio Driver's Education Course with a private school. If numbers are sufficient, Ontario High School will provide a classroom for a driver's education class to be taught by a private provider. Upon receiving the Temporary Instruction Permit, the student has one year to pass the driver's test and receive a Probationary Driver's License. Before receiving the Probationary License, the student must have the Temporary Instruction Permit for a period of six months. This course is offered as a service to students. It is arranged through a contractor working in cooperation with the district. The cost is an estimate. The course may be cancelled at the discretion of the board of education.

ELECTRONIC DEVICES

Electronic devices such as, but not limited to, laser pointers, cell phones, pagers and personal stereos are not to be used during school hours. If electronic devices are **seen or in use** the item may be confiscated and sent to the office. Violations may be dealt with as insubordination as listed in the Student Code of Conduct. Contents of cell phones may be searched if there exists reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

EMERGENCY DRILLS

Fire, tornado, and lock-down drills will be conducted at regular intervals according to ORC. It is essential that when the first signal is given, everyone obeys promptly with the drill procedure. Directions are posted in each room and the teacher in each classroom will provide the student with instructions at the beginning of each term.

FIELD TRIPS

Field trips are an extension of the classroom. The teacher is in charge just as he/she is in the classroom. All school rules are in effect on field trips. Your cooperation will prevent undue embarrassment for you and the school.

GRADING SCALE

	A = 90 - 100	
	B = 80 - 89	
	C = 70 - 79	
	D = 60 - 69	
	F = Below 60	
A = 4.0		C = 2.0
A- = 3.67		C- = 1.67
B+ = 3.33		D+ = 1.33
B = 3.0		D = 1.0
B- = 2.67		D- = .67

C+ = 2.33

To pass a semester course, the student must pass one of the two nine week grading periods and the semester exam or both grading periods if the exam is not passed. To pass a full year course, the student must maintain at least a 60% average and pass at least one of the last two grading periods and the final exam or both grading periods, if the exam is not passed.

GRADUATION EXERCISES

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by Ontario High School. Students participating in the ceremony must meet all graduation requirements.

1. Students must have successfully completed all requirements contained in the Ohio Revised Code and set by the State of Ohio Department of Education and the Ontario Board of Education.
2. All **financial obligations** to the high school or Board of Education must be paid unless a student experiences a severe financial hardship, upon which time, the principal may waive the student's financial obligations.
3. All disciplinary obligations must be satisfactorily completed.
4. **Participation in graduation rehearsal** is required for participation in the graduation ceremonies.
5. Students participating in the ceremony must wear the prescribed cap and gown and proper footwear.
6. Students eligible to participate in the graduation ceremony will exhibit decorum that will not be disruptive nor bring undue attention to themselves.
7. Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies. Students whose decorum are disruptive or bring undue attention to themselves will not be awarded their diploma at the commencement exercises.

NON DISCRIMINATION

The Ontario School District affirms that no person shall, on the basis of sex, race, color, national origin or handicap, be excluded from participation, be denied the benefits of or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the designated coordinator. This policy shall prevail in all board policies concerning school employees and students. Any complaints should be referred to the Director of Operations, Title VI, Title IX, Section 504 coordinator.

RELEASE OF STUDENT INFORMATION

"Parents may request that their son/daughter's directory information may not be released by Ontario Schools. Directory information is defined as: (1) a student's name, (2) a student's address, (3) a student's date of birth, (4) a student's extracurricular participation, (5) a student's achievement awards/honors, and (6) a student's weight and height, (if a member of an athletic team). If a parent does not wish to allow this information to be released, they need to notify the building principal in writing during the first two weeks of school." Section 9528 of the No Child left behind Act of 2001 requires schools to release student's private information to military recruiters. Students and parents may sign a waiver requesting schools not release name, address and telephone listing to Armed Services and Military Recruiters.

GRIEVANCE PROCEDURES FOR TITLE VI, IX AND SECTION 504

If any person (student, teacher, administrator) believes that the Ontario School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973 (race, color, national origin, sex and disability), he/she may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

TITLE IX COORDINATOR AND SECTION 504 COORDINATOR

Director of Operations
Ontario Local Schools
457 Shelby-Ontario Road
Mansfield, Ohio 44906

All alleged discrimination complaints in respect to race, color, national origin, sex and disability should first be attempted to be settled at the principal's level before commencing Step 1 of Section II. Secondly, all students who are under age 18 must be accompanied by their parent(s) or guardian(s) before commencing the formal complaint procedures.

HALL CONDUCT / PASSES

There is to be no horseplay at any time. This often leads to situations that cause fights or inadvertent injury to an innocent bystander. Students are to pass through the halls in an orderly fashion and should not be running or pushing other students. Students must carry a blue "General Pass" or "plastic paddle pass" when in the hall during class time. Violations of any of the above may lead to disciplinary action. Students are to sign out and in when using a hall pass. Students not adhering to this rule may be considered truant.

SURVEILLANCE CAMERAS

Students are duly informed that their behavior may be monitored on school property (or in school vehicles) by security cameras. Actions recorded on these cameras may be used as evidence in disciplinary action(s).

HAZING - INITIATIONS

Ohio State Law (Revised Code 2901.21) prohibits any act of hazing, which may injure, frighten or degrade a school pupil. Any instance of hazing will be handled with disciplinary action.

HEALTH SCREENINGS

During the course of the school year, health screenings for Vision and Hearing are done for the ninth grade. Any additional evaluations will be done per parent or teacher request.

HOMEWORK FOR STUDENTS WITH A PROLONGED ILLNESS

A student's parents may request homework for students who have a prolonged illness by contacting the Guidance Secretary or one of the counselors.

HONOR ROLL

Honor Rolls will be compiled at the end of each nine-week grading period.

LIBRARY PRIVILEGES

Each student will be given a library card at the beginning of the school year. This card should be used to check out Ontario High School library materials. Lost cards will be replaced for a minimal fee. Students are expected to bring their cards with them when they come to the library to study. Proper behavior is important and inappropriate behavior will result in the loss of library privileges. Library rules will be posted in the library.

LOCKERS AND LOCKS

If you choose to use a lock on your locker a combination lock may be purchased in the main office. Only locks purchased from Ontario High School will be permitted to be used on school lockers. Lockers, although property of the school, are the responsibility of the student assigned to it and may be subject to a search. Students may be assessed fines for any damage done to a locker.

LOCKER ROOMS

Lockers are to be used by physical education students during the day. No student will be permitted in the locker room during the day unless scheduled for class or under the supervision of a faculty member. If you choose to use a lock on this athletic locker, you may purchase and use the school combination locks.

LOST AND FOUND

Lost and found articles are kept in the school office. Students looking for lost articles should always check with the office first to see if they are there. Any article not claimed within a reasonable length of time will be disposed of.

NATIONAL HONOR SOCIETY

Qualified students may be selected for National Honor Society membership by a majority vote of the NHS Faculty Council, on the basis of scholarship, leadership, service, and character. Juniors and seniors are eligible for membership in the NHS. To be eligible for induction, a student must accomplish the following steps in the selection procedure:

1. Attained senior status.
2. Earned a minimum 3.50 Cumulative Grade Point Average.
3. Participated in 3 or more extracurricular activities.
4. Attained a 75% score on criteria for leadership and character.

NCAA ELIGIBILITY FOR INCOMING COLLEGE STUDENTS

All student-athletes must complete 14 core courses to be eligible to participate in NCAA Division I or Division II sports.(Changes to 16 core classes in 2008) Minimum Grade-Point Average, ACT and SAT scores are also required. Prospective students must also be cleared by NCAA Initial-Eligibility Clearinghouse. Information may be obtained through the Guidance Office or by calling NCAA Initial-Eligibility Clearinghouse at (toll-free) 1-877-262-1492.

OFFICE MACHINES

Operation of office machines and/or equipment is limited to office personnel only. Student use of office machines and/or equipment is not permitted. The faculty work area and/or equipment is off limits to students. A copy machine has been provided for student use in the library.

ONTARIO PARENTS FOR ACADEMIC ACHIEVEMENT

The Ontario Parents for Academic Achievement is an organization formed of parents and administration with the goal of furthering the academic excellence of our schools. A number of programs to encourage and reward academic achievement have been developed. Among the programs:

The "A" Team - Students earning all A's for a nine-week grading period will have their picture taken and displayed in the showcase outside the Guidance Office. They will receive a Sports Pass good through the next nine weeks.

Gold Card Program - Students earning a 3.0 or higher grade point average receive a "Gold Card". This program developed with the cooperation of local merchants, gives discounts on purchases made at local businesses.

Blue Card Program - All students raising their grade point average 0.5 from the previous nine weeks will receive a blue card. These students are treated to a donut and juice/milk breakfast.

OTHER ITEMS

Book bags, coats, beverage containers, and food are items that are not to be in the hallways or classrooms **once** the school day has started.

POSTERS AND ANNOUNCEMENTS

Students are to seek permission from the office prior to posting any announcements or posters. Posters attached to the walls must be applied with masking tape only; this will help preserve the finish on our walls.

PROGRESS REPORTS

Student's parents may request that progress reports be sent home in addition to grade cards when a need for follow-up information exists in order to assist the student. Progress reports will be sent home at midterm for each nine week grading period.

PUBLIC DISPLAY OF AFFECTION

Close contact, hugging, kissing, etc., is inappropriate on school property during school hours and at extra-curricular events. It is not expected that you meet your boyfriend or girlfriend at the end of each class period. Repeated violations may lead to parental contact and/or some form of disciplinary action.

SAFE HOMES

Many groups, organizations and parents have endorsed Safe Homes. This program puts the responsibility back into the hands of the parents. The parents must educate, inform and set an example for their children. Taking this pledge reinforces their understanding of their parental responsibilities. For more information contact the Substance Abuse Coordinator. Safe Homes parents agree to:

1. develop and communicate a clear position about drug and alcohol use.
2. not allow illegal use of drugs or alcohol in our home or property.
3. not allow parties or gatherings in our homes when we're not present.
4. support school and law enforcement policy regarding drugs and alcohol, and encourage appropriate discipline in dealing with the offenders.
5. set a responsible example that can be followed by our children.
6. remember that appropriate/consistent discipline indicates concern/ love.
7. contract with our children to provide safe transportation from gatherings where alcohol or other drugs are being consumed and help in the planning of appropriate parties where non- alcoholic beverages are served.

STAY SAFE / SPEAK UP

Students may call or go online to report: harassment, threats, suspicious behavior or other concerns which may jeopardize the safety of students, employees or school facilities. Your message is very important in helping us maintain a safe school environment. All callers remain anonymous.

Phone: 1-866-listen2me (toll free)

Online: Go to the district website (www.ontario.k12.oh.us)

SCHEDULE CHANGES

Students will have an opportunity to make any adjustments in their schedules prior to summer vacation. Schedule changes required because of course failures should be made with a counselor as soon as final grades are known. Counselors will be available to talk with students three weeks prior to the opening of school. If students have questions or want to make last minute changes in their schedule, they must be made at this time.

SPORTS PASSES

Several types of passes will be available for purchase for the 2006-2007 sports season. Each pass admits the holder to all **HOME** athletic events except:

1. State sponsored events (sectional, district, and regional tournaments).
2. League sponsored tournament games or league meets.

STUDENT BEHAVIOR AT EXTRA-CURRICULAR EVENTS

Student behavior at any school sponsored activity whether it involves sports, music, dances, etc. are under the same guidelines as they would be while school is in session. Students may also be subject to disciplinary action for violating these guidelines at school sponsored activities regardless of where they take place.

STUDY HALLS

Every effort will be made to assign a student to only one study hall per semester.

STUDY HALL GUIDELINES

1. No talking during study hall.
2. Come prepared to study hall. Bring classwork or appropriate reading material.
3. Tardies to study hall are treated in the same manner as tardies to another class.
4. Students must remain in assigned seat unless they have permission to move.
5. No headsets, cards, or games are permitted in study hall.

SUMMER SCHOOL

Summer school classes are available through the Mid-Ohio Educational Service Center. Summer School is designed for students who have failed a course(s) or are deficient in credits. The principal or their designee must approve enrollment in the Summer School program. In addition, Pioneer offers Virtual Learning Classes for credit.

TELEPHONE

If a call is for school business, you must use the main office phone if you have a note from your advisor. However, personal calls must be made on the public pay phone in the hall. The phone may be used only before and after school and during lunch. Please be considerate to others and limit your time on the phone. Abuse of the privilege may result in loss of the student's right to use the phone.

TEXTBOOKS

Students may be assigned a textbook for each subject they are enrolled in. These books are purchased at a great expense and care should be taken to preserve them as long as possible. Students are expected to return books in the same condition in which they received them, minus normal wear and tear. Some textbooks are now available on-line for the convenience of parents and students.

VISITOR'S PASSES

To avoid unauthorized persons obtaining access to students or teachers, all visitors must stop by and register in the main office. This is a security measure which enables us to extend privileges to deserving persons and deny them to those who have no business in the school, and who may disrupt our school activities. Persons found in the halls without registering in the office may be escorted out of the building. Arrangements should be made in advance for individuals to visit the school. Unless a person(s) is authorized to be on school grounds, they may be asked to leave at any time. Transportation from school by someone other than a parent or guardian may be denied. Parental consent will be considered a factor in permitting this; however, the administration retains the right to deny access by any unauthorized personnel.

WITHDRAW - FAILING

A student dropping an all year course after the first six weeks of the first grading period will drop the course failing. A student dropping a semester class after the first three weeks of the first grading period will drop the course failing.

WORK PERMITS

Students desiring a work permit may obtain one in the main office. Students should first obtain the job then request the forms from the office. Once the forms are completely filled out by the employer and the student, the work permit may be issued. Students should also know that tardies and absences will be placed on your work permit applications. Excessive tardies or absences could affect your hiring. Failure to maintain passing grades or adequate attendance may result in the work permit being revoked by the Superintendent.

II. ATTENDANCE

ABSENCES (PROCEDURE ON 10/20 DAY ABSENCES)

The student has the responsibility for making up any classroom time over the ten absences per semester or twenty absences per year course. Methods of make-up must be cleared through the counselor's office and with the classroom teacher. A student may make up hours in Friday School if cleared by the guidance office. In most cases, tutoring from a certified instructor at the expense of the student will be required.

After arrangements for making up the lost time in the classroom have been made with the classroom teacher and the guidance office, an incomplete grade will be given if necessary for a period of time not to exceed two weeks. At the end of the two weeks, the grade will be resolved or transferred as an "F" grade.

No incomplete grade because of lack of classroom attendance will extend beyond June 15 of that school year.

TUTORING

If one unit of credit is to be earned by tutoring and the Ontario Schools assign the credit, then a student must complete 40 hours of tutoring and 80 hours of assignments. If the credit to be earned is in English, an additional ten hours is necessary to fulfill the research paper requirement.

The building administration must approve all tutoring for credit and the tutor as well. Tutors will be required to submit a copy of his/her teaching certificate.

ATTENDANCE

In complying with the law, it is necessary for us to have contact with all homes when students are absent from school. Therefore, we request your assistance in dealing with this most important matter. We ask that you, as parents or guardians, notify the school on the day your child is absent by 9:30 a.m. unless previous notification has been given in accordance with school procedures for excused absences. Our attendance number is (419) 755-2000. Should you not notify the school of such absence, the principal or his designee will attempt to notify you by telephone. If it is not possible to reach you by telephone after three attempts, a written notice will be mailed to you. We appreciate your cooperation in dealing with this matter.

For participation purposes, athletes must be in attendance for one-half of the school day (Friday for Saturday participation) unless previously excused by the administration. Refer to the Athletic Policy.

Absence excuses must be written for any student legitimately out of school regardless of whether or not parent contact was made on the date of the absence. This written notice must be on file in the high school office within 24 hours of the date of student's absence. If a student fails to bring in a note within 24 hours the student's absence will be considered unexcused. (Unless otherwise stated by an administrator) The consequences of unexcused absences are that the student receives a zero for the day's work and is not permitted to make up the work missed. Daily attendance procedures will be handled by the first period teacher with the exception of special excuses and those tardies who arrive to school after 8:15 (see Tardiness and Leaving School during the Day). Students are responsible for all missed work. Reasons for acceptable absences are 1) Acts of God, 2) Death in the family, 3) personal illness (medical statement may be required), 4) quarantine for contagious disease and 5) illness in the student's family.

Other absences require prior approval or will be considered unexcused.

Teachers may give homework assignments, but the students will not receive credit for those assignments during an unexcused absence period. Students with five or more unexcused absences will be referred to the Richland County Attendance Officer.

Parents are encouraged to arrange medical and dental appointments outside of school hours. Students excused for medical appointments are required to provide the office with a medical excuse from the doctor.

State statutes strictly control school attendance. Each unit of credit offered in a high school is also controlled by the number of hours which must be spent in the classroom before credit can be awarded. Thus, the following policy will be enforced before any credits are issued in any of our courses: 1 year course, 1 credit - maximum 20 class absences; 1/2 year course - 1/2 credit - maximum 10 class absences. Please note that these are class absences. Credit will not be awarded if absences exceed these maximums. Students who exceed these maximums and temporarily lose credit may need tutoring from a certified instructor at a cost to the student. The 10 day/20 day policy for credit does not waiver attendance laws. Excessive absences will be referred to the attendance officer and may result in the loss of the student's driver's license.

The Richland County Juvenile Court has revised the guidelines for truancy cases in Richland County. After two unexcused absences, a warning letter may be sent by the high school office. After five unexcused absences, the parents may be ordered into a parent education program designed to deal with truancy issues. If the parents refuse to attend, they may be ordered into an unofficial hearing. If this fails, the parents and the student may be ordered into an official hearing. In this instance, the parents and student may be fined and forced to post a bond. The student may be placed on probation, placed in detention, or both and the parent, in extreme cases, may be jailed.

COLLEGE AND MILITARY VISITS

Students may schedule two (2) days for college or military visits during their high school career. The forms for these visits are available in the Guidance Office. To be considered as excused absences these forms must be completed and returned to the Guidance Office at least three (3) days in advance of the visit.

LEAVING SCHOOL DURING THE DAY

Anytime it is necessary for the student to leave school during the day, please send a note to school with him/her, stating the time you wish them to be excused. These notes must be brought to the main office before 7:49 a.m. so that they will appear on the special excuse list for teachers. Students who do not have such authorization but still must leave during the day may do so by securing verbal permission from parents. We will call the home or place of business prior to excusing students under such circumstances. Each student excused from school will be given an excuse slip from the office.

Excuses to leave will only be granted from 7:30 a.m. to 7:49 a.m. in the morning except for illness or legitimate emergencies. Leaving school because one does not want to attend a school sponsored activity is not an acceptable reason and permission to do so will not be given.

Students who leave school without permission will be considered truant.

LOSS OF DRIVER'S LICENSE

As of July 1990, several new state laws may affect your driving rights in Ohio. Schools are required to notify the

Registrar of Motor Vehicles and the local juvenile judge of the following: (Refer to the Ontario Board of Education Policy, July, 1990, in the office for specific details)

1. Habitually truant
2. Withdrawal from school under eighteen (18) years of age
3. Suspension/expulsion related to drugs.

MEDICAL STATUS

Students who are absent for ten (10) days during the school year excused or unexcused, will be placed on medical status. At this point, only a doctor's statement or hospital record, court excuses, death in the immediate family, or an administrator's approval will be accepted within 24 hours of the student's return to school. Parents of students with chronic medical conditions should contact an administrator and/or attendance office.

After ten (10) absences, those absences not covered by a doctor's excuse, court excuse, death in the immediate family, or administrator's approval will be processed as unexcused. The consequences of unexcused absences are that the student receives a zero for the day's work and is not permitted to make up the work missed.

TARDINESS

Tardiness is generally a problem to be corrected by the student. If the student cannot correct his tardiness habit, the assistant principal will intervene and calls to parents may become necessary. With the parent's cooperation, we trust the problem will not continue. Students arriving late to school (after 7:49 a.m.) must first report to the office to obtain a tardy slip.

1. Each period, teachers will record tardies on attendance slips.
2. Student tardies will be recorded in the office.
3. Unexcused Tardies "to school" and "to class" combined count toward Friday School.
4. Excessive tardiness will be dealt with in the following manner:
 - a. Students will receive written notice of tardies after their fourth tardy.
 - b. 6th and subsequent tardies may result in Friday Schools
 - c. Subsequent tardies may result in additional Friday Schools or assignment to Alternative School.

TRUANCY

1. When a student is truant from school or class he/she may:
 - a. be assigned Friday School(s)/or other action as deemed necessary by the administration
 - b. parents may be contacted and the student referred to the guidance department for counseling.
2. The second incident of truancy of a student:
 - a. assigned Friday School(s)/or other action as deemed necessary by the administration
 - b. referred to Attendance Officer
3. The third incident of truancy of a student:
 - a. serve 3-5 days of Friday School/or other action as deemed necessary by the administration
 - b. file court referral papers for truancy

VACATIONS

We request that parents make every effort to take vacations during the summer months. However, if an out-of-town trip is necessary during the school year, arrangements **must** be made with the High School office at least three (3) days in advance so that assignments and make-up work can be arranged.

III. DISCIPLINE- Policy and Procedures

In order to insure a positive learning environment it is necessary for students to abide by a uniform code of conduct to keep distractions at a minimum. It is the intent of Ontario High School to abide by all due process procedures in the administration of discipline as provided for each student in state and federal law.

When subject to disciplinary action the student will be informed of the ***intent*** to suspend (or whatever the appropriate disciplinary action may be) and the reason for the suspension. The student will then be given the opportunity to explain his/her side of the story and state why they feel the disciplinary action should not take place. If at this time the administrator feels there is still sufficient cause to administer the discipline the suspension will be carried out.

There is an appeal process for discipline that students and parents should be aware of and is available for a

reasonable time after the discipline is given. Appeals must be heard by someone other than the person who gave the discipline although they may be present at the appeal hearing. Whenever a disciplinary action takes place, the appeal will go up to the next step from where it originated. Appeal hearing requests may be made by contacting the principal in writing or by phone. The principal should always be contacted even if the appeal is a result of a disciplinary action from his office. The appeal hearing will be scheduled with the Board of Education or its designee.

STUDENT CODE OF CONDUCT

The Ontario Board of Education recognizes that there should be maintained at all times an atmosphere of mutual respect between students and teachers.

The teacher and administrator shall be the personnel in authority to maintain the decorum of the classroom, buildings and grounds, and at all school related activities.

All employees of the District shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been or any hereafter which shall be established by the Board of Education.

The Ontario Board of Education supports teachers and administrators to the fullest in their efforts to maintain proper decorum among students.

The following actions may result for violations of the student conduct code:

1. **Detention(s)**: before or after school: These may be given by either an administrator or a teacher and will be supervised by the person giving the detention.
2. **Friday School(s)**: These may only be assigned by the administration. Friday schools are served at the High School from 3:00 P.M. to 6:00 P.M. on designated Fridays.
3. **Alternative School**: At the recommendation of the administration, guidance counselor, and parents, students may be placed in the Alternative School on an as needed basis. The Alternative School is designed for a short term (3 to 5 day) as well as a long-term stay and it gives students an opportunity for small group instruction and one-on-one counseling.
4. **Out of School Suspension**: Assigned by the administration. The student will be removed from the building for a period not to exceed 10 days. While suspended the student may not be on school grounds or attend any school sponsored activity. The student also loses credit for any work done or due during the suspension.
5. **Expulsion**: Recommended to the superintendent by the principal whereby a student may be removed from the building and grounds for up to eighty (80) days or to the extent determined by state law. During this time the student loses credit and is not permitted to attend any school functions or be on school property.

NOTE: Suspensions may be one to ten days in duration and may be carried out into the next school year.

Expulsions may be for a maximum of eighty (80) days but up to one year for bringing a firearm or knife to school. The superintendent may also permanently exclude a student in accordance with Ohio law.

This code of conduct pertains to all school activities including co-curricular and extra-curricular activities both on and off of school property and specifically including conduct on Board owned or chartered buses or other motor vehicles. It confirms that students come to school for an education and that the school will provide a wholesome atmosphere for a positive learning experience.

The code of conduct is an attempt to list the main violations and the penalty for each, but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other student learning, or is deemed inappropriate for a school setting.

Students aiding or abetting another student in the commission of any school violation may receive a penalty equal to the attempted violation.

VIOLATION A: Students behaving in an inappropriate manner described below may be given a one to three day Friday School or out-of-school suspension.

1. Insubordination: the willful failure to respond to or carry out a request by authorized personnel.
2. Disrespect: speaking to any member of the school staff in a discourteous, disrespectful or insulting manner. This includes the use of profanity.
3. Fighting or instigating a fight.
4. Forgery/false statements: falsely using, whether orally or in writing, the name of another person in falsifying

- times, dates, grades, or other data.
5. Truancy: skipping school or class
 6. Minor destruction of school property (student will pay for damage).
 7. Leaving school grounds without permission.
 8. Being in the parking lot without permission.
 9. Hazing-Bullying/Harassment: attempting to embarrass by ridicule, threats or to chronically trouble or annoy another student. (Revised 2007-08 Ontario Local Schools Board Policy JFCF-R)
 10. The use of obscene or profane language, symbols, or gestures.
 11. Being in unauthorized areas at unauthorized times (out of assigned area).
 12. Locker violations.
 13. Selling items not approved by the administration.
 14. No student can possess on person or purse matches, lighters, lighting materials, etc.
 15. Disruption of or interference with curricular or extra-curricular activities.
 16. Inappropriate displays of affection
 17. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination as determined by the school administration.

VIOLATION B: Students behaving in an inappropriate manner described below may be given three to ten days Friday School, out-of-school suspension, or a recommendation for expulsion

1. Use, possession or being under the influence of alcohol, drugs, look-a-like drugs, or drug paraphernalia.
2. Tobacco: no student can possess tobacco in any form on their person or in a purse and shall not use tobacco in any form on school property.
3. Stealing: possession of or attempting to steal property either on school grounds or during school activities.
4. Initiating false fire alarm or 911 call by deliberately setting an alarm, calling 911, tampering with the AED unit, or reporting a false alarm to a staff member.
5. Setting off or attempting to set off fireworks or other explosive devices on school property.
6. Extortion: obtaining something from someone through force or threat.
7. Repeated A violations.

VIOLATION C: Students behaving in an inappropriate manner described below may be suspended out-of-school for ten days and be recommended for expulsion. Further, the district may recommend permanent expulsion to the State Superintendent in accordance with Ohio law.

1. Selling, purchasing or furnishing illegal drugs, look-a-like drugs or alcohol.
2. Provoking, assaulting, harassing, threatening, or striking a school employee.
3. Creating a bomb scare or causing other severe emergency evacuation of the building or inducing any other type of public panic.
4. Possession of firearms or other illegal/dangerous weapons and including tasers, stun-guns, pepper spray, and mace.
5. Destruction of school property in a willful and extensive manner.
6. Attempt to do deliberate and/or severe bodily harm to another person.
7. Sexual assault, sexual harassment
8. Attempting to acquire, produce, reproduce, and/or distribute material that could induce panic, such as directions on how to make a bomb.
9. Unlawful entry onto school property.
10. Repeated B violations.

ABUSE OF STAFF PERSONNEL

If a student is referred to the principal's office for verbal abuse of a staff member, such student may be suspended from school for ten (10) school days.

Conference in the office shall determine any other punishment. The second such offense may result in referral to the superintendent for expulsion.

Physical abuse of a staff member by a student shall result in the student being suspended from school for ten (10) school days. Immediate referral will be made to the superintendent for expulsion from school.

CHEATING

While cheating is a matter that should be between the teacher and student, the administration will deal with cheating in accordance with the disciplinary code for other student misconduct.

CRIMINAL ACTS

Students engaged in criminal acts on school property and/or at school related activities, may be suspended and/or recommended for expulsion. Additionally, these students may be subject to criminal prosecution by local law enforcement.

DRESS CODE POLICY

The school recognizes that the primary responsibility for a student's dress and grooming rest with the parents. The dress code policy is established according to the following guidelines.

- To help students to understand the need to respect standards of society.
- To ensure that clothing worn by students is free of safety hazards.
- To ensure that students wear clothing or accessories to school that do not present an inappropriate public display or disrupt the educational process.

I. In general, dress and grooming should be appropriate for school. It should, at all times, be governed by safety, good sense, good taste, cleanliness, and be non-disruptive to the scheduled daily routine.

II. Items of dress or appearance that are prohibited:

1. No plunging necklines
2. No exposed cleavage
3. No tops that bare the midriff
4. No sleeveless shirts for males or females
5. No pajama bottoms
6. No cut-off, torn, or ripped garments above the knee
7. No extremely short skirts or shorts – must be at the end of fingertips
8. Undergarments should not be visible
9. Shoes must be worn at all times – no slippers
10. Coats are not to be worn during the school day
11. No non-prescription sun glasses
12. No visible piercing of body parts, other than ears, will be permitted
13. Clothing may not promote/advertise drugs, alcohol, or any illegal or unhealthy activity, etc.
14. Hats/caps and other head coverings (hoods, visors, and bandannas) may not be worn in the

building. Hats are to be kept in the lockers and not to be carried from class to class. This rule applies to both male and female students.

15. Pants / shorts must be worn at the waist area. The waist area is defined as the area above the hips and immediately below the ribs. Sagging pants / shorts must be belted and worn at waist area.

16. Any dress deemed inappropriate or in poor taste by the administration shall be prohibited.

III. Consequences

A first violation may result in:

- a. Contact with parent to bring in appropriate clothing.
- b. Warning of possible further actions if situation is not corrected.

Any additional violations:

- a. 1-3 Friday School detentions

DRIVING AND PARKING PRIVILEGES

The student parking area will have individually numbered spaces. These numbers will correspond with the registered parking tag that students will purchase through the office.

Registration of cars must be done in the main office. All cars **MUST** be registered within the first two weeks of school. The parking tag will hang, facing forward, from the rear view mirror. These tags are assigned to the student whose vehicle is registered and are not transferable. Parking tags will cost \$20.00.

Driving is a privilege and if students are observed operating vehicles in a reckless fashion or willfully disobeying the aforementioned regulations, they may have the privilege suspended or revoked.

Searches: According to the Ohio Revised Code the school has the right to conduct searches on school property when they feel there is a violation of law or school policy. Although these searches will be kept at a minimum, they will be conducted as deemed necessary by the administration. Whenever possible we will respect the privacy of our students but not at the expense of safety or conformity to law or school regulations.

FIREARMS AND WEAPONS

The possession of any firearm, weapon, or instrument intended to cause harm is strictly prohibited on school grounds. Persons found in violation of this may be suspended, recommended for expulsion, criminally charged or subject to any or all of the above. Items considered inclusively as weapons but not exclusively: guns or look alike guns intended to represent a real weapon, knives, stun guns, mace or similar substance, gunpowder, fireworks, any club blunt instrument intended to cause harm to another.

GUIDELINES FOR THE OPERATION OF FRIDAY SCHOOL

1. Friday School will meet from 3:00 p.m. until 6:00 p.m. The student will go directly from their last period class to Friday School. No one will be admitted after 3:00 p.m.
2. Students will not be allowed to use the telephone except in cases of emergency to be determined by the Friday School Supervisor.
3. Students will not be permitted to go to lockers or anywhere else in the building other than the Friday School Detention Room.
4. Students are required to have schoolwork with them when they attend Friday School. Students not prepared to work will not be admitted and will be assigned additional Friday Schools.
5. Radios, cards, magazines and other recreational articles will not be allowed in the room and may be confiscated by the supervisor.
6. Students will not be allowed to put their heads down or sleep.
7. Absolutely no food or beverages are permitted.
8. A restroom break may be permitted at 4:30 p.m. At this time, movement is restricted to the restroom only.
9. If a student is ill on the day of a Friday School, they must bring in a medical excuse for that day.
10. The following may result in an out-of-school suspension:
 - a. Skipping Friday School
 - b. Violation of Friday School or other school rules
 - c. Refusal to attend Friday School.
11. Friday School will be held at Ontario High School. Failure to do so will be treated as a refusal to attend.

IV. ATHLETICS

Ontario High School offers the following sports on a varsity level.

<u>GIRLS</u>		<u>BOYS</u>	
Volleyball	Basketball	Football	Basketball
Cross Country	Tennis	Cross Country	Wrestling
Golf	Track	Golf	Track
Soccer	Softball	Soccer	Baseball
Swimming		Swimming	Tennis

Athletes are subject to Random Drug Testing.

Students may earn awards for participation in each of these sports. Criteria for earning awards should be given by coaches for each of these sports. The order of awards earned is as follows:

First Junior Varsity/Freshman Award - Numerals

Second Junior Varsity/Freshman Award - JV "O"

Third and Subsequent Junior Varsity/Freshman Award - Star

First Varsity Award - Letter and Insert. Only one chenille Varsity "O" letter will be given to an athlete in their career. First year awards will then be an insert.

Second Year Varsity Award - Medallion

Third Year Varsity Award - Plaque

Fourth Year Varsity Award – Trophy

SENIOR ATHLETE AWARD

Given to every Senior who lettered in three sports their senior year or two sports in their junior year and two sports in their senior year.

ACADEMIC AWARD

Awarded to those athletes who maintained a minimum of a 3.5 GPA during the previous nine weeks. Varsity athletes will receive a medal and a certificate. Junior Varsity and Freshmen athletes will receive a certificate.

ATHLETIC POLICY

Each athlete should receive a copy of the athletic policy at the beginning of each sport season. This is to be read and signed by the parent and athlete once per school year and returned to the high school.

V. CLUBS AND ORGANIZATIONS

Academic Challenge
National Honor Society
Student Council
Key Club
Cheerleading
No Use, Inc.
Safe Homes Program

DECA
FCCLA
Rainbow Show Choir
Snow Board / Ski Club
Project Support
ADIOS
Trader Card Program

“Limited Access Control”

The main entrance, to each building in the Ontario Local School District, now have “Limited Access Control” which is monitored by school personnel. The “Limited Access Control” is being done to further enhance the safety and security of the children.

The procedure that is followed when entering one of the Ontario Local School buildings:

1. Enter through the first set of doors to go to the vestibule area. This will allow you to be “buzzed in” and to keep you out of the elements.
2. Once in the vestibule, you will see the buzzer placed on the wall or door frame. The buzzer is a gray box with a red button.
3. Press the buzzer in the vestibule and you will hear a response from school personnel.
4. The individual who responds will ask you to state your name and reason that you are wishing to enter the building.
5. If approval is granted, you will be asked to go directly to the office to sign in. (after being buzzed in)