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WELCOME

We are pleased to have you here for another school year and hope that it is a successful year for everyone. We have put together this student handbook and agenda to acclimate parents and students in the day-to-day operations of Ontario High School. The front section of the Agenda has the building handbook, which contains information regarding schools' rules, schedules and basic operational guidelines per **Ontario Local Schools Board Policy and Bylaws**. Please review this with your student(s) so you can help familiarize them with our expectations.

I. BELL SCHEDULES

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 22, November 24, December 3 & 18, March 4 and May 6

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

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		

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	5 th Period	2:27 - 2:55	8 th Period

II. SCHOOL CALENDAR

ONTARIO HIGH SCHOOL CALENDAR 2020-21

August 17	High School Open House - 6:30 PM to 7:30 PM
August 19	First Day of Classes for Students
September 7	Labor Day (No School)
October 1	Parent Teacher Conferences - 4:00 PM - 7:30 PM
October 16	First Nine Week Grading Period Ends
October 22	Early Release 1:55 PM
October 23	Teacher In-Service Day (No School)
November 5	Parent Teacher Conferences - 4:00 PM - 7:30 PM
November 24	Early Release 1:55 PM
November 25 - November 30	Thanksgiving Vacation (No School)
December 3	Early Release 1:55 PM
December 18	Early Release 1:55 PM
December 18	Second Nine Weeks Grading Period / First Semester Ends
December 21 - January 1	Winter Vacation Inclusive (No School)
January 18	Martin Luther King Day (No School)
February 4	Parent Teacher Conferences - 4:00 PM - 7:30 PM
February 11	Parent Teacher Conferences - 4:00 PM - 7:30 PM
February 15	President's Day (No School)
March 4	Early Release 1:55 PM
March 12	Third Nine Weeks Grading Period Ends
March 29-April 2	Spring Vacation (No School)
May 6	Early Release 1:55 PM
May 26	Last School Day for Students - Fourth Nine Weeks/2 nd Sem. Ends
May 27	Teacher Record Day
May 28	Graduation 7:30 p.m.
Calamity make-up days:	Presidents' Day - February 15; May 28 starts school year extension

III. VISITORS/LIMITED ACCESS:

VISITOR'S PASSES

To avoid unauthorized persons obtaining access to students or teachers, all visitors must stop and register in the main office. This is a security measure that enables us to extend privileges to deserving persons and deny access 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.

LIMITED ACCESS

The main entrance to each building in the Ontario Local School District now has "Limited Access Control" that 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 to be followed when entering one of the Ontario Local School buildings:

1. Enter through the first set of doors to go to the vestibule area.
2. Once in the vestibule, you will see the buzzer placed on the wall or door frame. The a 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 and gain a visitor's pass.

IV. INSTRUCTIONAL FEES (*Fees subject to change/Fees must be paid by 9/25/20.*)

Science		Language Arts	
Environmental/Biology	\$ 10.00	New Student English	\$ 10.00
Earth & Physical	\$ 10.00	English 9	\$ 10.00
Chemistry/Bio-Organic	\$ 15.00	English 10, 11, 12 & AP	\$ 3.00
Anatomy & Physiology	\$ 15.00	Studies in the Novel I & II	\$ 3.00
Physics	\$ 15.00	Speech	\$ 3.00
Family & Consumer Sciences		Industrial Technology	
Leadership & Comm.	\$ 10.00	Digital Imaging	\$ 20.00
Nutrition & Wellness	\$ 25.00	Furniture I-IV & Ind. Study	\$ 30.00
Global Foods	\$ 25.00	Home Woodworking	\$ 15.00
Child Development	\$ 10.00	Wood Rocks/Illus. & Laser	\$ 20.00
Culinary Fundamentals	\$ 25.00	Intro. to Technology Systems	\$ 15.00
College & Career Readiness	\$ 10.00	Technology Systems I, II & III	\$ 20.00
Interior/Textile Design	\$ 25.00		
Visual Arts		Social Studies	
Art I, II, III, and IV	\$ 55.00	Psychology	\$ 3.00
Drawing & Painting I/II	\$ 45.00	Economics	\$ 3.00
Ceramics I/II/Ind. Study	\$ 45.00		
Miscellaneous		Band/Choir	
Class Dues	\$ 20.00	Band/Jazz/Small Ensemble	\$ 10.00
Student Handbook	\$ 4.00	Choir	\$ 5.00
Parking Tags	\$ 20.00	Show Choir	\$ 10.00
Technology Fee (Chromebook)	\$ 25.00	Physical Education	
		Sports Medicine I & II	\$ 10.00

V. ATTENDANCE

DAILY ATTENDANCE

In compliance 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 **8:00 a.m.** unless previous notification has been given in accordance with school procedures for excused absences. Our attendance number is (419) 755-2000. If you do not notify the school of the 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 48 hours of the date of the student's absence. If a student fails to bring in a note within 48 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 tardy arrivals 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/illness in the family, 3) personal illness and/or quarantine for contagious disease (medical statement may be required), 4) quarantine for contagious disease (medical release required for return to school protocol)

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 32.5 or more unexcused hours of absence 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.

The Richland County Juvenile Court has the following guidelines for truancy cases in Richland County. Truancy from school is based on the number of hours not in attendance, and a warning letter may be sent by the high school office. After 32.5 hours of **unexcused** absences, parents and their student will be required to attend an Attendance Intervention Team (AIT) meeting at the school. If further **unexcused** absences accumulate, both parent and student will be referred to the Truancy Education Program (TEP) at the Richland County Juvenile Court (RCJC) house. If the parent refuses to attend and/or absences continue to accumulate, both parent and student may be ordered into an unofficial hearing at RCJC. This begins the court process which may include formal hearings with the Magistrate where any of the following could result; charges against parent and/or student, parent and student may be fined and forced to post a bond, student may be placed on probation, placed in detention, or both. 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 the student 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

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:

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 62.5 hours during the school year, excused or unexcused, will be placed on medical status. If students present medical notes, hospital records, court excuses or proof of a death in the immediate family within 48 hours of their return to school, those absences will not accumulate towards medical status. Parents of students with chronic medical conditions should contact an administrator and/or attendance officer.

After 62.5 hours of 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 or her habitual tardiness, an administrator will intervene and may make calls to parents when 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 third tardy.
 - b. 5th and every 5th subsequent tardy may result in a Friday School.
 - c. Subsequent tardies may result in additional Friday Schools or Suspension.

TRUANCY

1. When a student is truant from school or class, he/she may be assigned Friday School(s) or In School Detentions (ISD). Parents will be contacted and the student may be referred to the guidance department for counseling.
2. Repeated truancy may result in additional; ISD's, Out of School Suspensions (OSS) and/or referrals to the attendance office and the Richland County Juvenile Court.

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. Assignments are due upon return to school.

VI. DISCIPLINE, POLICIES & PROCEDURES

POLICY AND PROCEDURES

In order to ensure 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 he/she feels 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 given.

There is an appeal process for discipline of which students and parents should be aware, and it 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 he/she 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.

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

1. **Detention(s)**: (before or after school) Detentions may be given by either an administrator or a teacher and will be supervised by the person giving the detention. Lunch detention may be assigned by the administration.
2. **In-School Detention(s)**: Assigned by the administration. This student will attend school and serve the assigned days in the in-school detention room while completing daily school work as assigned by their teachers.
3. **Friday School(s)**: 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. Students that choose not to serve their Friday School will be assigned additional disciplinary consequences.
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 and may be implemented into the next school year. While suspended, the student may not be on school grounds or attend any school-sponsored activity. The student may make-up school work missed for up to 75% credit. School work is due upon return to school.

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.

Appeals: Questions or concerns regarding discipline should always be addressed first with the school personnel initiating and/or imposing the consequence. Once all facts are known, further concerns may be appealed to the Superintendent.

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. This confirms that students come to school for an education, and 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 students 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 violation or attempted violation.

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 their phone except in cases of emergency.
3. Students will not be permitted to go to lockers or anywhere else in the building without permission.
4. Students are required to have schoolwork with them when they attend Friday School.
5. Absolutely no food or beverages are permitted.
6. A restroom break may be permitted at 4:30 p.m. At this time, movement is restricted to the restroom only.
7. 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.

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 the administrator shall be the personnel in authority to maintain the decorum in 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 that have been or hereafter 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.

VIOLATION CLASS A: Students in violation of "Class A" violations may be given a Friday School(s) or a one to five day out-of-school suspension.

1. Insubordination: the willful failure to respond to or carry out a request by authorized personnel.
2. Violations of the schools dress code.
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 includes but not limited to; skipping school or class, leaving school without

permission.

6. Minor destruction of school property (student will pay for damage).
7. Hazing-Bullying-Harassment: attempting to embarrass by ridicule, threats or to chronically trouble or annoy another student. (Ontario Local Schools Board Policy 5516, 5517, 5517.01) (see Stay Safe/Speak Up on page 17 of this handbook)
8. The use of obscene or profane language, symbols, gestures or racial slurs.
9. Being in unauthorized areas at unauthorized times (out of assigned area). High School students are not permitted in the Middle School without prior permission.
10. Locker violations includes but not limited to; unauthorized entry into unassigned students lockers
11. Selling items not approved.
12. No student can possess (locker, bookbag or on person); matches, lighters, lighting materials, etc.
13. Disruption or interference with curricular or extra-curricular activities.
14. Inappropriate displays of affection (*Public Display of Affection–PDA*, i.e. close contact, hugging, kissing, etc.).
15. Inappropriate use of technology or devices. Includes but is not limited to; possessing or disseminating lewd or inappropriate material, hazing/harassment/bullying, cheating/attempting to cheat, any use that otherwise violates classroom rules or violates student code of conduct.
16. 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 CLASS B: Students in violation of “Class B” may be given a Friday School(s), three to ten day out-of-school suspension or be recommended for expulsion

1. Use, possession or being under the influence of alcohol, drugs, look-alike drugs, prescription drugs (unauthorized) or drug paraphernalia.
2. Smoking: no student can possess smoking devices in any form and shall not use Smoking devices in any form on school property. This includes but not limited to E-Cigarettes, Vapor Pens and nicotine related products, such as cigarettes, cigars, etc.
3. Disrespect: speaking to any member of the school staff in a discourteous, disrespectful or insulting manner.
4. Stealing: possession of or attempting to steal property either on school grounds or during school activities.
5. 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.
6. Setting off or attempting to set off fireworks or other explosive devices on school property.
7. Extortion: obtaining something from someone through force or threat ((is this not hazing/bullying/etc??))
8. Hazing-Bullying-Harassment: attempting to embarrass by ridicule, threats or to chronically trouble or annoy another student. (Ontario Local Schools Board Policy 5516, 5517, 5517.01) (see Stay Safe/Speak Up on page 17 of this handbook)
9. Repeated or multiple class A violations.

VIOLATION CLASS C: Students in violation of “Class B” may be suspended out-of-school for ten days and be recommended for expulsion or permanent expulsion in accordance with Ohio law.

1. Selling, attempting to sell, communicating, purchasing or furnishing illegal drugs, look-alike drugs, prescription drugs or alcohol.
2. Provoking, assaulting, harassing, threatening or striking a school employee.
3. Inducing Panic or Alarm which may include but not limited to; making statements both during school hours and after school hours verbally, written or in a social media platform that may cause widespread panic and/or emergency evacuation of the building.
4. Possession of firearms or other illegal/dangerous weapons, look-a-like guns/weapons, airsoft guns, paint-ball guns, knives, tasers, lasers, 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 (physical assault) to another person.
7. Sexual assault and/or sexual harassment.
8. Unlawful entry onto school property.
9. Repeated or multiple class 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/CONVICTIONS

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. Students convicted of criminal acts that may present a danger to themselves or other students may also be suspended and/or recommended for expulsion.

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.

1. To help students to understand the need to respect standards of society.
2. To ensure that clothing worn by students is free of safety hazards.
3. 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 or exposed cleavage
2. No tops that bare the midriff
3. No sleeveless shirts for males or females
4. No pajama bottoms.
5. No torn or ripped garments above the knee exposing skin.
6. No extremely short skirts or shorts - must be at the end of fingertips
7. Undergarments should not be visible
8. Shoes must be worn at all times.
9. Coats are not to be worn during the school day
10. No non-prescription sunglasses
11. No visible piercing of body parts, other than ears/nose, will be permitted. Nose piercings may only be a low, stud, flat nostril piercings. *(The administration reserves the right for final approval of all piercings)*
12. Clothing may not promote/advertise drugs, alcohol, or any illegal or unhealthy activity, etc.
13. 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. Staff should be able to make eye contact with students, therefore hair must be out of face.
14. 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 the waist area.
15. Any dress/appearance deemed inappropriate, distracting or in poor taste by the administration shall be prohibited.

III. Consequences

A first violation may result in:

- a. Change inappropriate attire/contact parents to bring in appropriate clothing.
- b. Further actions may be taken if the situation is not corrected.

Any additional violations:

- a. Friday School detentions and/or out-of-school suspension(s)/expulsion.

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-a-like guns intended to represent a real weapon, knives, stun guns, mace or similar substance, gunpowder, fireworks or any club or blunt instrument intended to cause harm to another.

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. Students must carry a 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.

STUDENT BEHAVIOR AT EXTRA-CURRICULAR EVENTS

Student's behavior at any school-sponsored activity, whether it involves sports, music, dances, etc., are under the same guidelines as when 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.

VII. GUIDANCE DEPARTMENT

The guidance counselor is available to help students with academic, group and personal issues. Individual and group sessions help students develop self-awareness, self-understanding and provide information about how their actions affect others. Students are encouraged to build on their strengths and cultivate new skills to help them deal effectively with adolescent issues and their increasing responsibility for themselves. Students are helped to set goals and monitor their progress toward them.

The school guidance counselor also gathers and dispenses information that will help students devise and carry out educational and vocational plans. The well-being of each student requires a combined effort of home and school. Therefore, we value open lines of communication with parents.

Students may visit the guidance office during study hall or with the permission of a classroom teacher. All conversations are held in confidence. If at any time we feel the student being seen or others may be at risk of harming themselves or someone else, parents will be contacted. Parents are also encouraged to contact the guidance office when they have concerns or information of which the school should be aware for the benefit of their child or others.

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 will be made by the guidance counselor as soon as final grades are known. Students having questions or needing to make adjustments to their schedules are expected to talk to their counselor prior to the start of school. Once school is in session, students are expected to follow their schedule until they meet in conference with their Counselor. Students must take the responsibility to ensure that they have made proper course selections.

WITHDRAWAL FAILING

A student dropping an all-year course after the first ten days of the first grading period will drop the course failing. A student dropping a semester class after the first five days of the first grading period will drop the course with a failing grade.

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 pass both grading periods if the exam is not passed.

GRADING SCALE

<u>Mark</u>	<u>Point Value</u>	<u>Percent Range</u>	<u>Mark</u>	<u>Point Value</u>	<u>Percent Range</u>
A	4.0	93 – 100.0	C	2.0	73 – 76.99
A-	3.67	90 – 92.99	C-	1.67	70 – 72.99
B+	3.33	87 – 89.99	D+	1.33	67 – 69.99
B	3.0	83 – 86.99	D	1.0	63 – 66.99
B-	2.67	80 – 82.99	D-	0.67	60 – 62.99
C+	2.33	77 – 79.99	F	0	00 – 59.99

**AP, CCP and Honors Courses are weighted on a 5.0 scale.*

GRADUATION EXERCISES

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

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 Ontario Local Schools, Pioneer JVS or the 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. **Graduation rehearsal participation is required** for participation in 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.
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.

HOMEWORK FOR STUDENTS WITH A PROLONGED ILLNESS

A student's parents may request homework for a student who has a prolonged illness by contacting the guidance secretary or one of the counselors. Students returning from an excused absence have the number of excused days missed plus one to make up their work.

HONOR ROLL

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

PROGRESS REPORTS

Students' 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.

CREDIT FLEXIBILITY

The Board of Education recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and use of multiple measures of learning. Credit flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology, and demographics, and to meet the demand for 21st century skills. Any questions please see your guidance counselor.

CREDITS NEEDED FOR CLASS STANDING

Sophomore	5 credits
Junior	10 credits
Senior	15 credits
Minimum Graduation Credits	21.5 TOTAL CREDITS

CREDIT RECOVERY

Opportunities are available to repeat a course or pass a course previously not passed. In the event a student does not pass a core subject needed for graduation, opportunities are available to repeat a course during the next school year. Other options may include coursework completed through the credit recovery program and courses completed through the credit flexibility option. Any questions please see your guidance counselor.

EXAM EXEMPTIONS

Any student who is enrolled in a course where there is a state-required **End of Course Assessment (EOC)** may take advantage of one of the following two options:

Option 1:

Exempt out of the Final Exam. A student who chooses this option would receive a final exam grade equal to their third and fourth quarter average.

Example: 3rd Quarter 90% + 4th Quarter 96% = 93% Exam and Semester Average

Option 2:

Take the final exam in order to improve their year-to-date average in that course. The student would receive the higher of the two exam grades, the exam grade or the semester average.

ONTARIO ONLINE ACADEMY

Students interested in enrolling in the Ontario Online Academy should contact a high school guidance counselor to apply and must have approval of the administration. Students are expected to follow all Ontario school policies.

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.

VIII. TECHNOLOGY

Ontario High School recognizes the opportunities available through the use of computers and other technology, and we encourage the appropriate use of it.

GUIDELINES FOR THE USE OF USB DEVICES ON SCHOOL EQUIPMENT

1. Items stored on USB devices must conform to the Ontario Local Schools' Acceptable Use Policy.
2. A student is required to surrender his/her USB device to any teacher or administrator who is suspicious of its contents. If any content violates the Ontario Local Schools' Acceptable Use Policy/ Code of Conduct, the student will be held accountable. Based upon suspicion of a violation, school personnel may, at any time, review all content on a USB device. If any criminal content is located, this may be reported to law enforcement and result in criminal charges.
3. Students must have permission from a teacher or administrator before using a USB device on school equipment. A staff member must supervise when a student is using a USB device.
4. USB devices used on school computers will be solely for educational purposes. The use of USB devices with a school computer is a privilege. It is a violation of these guidelines to transfer unauthorized information or images from a USB device to a school computer.
5. We do not guarantee that every brand of a USB device will work on school computers.
6. Keeping the USB device and its data secure is the responsibility of the student. The district assumes no responsibility for loss, theft, damage, or data loss of a USB device.
7. Any files transferred using a USB device are subject to all copyright laws, as well as the Ontario Local Schools' Acceptable Use Policy / Code of Conduct.
8. Students will be advised to use flash drives no larger than 1GB.
9. Software utilized on USB devices that violates or alters school filters / software is a violation and could result in criminal charges.

WIRELESS COMMUNICATION DEVICES

Students may use wireless communication devices (WCDs) before and after school, during their lunch break and in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment during/after school activities (e.g. extra curricular activities) or at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and devices must be placed on vibrate or silent mode.

Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Board Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using their WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

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 services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of 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).

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 material 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. *View Acceptable Use Policy: www.ontarioschools.org, Board of Education, Bylaws & Policies, 7000 Property, 7540.03 Student Network and Internet Acceptable Use and Safety

IX. ADDITIONAL INFORMATION, POLICIES & PROCEDURES

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.

BUSES

Buses are the property of the taxpayers. We ask that all students who use this service respect the driver and the equipment. 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.

BOOK BAGS, COATS, BEVERAGES and FOOD

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.

CAFETERIA / MULTIPLE MEAL CHOICES

The cafeteria provides a variety of hot meals daily. Students may purchase a regular lunch or pick their own lunches through the à la carte line. Students will be dismissed from their lunch period by bell. Students in the cafeteria are to remain there until the bell dismisses them. Each student is allowed to charge 3 lunches. Once their debts are paid they may charge again. Only lunches may be charged, no extras may be charged. Students will be allowed to accumulate a maximum of \$15.00 in charges. When those debts are paid in full, additional lunch charges will be allowed. Notification is done through the students first, then the parents. The cafeteria also offers advanced payment options; stop by the office or the cafeteria for details and the advance payment option form.

"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 à la carte items.

Food groups required are: meat/meat alternate, vegetable, fruit, bread, milk. Cost is \$3.75.

"C" Lunches: Daily menu with fries substituted for the "vegetable" of the day. Cost is \$3.50.

(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 unattended or in an unlocked locker. Although those persons caught stealing will be prosecuted, it is the responsibility of the student to use preventative measures. Locks are available for purchase in the main office.

CLINIC / MEDICAL

Ontario High School follows the procedures below in regard to student health. Although attendance is critical to school success and attendance procedures are enforced, students who are obviously ill should be kept at home for their benefit and in consideration of other students and staff.

CLINIC PROCEDURES

Students who need to visit the school clinic will request a pass from their classroom teacher (or in some cases, office personnel). Clinic use is intended to be temporary. Students who need to go home should be picked up in a reasonable amount of time. Students will be sent home only after receiving permission from the office staff (principal, secretary, guidance counselor).

Administering Medicine to Students: (Board Policy 5330)

If possible, all medications should be given at home. If any medication (prescription and nonprescription/over-the-counter) needs to be given at school, please follow the steps below:

1. The “Administering Medication” authorization form must be completed and signed by the prescribing physician and parent/legal guardian.
2. The parent must bring in any medication to the school office. No medication should be transported by the student (with the exception of inhalers and epi-pens).
3. All medication must be in their original containers. No medication past its expiration date will be accepted.
4. If there are any changes in medication or its administration, a new form must be completed and filed with the office.
5. Students are permitted to carry inhalers or epi-pens (epinephrine auto-injectors) if the proper “self carry” forms are on file.
6. At the end of the school year, parents must pick up their child’s medication. Medication not picked up before 2 weeks after the last day of school will be discarded.
7. Medication forms are available in the school office and online.

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.

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			

CLUBS AND ORGANIZATIONS

Academic Challenge	Cheerleading	Chess Club	FCCLA	Drama Club
Golden Girls	Key Club	NHS	Ozone	Science Club
Senior Trader Card	Show Choir	Student Council		

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 wishing to obtain an Ohio Driver’s License 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. This course is offered as a service to students. It is arranged through a contractor working in cooperation with the district. The course may be cancelled at the discretion of the board of education.

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 with the high school office. 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.

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.

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 and Section 504 Coordinator:** Director of Curriculum, Ontario Local Schools 457
Shelby-Ontario Road Ontario, Ohio 44906*

All alleged discrimination complaints in respect to race, color, national origin, disability, age, military status, genetic information, sex (including sexual orientation and transgender identity), and handicap, 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.

IMMUNIZATIONS

Students entering Grade 12 must have two doses of Meningococcal vaccine prior to entry.

LIBRARY PRIVILEGES

The library circulates materials to all students. Students are responsible for the materials if they are damaged, lost or stolen. Inappropriate behavior will result in the loss of library privileges. Library rules are posted in the library. InfoOhio offers a variety of research databases for students to access free of charge at <http://www.infohio.org> - *Username: Ontario Password: Student*

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; unapproved locks may be removed from 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. (*Locks optional - \$5.00*)

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 junior/senior status.
2. Earned a minimum 3.83 GPA prior to junior year or 3.67 prior to senior year.
3. Participated in 3 or more different activities.
4. Attained an 85% score on criteria for leadership and character.

NON-DISCRIMINATION

The Ontario School District affirms that no person shall on the basis of sex (including sexual orientation and transgender identity), race, color, national origin, disability, age, religion, military status, genetic information 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 Curriculum, Title VI, Title IX, Section 504 coordinator.

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.

ONTARIO ACADEMIC BOOSTERS

The Ontario Academic Boosters 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:

All "A's" - 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. Students will receive a Sports Pass good through the next nine weeks and be treated to breakfast or ice cream sundae by the Ontario Academic Boosters.

Blue Card Program - All students raising their grade point average 0.5 from the previous nine-weeks will receive a blue card and be treated to breakfast by the Ontario Academic Boosters.

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. Absolutely no posters or signs are to be placed on the columns in the cafeteria. Magnetic tape must be used on the outside of lockers.

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.

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 the 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. Searches may include but are not limited to: lockers, book bags, athletic areas, purses/bags and vehicles.

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).

STAY SAFE / SPEAK UP

Students may call or go online to report: harassment, threats, suspicious behavior or other concerns that 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.ontarioschools.org)

STUDY HALLS 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 the assigned seat unless they have permission to move.
5. Cards and games are not permitted in study halls.

TEXTBOOKS

Students may be assigned a textbook for each subject in which they are enrolled. 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 online for the convenience of parents and students.

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.

X. ATHLETICS

ATHLETIC ACADEMIC AWARD

The Athletic Academic Award is awarded to those athletes who maintained a minimum GPA of 3.5 during the previous nine weeks. Varsity athletes will receive a medal and a certificate. Junior Varsity and Freshmen athletes will receive a certificate.

ATHLETIC AWARDS

Students may earn awards for participation in each of these sports. The order of awards earned is as follows:

First JV/Freshman Award – Numerals

Second JV/Freshman Award - JV "O"

Third and Subsequent JV/Freshman Award - Star

First Varsity Award - Letter and Insert. Only one chenille Varsity "O" letter will be given to an athlete in his/her career, subsequent first year awards will then be awarded an insert.

Second Year Varsity Award – Medallion

Third Year Varsity Award - Plaque

Fourth Year Varsity Award - Trophy

ATHLETIC ELIGIBILITY

1. Eligibility for each grading period is determined by grades received in the preceding grading period. **Semester and yearly grades have no effect on eligibility.**
2. **Grades 9-12:** To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of **five** one-credit courses or the equivalent in the immediately preceding grading period. (Note: Students taking post-secondary options must comply with these standards.)

3. For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

ATHLETIC POLICY/RANDOM DRUG TESTING

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. All athletes are subject to Random Drug Testing.

NCAA ELIGIBILITY FOR INCOMING COLLEGE STUDENTS

All student-athletes must complete 16 core courses to be eligible to participate in NCAA Division I or Division II sports. 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) 1-317-917-6222.

PAY TO PARTICIPATE FEES

First Sport	\$100.00	Marching Band/Auxiliary	\$ 25.00
Second Sport	\$ 50.00	Show Choir	\$ 25.00
Third Sport	Free	Cheerleading (per season)	\$ 25.00
Acad. Challenge	\$ 25.00		

SENIOR ATHLETE AWARD

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

SPORTS OFFERED

Baseball	Basketball	Cross Country	Football	Golf	Soccer
Softball	Swimming/Diving	Tennis	Track	Volleyball	Wrestling

SPORTS PASSES

Several types of passes will be available for purchase for each sports season. Each pass admits the holder to all **HOME** athletic events except state and league sponsored events/tournaments.

