

From the Principal

Welcome to Upper Sandusky High School. We are pleased to have you here. We hope that you will have a memorable and exciting school year.

Upper Sandusky High School has a long tradition of student and staff accomplishments. We challenge you to take the toughest courses you can handle. We challenge each of you to accept responsibility for your education and to seize every opportunity made available to you while here. We believe – and we want you to believe – that academics are important. The decisions that you make, the actions that you take may have lasting effects on your future. Your grades, transcripts, and student files become a “permanent record” which will go with you throughout your lifetime.

This handbook is designed to share information outlining both opportunities available to students and responsibilities to which students must adhere in order to have a successful school experience. This handbook will inform you of the resource people who are here to give you assistance. You will become acquainted with the different daily procedures which help our school operate smoothly. You will learn the rules and regulations which will encourage you to model the good behavior expected by your parents, our staff, and your community. You will gain information which will allow you to become a part of the total school program.

We are here to make your years in school as successful, yet educationally challenging as possible. We welcome the opportunity to help you as you proceed through your high school career. We urge parents to support the school, teachers, and programs. Your positive attitude and support make a significant difference. Our desire is to continually improve. If you encounter difficulties, seek out any of our trained professionals and we will do the best to help you. We are always open to any suggestions you might have.

May this year be one of the most rewarding in your school career. All of us at Upper Sandusky High School want to work with you to help you be the best you can be.

Jim Clifford
Principal

Jake Moyer
*Assistant Principal
Dean of Students*

Cara Stevens
Guidance Counselor

Barbara Norman
Guidance Counselor

Building Hours

School hours are 7:50 a.m. to 2:40 p.m. Office hours are 7:00 a.m. to 3:30 p.m.

Teachers are available to students and parents fifteen minutes before school and fifteen minutes after school from 7:35 a.m. to 2:55 p.m. The building remains open for supervised activities until 10 p.m. on Mondays, Tuesdays, Thursdays, Fridays and Saturdays. No supervised student activities will be permitted on Sundays, Holidays or after 5:30 p.m. on Wednesdays without permission of the school administration.

Students are required to enter the building immediately upon their arrival to school. After arriving on the school grounds, students are not to leave the school building/school grounds unless permission is granted from the office.

Students who are not involved in supervised activities must leave the building by 2:45 p.m. Students staying after 2:45 p.m. must be under the direct supervision of a staff member.

UPPER SANDUSKY HIGH SCHOOL CALENDAR 2009-2010

In-Service Education	Monday, August 17, 2009
General Staff Meeting	Tuesday, August 18, 2009
First Day of School	Wednesday, August 19, 2009
Labor Day	Monday, September 7, 2009
Fair Days	Thurs. & Fri, September 17, 18, 2009
Parent/Teacher Conferences	November 23 & 24, 2009 (No School)
Thanksgiving Vacation	November 25, 26, 27, 2009
Christmas Vacation	Monday, December 21, 2009 (Classes resume Mon. Jan. 4, 2010)
Martin Luther King Day	Monday, January 18, 2010
Presidents' Day	Monday, February 15, 2010
Spring Break	Thursday, April 1, 2010 (Classes resume Tues., April 6, 2010)
Last Day of School	Thursday, May 27, 2010
Teachers' Record Day	Friday, May 27, 2010
Commencement	Sunday, May 30, 2010

NINE WEEK GRADING PERIODS

End of First Nine Weeks	October 23, 2009
End of Second Nine Weeks	January 15, 2010
End of Third Nine Weeks	March 26, 2010
End of Fourth Nine Weeks	May 27, 2010
Days in First Semester	92
Days in Second Semester	89
Total Teacher Work Days	4
Total Parent/Teacher Conference Days	2
Total School Year	187

TENTATIVE MAKE-UP DAYS

NOTE: Vacation activities should NOT be scheduled for these days.

1. April 1, 2010
2. April 5, 2010
3. June 1, 2010
4. June 2, 2010
5. June 3, 2010
6. June 4, 2010

HIGH SCHOOL BELL SCHEDULE REGULAR

7:40 A.M.	First Bell
7:45 A.M.	Warning Bell
7:50 A.M. - 8:32 A.M.	Period 1
8:35 A.M. - 9:17 A.M.	Period 2
9:20 A.M. - 10:02 A.M.	Period 3
10:02 A.M. - 10:09 A.M.	Announcements
10:12 A.M. - 10:54 A.M.	Period 4
10:57 A.M. - 11:24 A.M.	Period 5A
11:27 A.M. - 11:54 A.M.	Period 5B
11:57 A.M. - 12:24 A.M.	Period 5C
12:27 P.M. - 1:09 A.M.	Period 6
1:12 P.M. - 1:54 P.M.	Period 7
1:57 P.M. - 2:40 P.M.	Period 8/Announcements

2-HOUR DELAY SCHEDULE

Period 1	9:50 – 10:02
Period 2	10:05 – 10:17
Period 3	10:20 – 10:32
Announcements	10:32 – 10:39
Period 4	10:42 – 10:54
Periods 5 - 8	Regular Schedule

*Sentinel students will not have bus transportation to Sentinel in the morning when there is a 2-hour delay; however, they may attend Sentinel if they have their own transportation.

EXAM SCHEDULE

Day 1	
1st Period Exam	7:50 - 8:50
<i>Announcements</i>	8:55 – 9:00
2 nd Period	9:00 – 9:35
3 rd Period	9:38 – 10:15
4 th Period	10:18 – 10:54
5 th Period	10:57 – 12:24
6 th Period	12:27 – 1:00
7 th Period	1:03 – 1:36
<i>Announcements</i>	1:36 – 1:37
8th Period Exam	1:40 – 2:40

Day 2	
2nd Period Exam	7:50 - 8:50
<i>Announcements</i>	8:55 – 9:00
1 st Period	9:00 – 9:35
3 rd Period	9:38 – 10:15
4 th Period	10:18 – 10:54
5 th Period	10:57 – 12:24
6 th Period	12:27 – 1:00
8 th Period	1:03 – 1:36
<i>Announcements</i>	1:36 – 1:37
7th Period Exam	1:40 – 2:40

Day 3	
3rd Period Exam	7:50 - 8:50
<i>Announcements</i>	8:55 – 9:00
1 st Period	9:00 – 9:35
2 nd Period	9:38 – 10:15
4 th Period	10:18 – 10:54
5 th Period	10:57 – 12:24
7 th Period	12:27 – 1:00
8 th Period	1:03 – 1:36
<i>Announcements</i>	1:36 – 1:37
6th Period Exam	1:40 – 2:40

Day 4	
4th Period Exam	7:50 - 8:50
<i>Announcements</i>	8:55 – 9:00
1 st Period	9:00 – 9:35
2 nd Period	9:38 – 10:15
3 rd Period	10:18 – 10:54
5th Period Exam	10:57 – 12:24
6 th Period	12:27 – 1:09
7 th Period	1:12 – 1:54
8 th Period	1:57 – 2:38
<i>Announcements</i>	2:38 – 2:40

GRADES

Academic excellence is a goal at Upper Sandusky High School. Grades are given out every nine weeks with interim reports sent to parents if the student has a 'D' or below or at the teachers' discretion. Semester exams are given in January and at the end of the year. Nine weeks grades are expressed in letters with pluses or minuses with the following meaning and point value:

A = 4	Excellent – Superior
B = 3	Good – Clearly Above Average
C = 2	Average – Fair
D = 1	Poor – Below Average Passing
F = 0	Failure – No Credit
S =	Satisfactory
U =	Unsatisfactory

HONOR ROLL

Students who achieve academic excellence are named to the Honor Roll each nine (9) weeks grading period. Students receiving an incomplete or any grade below a C- will not qualify for the Honor Roll.

Principal's List	4.0
Dean's List	3.7 – 3.999
Honors List	3.2 – 3.699
Honorable Mention List	3.0 – 3.199

Please refer to the curriculum guidebook for class rank determination details.

SEMESTER EXAMS — All students enrolled in Upper Sandusky High School will be required to take semester exams; however, an exam exemption opportunity will be available for students who qualify. All students will be required to take exams in those college prep classes that have a quality point value of 1.1 or above. Students enrolled in a 1.0 class will be given the opportunity to earn an exam exemption if they have a "C" grade or better in each of the two nine-week grading periods and have three (3) or fewer days of absence from class. Field trips and other school functions **do not** count toward the three (3) days; however, assignments to the alternative class **will** count toward the three (3) days. Students who are habitually tardy will be penalized one day of absence for each four (4) times tardy. Exam days are regular school days. All classes will meet with two periods having exams each of four days.

Students may arrive late or leave early from school if they are exempt from an exam; however, students will be required to attend all classes that do not have an exam that day. Students are expected to be on time to exams. Late students may not be admitted to take the exam. Students who are absent from a required exam will receive an "F" on the exam. In addition, consequences such as Wednesday school may be assigned. If a student is in attendance during an exam, they are required to take the exam and then choose whether to exempt the grade. Students are not allowed in the halls during exam periods.

AVERAGING – Semester and yearly averages are expressed in numerals to the nearest tenth.

With a semester exam: The semester average shall be determined by doubling each nine week grade, adding the semester exam grade and dividing by five.

Without a semester exam: Each nine week grade will count one-half of the semester average.

The yearly average will be determined by averaging the first and second semester average.

In order to receive credit for any semester, a student must pass 2 of the 3 possible grades (9-week grade, 9-week grade, semester test/final) and not be in violation of the attendance policy.

AUDITING COURSES

Students will be permitted to audit a course if they meet one of the following:

1. Have eight (8) or more credits
2. Repeat a course in which they have already received credit
3. Have administration approval

GRADUATION REQUIREMENTS

The Board of Education desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as those of the North Central Association of Colleges and Secondary Schools and further that our high school will compare favorably with high schools in the state recognized for their excellence.

The minimum requirements for graduation from high school are as follows:

English	4
Social Studies	3
Science	3
Mathematics	3
Health and P.E.	1
Electives	5.5
Computer Applications	0.5
(Graduating classes of 2009 & 2010 may use .5 credit of Technology Education)	
Fine Art	<u>1</u>
Total Credits	21

In addition to completion of the above minimum requirements, a student must pass all five (5) sections of the OGT in order to earn a diploma and graduate for USHS. Students who pass 4 out of the 5 OGT sections may participate in the graduation ceremony providing they meet all local requirements and sign a contract to enroll in summer school and the summer OGT administration.

The district will accept credits earned toward graduation in another school district only from those schools chartered by the State Department of Education.

High School courses offered through correspondence courses will be accepted for credit toward graduation only when they meet the following criteria:

- A. Credits earned in correspondence schools directly affiliated with state universities will be evaluated by the school administration to qualify for graduation from high school.
- B. Credits earned in correspondence schools not directly affiliated with an accredited college or university may be applied toward graduation with administration approval.

Of the twenty-one (21) credits needed for high school graduation, only six (6) may be earned by means other than regular classes (i.e. summer school, correspondence school, or private tutoring).

ATTENDANCE POLICY

The Board of Education requires that the students enrolled in the schools of this District attend school regularly in accordance with the laws of the State. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session. We believe there is a correlation between attendance and success in school. The state requires a 93% attendance rate and grades our school on attendance. NO STUDENT shall miss more than seven percent (7%) of the required attendance days. The maximum number of days a student may be absent from class is twelve (12) days per year or six (6) days per semester. In addition, the state requires a 97% attendance rate for students to be eligible to receive an alternative diploma. Students who pass 4 out of the 5 Ohio Graduation Tests may receive a diploma if they meet several criteria, one of these being a 97% attendance rate through all four years of high school. Students must attend school 174.5/180 days in order to earn an alternative diploma. USHS's exam exemption policy has been established to enable students to meet the attendance requirements for an alternative diploma.

EXPECTATIONS

1. School is the first priority for all students when school is in session.
2. Parents are responsible for student's attendance and communicating with the school.
3. Attendance is expected and days of absence should be kept to a minimum.

PARENT/STUDENT ACCOUNTABILITY

1. At home, keep a record of classes missed and accumulated absences.
2. Students should not be missing school unless absolutely necessary.

PARENT CALL AND FOLLOW UP

1. **REQUIRED:** Call 419-294-2308 before 8:00 a.m. the morning of an absence.
2. Calling before 7:00a.m. dial 2307, select high school #3, mailbox 300, follow directions.
3. A note or excuse is required within two (2) days after student returns to school.
4. Notes/Calls must include: name, date, time, reason for absence, parent name/signature
5. If a note/call has not been received within the two (2) days, the absence will be regarded as a truancy.

TRUANCY – ZERO TOLERANCE

1. An absence without the knowledge of parents and school authorities.
2. Skipping school or classes will not be tolerated.
3. Consequences for truancy will be any form of discipline deemed appropriate by the administration. This includes: Saturday school, attendance intervention class, alternative class, court, loss of credit, administrative withdrawal, deny issuance or suspension of driver's license, withdrawal/suspension of work permit.

EXCUSED ABSENCE

1. Acceptable reasons to miss school will be for medical, court, family, death, and religious holidays (reference pg 8 for specific details).
2. Appointment should always be made outside of school hours when possible.
3. Students should only miss the time necessary for the appointment.
4. **NOTE:** The maximum number of days a student is allowed absent from a class without a medical excuse is six (6) per semester.

5. The Administration will review attendance each week and give consideration for special circumstances such as extended illness and hospitalization.
6. Students are excused from classes for school related activities when a school employee supervises the student. Example: field trips, quiz bowl, athletic contests.
7. Students with Junior/Senior status will be given two (2) days of absence per year to attend a college or military visit. Documentation of this visit from the college or military institution must be given to the office immediately upon returning to school. This will be recorded as a field trip.

APPROVED REASONS FOR ABSENCES PER STATE OF OHIO RULE 3301-69-02

- Personal Illness: May require the certificate of a physician
- Illness in the Family: May require a written statement from the physician as to why his/her presence was necessary.
- Quarantine of the Home: Absence is limited to the length of quarantine as fixed by the proper health officials.
- Death of a Relative: Absence is limited to a period of three days unless a reasonable cause may be shown by the student for a longer absence.
- Medical/Dental Appointment: May require a written statement from a physician/dentist as to the presence of the student.
- Observance of Religious Holidays: Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his truly religious beliefs.
- Emergency or Other Set of Circumstances: Circumstances which in good judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school
- College Visitation: The approving authority may require verification of the date and time of the visit of the college, university, or technical college.

UNEXCUSED ABSENCES

1. Absences for an unacceptable reason – Not one of the above reasons
2. Absent 15+ minutes in a class period
3. Removal from class for discipline
4. OSS –Out of school suspensions
5. Students receive no credit for an unexcused absence.

DENIAL OF CREDIT

1. **A student who is absent from a class more than six (6) times in a semester may receive no credit for that semester.**
2. All absences from class (except for school related activities) shall count in the cumulative total.
3. Exceptions to this policy may be granted by administrative approval in cases of medically approved extended illness, hospitalization, pregnancy, or other situations which would result in the student being placed on an IEP for tutoring/home instruction.
4. Following the guidelines listed under ATTENDANCE PROCEDURES, an appeal of the no-credit decision will automatically be forwarded to an attendance committee.

SIGN IN /OUT OF SCHOOL

1. Students late to school must report to the office to sign in before going to class.
2. Students leaving school must have parent's permission and sign out.
3. Calls to parents must be placed through the office for permission to leave. Students who use their cell phones to place a call will receive the appropriate disciplinary action regardless of the reason for the call.
4. Students will not be allowed to leave for lunch during the school day.

SCHOOL ATTENDANCE RELATING TO EXTRACURRICULAR ACTIVITIES

All students must be in school at least a ½ day (4 periods) in order to participate in extracurricular activities on any given day. Special attendance circumstances must have prior permission from the principal (or athletic director for an athletic activity) in order for the student to participate.

PPA – PRE-PLANNED ABSENCE

1. The PPA form may be used in situations when a student and the parents know in advance of an upcoming absence. This form is available in the office.
2. The completed PPA form will replace the parent phone call. A parent note needs to be brought in the day after stating where they were. If it is a college visit, please bring a note from the college on their letterhead.
3. The PPA form must be submitted to the office at least one (1) day in advance of the absence.

ATTENDANCE PROCEDURES

Ohio Law entrusts us with accounting for the attendance of all students. Students and parents are both bound by Ohio attendance requirements. Such requirements state that students must be present at school unless excused. The determination as to whether an absence is excused or is unexcused rests with the building administration. Parents may excuse their son/daughter 3 times in a 9-week period, but not to exceed 6 times in a semester for personal illness. After either of these occur, a physician's certificate (must be an original) is required. (ORC 3321.04) Once a student is required to have a physician's certificate, the principal or assistant principal will have to remove the requirement.

1. Parents are responsible for student attendance and will report absences to the school.
2. Teachers keep accurate attendance each period and report absent students to the office.
3. Teachers will notify the assistant principal/office after four (4) days absent during the semester.
4. The office will contact parents and/or a postcard will be sent home warning parents of attendance.
5. Teachers will submit a form, "Denial of Credit" to the office if a student misses seven (7) days from class a semester.
6. The office will notify the parents of the decision to deny credit. The office will complete a review of the student attendance record before a notice is sent to the parent.
7. Parents/18 year-old students may submit an explanation of excessive absences for consideration by the committee.
8. An appeal may be granted if the student's unexcused absences are minimal and the student completes all stipulations set by the attendance committee. This includes: student/parent paid tutoring at the rate of two (2) hours per absence per subject.
9. The Attendance Review Committee will consist of: Principal, Assistant Principal, Guidance Counselor & Classroom Teacher.
10. Decisions to deny credit or grant credit will be final.

EIGHTEEN YEAR OLDS

Students eighteen years of age or older and living at home are still under their parents' authority as far as the school is concerned. All notes, early dismissals, and required school forms are to be completed by the parents. Eighteen-year olds will not be permitted to sign themselves in and out of school, and all grades and discipline information will be shared with their parents. **Any eighteen-year-old student with excessive absences may be removed from school at the discretion of the administration.** All eighteen-year olds and married students **must abide** by this student handbook.

TARDY POLICY

TARDY TO SCHOOL

The development of good attendance habits includes being on time. It shows responsibility on the part of the student. Tardiness applies to cases where students are late to school, to class or to detention. Students are considered tardy to school if they arrive after the beginning of first period. Students who arrive after the start of third period will be recorded as a half-day absence, but it will be considered a tardy for discipline purposes. Students tardy to school must report to the attendance office before going to class. Students who attend only in the afternoon will be counted tardy if they arrive after 12:27 p.m., but before 1:00 p.m. In addition, students will be considered tardy if they leave school after 2:00 p.m.

Students will be allowed to be tardy 3 times each semester. Beginning with tardy #4, students will be assigned discipline in addition to absences which may include: Alternative Class, Attendance Intervention, Saturday School, Suspension, &/or Wednesday Extended School.

TARDY TO CLASS

1. Students who are tardy to class should report directly to class.
2. Teachers will assign disciplinary action to students who are tardy to class.
3. If on rare occasions students need more time, they should report to their next class and ask the teacher to be excused from class.
4. If a student is detained by a teacher, that teacher should give the student a written pass to give to the teacher of the class for which they are late.
5. Missing a class more than fifteen (15) minutes = one (1) unexcused class absence.
6. Teachers will submit an office referral form to the administration if a student is tardy six or more times to class.
7. Every 4th tardy to class will be considered an absence for exam exemption purposes.

EARLY DISMISSAL

Arrangements for doctor or dentist appointments, court appointments, driver's permit and license tests and any other appointments must be made with the secretary or principal by 7:45 a.m. on that day. This may be done by presenting a written note specifying the appointment, date, time, and the parent/guardian signature. Students are expected to bring documentation when they return from any appointment. Students must return to school immediately upon the conclusion of their appointments.

Students who need to leave during the school day for any reason (illness, etc.) must first report to the principal/secretary to sign out. Permission from school authorities and the parent/guardian must be secured before the student leaves school. Students who enter/exit the building during the school day without checking in/out with the principal/secretary will be unexcused for the time missed.

MAKE-UP WORK

For excused absences, the student will receive credit for work which has been missed. Generally, a student will be given an amount of time equal to the number of days of absence to make up work missed.

It is the student's responsibility to contact his/her individual teachers to secure missed work and make the necessary arrangements to complete. If a student is absent 2 or more days, parents may request that assignments be collected. Requests should be made in the morning when the student is reported absent. For unexcused absences, make up work is not accepted and will be recorded as a "0" (no credit) for assignments. This includes out of school suspension or expulsion.

SLEEPING IN CLASS

Sleeping will not be tolerated in class. Teachers will prohibit students from sleeping during classes. Sleeping in class is disrespectful and will be considered an act of insubordination. Students who sleep in class may be given an unexcused absence.

SENTINAL ATTENDANCE POLICY FROM USHS

1. Students attending Sentinel Career Center are expected to attend Sentinel when they are in session.
2. Students are only excused from Sentinel for the following:
 - Upper Sandusky does not provide transportation
 - The Homecoming Pep Rally
 - Principal approved activities/field trips
3. Exam exemptions at USHS do not excuse you from Sentinel.
4. If a student is to be excused from Sentinel, USHS will notify Sentinel.

**UPPER SANDUSKY EXEMPTED VILLAGE
SCHOOL DISTRICT BEHAVIOR CODE**

I. Rights and Responsibilities:

The Upper Sandusky Board of Education shall, in compliance with state law, provide for the educational opportunity of all residents between the ages of six and twenty-one living within the district. Each student has a right to all educational resources necessary to operate in an instructional and extracurricular program.

Students in the school system have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs.

II. Conduct Code:

Disciplinary action is determined based primarily on the offense committed. Other factors such as the frequency of an offense as well as the student's age are considered. Although the disciplinary actions listed below reflect a progressive disciplinary process, all steps may not be considered or appropriate in a given case. Offenses of a repetitive or more serious nature may result in discipline commensurate with the seriousness of the offense and may justify suspension and/or expulsion without reference to previous reprimands.

III. Methods of Discipline:

1. Verbal warning
2. Parent notification
3. Detention
4. Removal of privileges
5. Parent conference
6. Extended school day
7. Saturday school
8. Alternative classroom
9. Disciplinary removal
10. Emergency removal
11. Out of school suspension
12. Juvenile court
13. Expulsion

Office Referrals

Office referrals are communications between the assistant principal and teachers and the assistant principal and parents concerning discipline problems. Any questions concerning office referrals should be directed to the assistant principal's office.

DEFINITIONS:

The following provides a definition for each of the methods of discipline listed above.

1. Verbal warning
 - a. A warning to a student that his/her conduct is in violation of school rules. It may be issued by any authorized school official including teaching or non-teaching personnel.

2. Parent notification
 - a. Direct contact by telephone or letter with a parent or legal guardian of a student to inform them that their student's conduct was in direct violation of school rules.
3. Detention
 - a. The assignment of a student to spend time in addition to regular school time for violation of school rules.
 - Detentions are of two types – teacher detentions and office detentions.
 - **Teacher Detentions** are usually given for some infraction of a teacher rule in the classroom (disturbing others, talking out of turn, etc). Teacher detentions are to be served with the teacher involved and usually are not of the time duration of an office detention. It is recommended that this time be spent working and talking with the teacher to resolve the class problem. Students will be expected to serve the teacher detention within three (3) days. Refusal to serve the teacher detention will result in the teacher submitting an office referral form.
 - **Office Detentions** are given for some violation of school rules. The following regulations apply for serving of office detentions.
 - Student will be served notice of an office detention through the assistant principal's office.
 - Within three (3) days of receiving the notice of detention, the detention must be served.
 - Students do not receive an additional three (3) days for every detention accumulated during the time of previous unserved detentions.
 - Detentions may be served in the morning beginning at 7:15 a.m. and ending at 7:45 a.m. or after school from 2:45 p.m. to 3:15 p.m. each day.
 - No talking or sleeping is permitted.
 - Students should have something to study.
 - If students are removed from the detention room for violating rules, time served does not count and additional detentions may be added.
 - A consequence for not serving detentions is alternative class or Saturday school. The second offense may result in suspension.
4. Removal of privileges

The denial of special privileges or honorary positions for violation of school rules. This includes athletics, homecoming, class offices, honor society and other honorary awards of any kind. In some cases, a written signed complaint must be filed with the administration in a timely manner which would allow an investigation and hearing to take place prior to the removal of privileges.
5. Parent conference

A meeting with a parent(s) or legal guardian(s) to discuss specific violations of school rules and the impending action school officials may take.

6. Extended School Day
The assignment of a student to spend time in addition to regular school day for violation of school rules, attendance concerns, or to make up school assignments. The extended school day will be from 2:50 – 4:50 p.m. on Wednesdays. Students assigned to extended day are ineligible for extra-curricular events scheduled during that time frame. Attendance is required. Any unexcused absence will result in O.S.S. of one or two days.

7. Saturday School
Saturday school will meet from 8 a.m. to 12:00 p.m. on designated Saturdays. Students will bring materials, books, and assignments. Students will be assigned Saturday school for various offenses such as class cutting, truancy and excessive tardiness. Athletes assigned to Saturday School are ineligible for participation in athletic events that occur during the time frame of Saturday School on the day assigned. No Exceptions!

8. Alternative classroom
The alternative classroom will be held in an area away from the rest of the offer students an opportunity to maintain academic standing during a period of punishment. The alternative class assignment must be completed before a student is eligible for extra-curricular activities.

9. Disciplinary removal
The removal of a student from a class or from participation in co-curricular activity for less than twenty-four (24) hours. During the disciplinary removal disciplinary removal.

10. Emergency removal
The removal of a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the curricular or co-curricular school activities, for a period not less than twenty-four (24) but not to exceed seventy-two (72) hours. During the period of emergency removal, a student will not be permitted to take part in any school function or activity. In addition a student will not receive credit for class work during this period of emergency removal.

11. Out-of-school suspension
The removal of a student from school for a least one (1) but not more than ten (10) days. During the period of suspension a student will not be permitted to attend any school function or activity. In addition, a student will not receive credit for class work during a period of suspension.

12. Juvenile court
Referral by a school administrator to juvenile authorities for conduct which is not only in violation of school rules but also the law.

13. Expulsion
This is the removal of a student from school for a period of school days remaining in the semester or term in which the incident that gives rise to the removal takes place. This consequence may extend beyond semesters and school years. During the period of expulsion a student will not be permitted to take part in any school function or activity. In addition, a student will not receive credit for class work during the period of expulsion.

RULES AND REGULATIONS Code of Student Conduct

This code describes offenses for which a student may be suspended or expelled from school. The examples given under specific offenses are not intended to be exhaustive by any means, as the school district is given broad authority to determine what examples of behavior violate standards contained within each rule of this code. Rules and penalties for violations may vary somewhat from school to school as discipline for offenses should be, in general, age-appropriate.

RULE 1 Disruption of School:

A student shall not by use of violence, force, coercion, harassment, or threat cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. Some examples of disruptions: Firing or threatening use of explosives, including fireworks; unauthorized use of fire; setting off the fire alarm; bomb threats; the use of stink bombs; intentionally causing a disturbance; fighting; violation of dress code, etc.

RULE 2 Damage or Destruction of Property:

A student shall not cause or attempt to cause damage to property of the school, another student, visitor or employee of the school.

RULE 3 Assault:

A student shall not cause or attempt to cause physical injury or behave in such a way that could cause physical injury to another person while under the jurisdiction of the school. Included in this rule would be the unauthorized touching of another individual.

RULE 4 Dangerous Weapons and Instruments:

A student shall not possess, handle, transmit or conceal any weapon or instrument capable of harming another person, such as guns, knives, ice picks, switchblades, brass knuckles, etc. Included in the prohibitions would be the use of chemicals and gases, look alike items, explosives, incendiary devices, etc. Also included would be the plans and/or instructions on how to build or use such items.

RULE 5 Tobacco, Narcotics, Alcoholic Beverages and Drugs:

The unauthorized use, possession, transmission, and/or concealment of any tobacco product, alcoholic beverage, dangerous drug, steroid, narcotic, mind-altering substance, look-alike, or paraphernalia is prohibited. This rule is in effect anywhere on or visible from school property, or while attending any school function whether as a fan or as a participant. This includes all school sponsored activities including, but not limited to field trips and away contests. In addition to the consequences stated below, the administration will refer for prosecution any student who violates the drug and alcohol portion of this policy and any student under the age of 18 who violates the tobacco section of this policy.

Tobacco policy violations will be handled in the following manner:

1st Offense: The student will be assigned to the Alternative Classroom for three (3) days.

2nd Offense: The student will be assigned to the Alternative Classroom for five (5) days.

- 3rd Offense: The student will be suspended out of school for ten (10) days. The suspension may be reduced to five (5) days if the student attends an administration approved tobacco counseling program.
- 4th Offense: The student will be suspended out of school for ten (10) days.
- 5th Offense: The student will be referred to the Superintendent for expulsion.

Other drug/alcohol violations covered by this section will be handled in the following manner:

- 1st Offense: For drugs or alcohol, ten (10) days out-of-school suspension. The suspension may be reduced to five (5) days if the student attends an administration approved alcohol or drug counseling program. If conditions warrant, the administration will refer the student for the prosecution and fully cooperate in any criminal investigation.
- 2nd Offense: For alcohol only, ten (10) days out-of-school suspension. If conditions warrant, the administration will refer the student for prosecution.
- 2nd Offense: For drugs only, the student will be referred to the Superintendent for expulsion. The administration will refer the student for prosecution.
- 3rd Offense: For alcohol only, the student will be referred to the Superintendent. The administration will refer the student for prosecution.

RULE 6 Sexual Harassment:

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of sexual nature that is unwanted or unwelcome including but not limited to touching, patting, verbal comments of a sexual nature, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

RULE 7 Profanity, Abusive and/or Obscene Language:

A student shall not use profanity, abusive or obscene language, either written or verbal, in communicating with any faculty member, any other school employee, visitor, or another student. Included in the prohibition would be the use of obscene gestures, signs, pictures or publications.

RULE 8 Truancy:

Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Students truant from school for part or all of a day may be suspended. This includes unexcused absences from study halls, classes, or any other assigned activity.

RULE 9 Theft:

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district while in the control and custody of the school or in the course of a school-related activity.

RULE 10 Insubordination:

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, guidance counselors, teacher aides, administration, or other authorized school personnel during any period of time when the student is under the authority of school personnel.

RULE 11 School Bus Rules and Regulations:

Students are to abide by the rules and regulations established for the use of bus transportation. These rules apply to regularly scheduled bus runs, extracurricular activities and field trips.

BUS REGULATIONS

The following rules and regulations shall be observed by all pupils riding the Upper Sandusky School buses:

1. Noise on the bus shall be kept to a minimum. The same behavior is expected on a school bus as in a classroom. Pupils may talk quietly if the driver permits.
2. Pupils should not change seats while the bus is in motion.
3. Eating and littering are not permitted on a bus.
4. Load and unload from bus at its designated stop in an orderly manner.
5. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
6. Pupils must not throw anything while a passenger in the bus.
7. Pupils must not hang any object or part of their body outside the bus window.
8. Positively no smoking or striking of matches on the bus.
9. No vulgar or abusive language will be permitted.
10. Destruction or defacing of seats and equipment on a school bus will not be tolerated.

Any student misbehaving may be denied the privilege of riding the bus by the building principals. The Upper Sandusky Board of Education policy on suspension of students from bus privileges upon his/her being referred for disorderly conduct will be as follows:

- 1st Incident – possible 1 – 5 days (Parent informed)
- 2nd Incident – 1 – 5 days
- 3rd Incident – 1 – 10 days
- 4th Incident – indefinite

The principal may take additional disciplinary action. The above rules and regulations are part of the Ohio School Bus Operation Regulations and Board of Education Policy.

RULE 12 Driving and Parking Privileges:

Students shall not abuse student driving and parking privileges, including reckless operation of motor vehicle on or near school premises. (All schools within Upper Sandusky Exempted Village School District.)

DRIVING REGULATIONS

Driving to school is a privilege which may be withdrawn at any time for any major violation of the student conduct code and/or the driving regulations. Cars parked on school premises may be searched by school administrators or their designee if deemed necessary by the school administration.

Students who plan to drive to school must complete the appropriate paperwork to register their vehicles. The student and parent must review, agree to follow, and sign the parking-permit contract. The student will receive a parking permit to display in their vehicle.

Students are responsible for all contents and markings on any vehicle that they park on school grounds. Any contraband visible in plain sight or discovered during an authorized search will be subject to disciplinary action. Any bumper stickers, signs, flags, etc. deemed obscene or inappropriate, or in violation to any other section of this handbook may be subject to disciplinary action.

Drivers are advised that the school accepts no responsibility for property lost from vehicles or theft or damage to vehicles while on school property.

1. Parking is provided for students in the parking lots north and west of the building. The front (east) parking lot is reserved for staff and visitor parking. Students are not permitted to park in this area.
2. When leaving the north parking lot students are to use the NORTH driveway. Students using the west lot are to leave by using the SOUTH exit of the west lot. Students are restricted to right hand turns only when exiting onto Houpt Drive from the west parking lot during the dismissal of school. Students are not permitted to cut through the south driveway. Students are not to use the East or West Driveways when leaving school as parents and busses may be parked across these driveways to pick up students. All traffic is to move in a single lane pattern.
3. Cars are to be parked in designated areas in a neat and orderly fashion.
4. There will be no loitering in or near cars. Park them, lock them and leave them. Students must leave their cars promptly after arrival to school and enter the building.
5. Students are not permitted to drive his/her vehicle or be in the parking lot during school hours without permission of the administration.
6. Any improper or reckless operation of a motorized vehicle on school property or in the school zone is prohibited. Students are to obey all speed limit and traffic signs and follow all established traffic patterns.

Students who fail to comply with these driving regulations may be handled as follows:

<u>1st Offense</u>	Alternative Classroom
<u>2nd Offense</u>	Alternative Classroom and temporary loss of driving privileges
<u>3rd Offense</u>	Out-of-School Suspension

The administration reserves the right to enforce stricter consequences and to determine the length of denial of driving privileges depending on the nature and severity of the violation(s).

Parking in restricted areas, parking in a manner which impedes others, parking on school property when one's driving privileges have been suspended, and/or parking on school property without registering one's vehicle may result in the vehicle being towed at the owner's expense and/or a monetary fine.

RULE 13 Inappropriate Display of Affection:

Students shall not be involved in kissing, embracing, or any sexual acts of affection while on school premises or under the control and custody of the school or in the course of a school-related activity.

RULE 14 Indecency:

Any student in violation of the public decency section of the Ohio Revised Code is subject to suspension or expulsion, should the incident take place on school grounds or at any school-related function. Considered a misdemeanor offense, violators will be turned over to the local law enforcement authorities.

RULE 15 Insubordination, Disrespectful, and / or Discourteous Behavior:

Students shall not disregard or refuse to obey reasonable instructions or directions given by school personnel. While under the jurisdiction of the school, students shall at all times conduct themselves with respect and courtesy for others. Insubordination and/ or disrespect demonstrated toward school personnel may result in out-of-school suspension for up to five (5) days.

RULE 16 Dress Code:

Students' dress shall be appropriate to the educational activities and the environment of the school. Attire and/or appearance which is considered unsafe, unclean, vulgar, inappropriate, and/or gang related will not be permitted. In general, dress and grooming should be appropriate and be governed by good sense, good taste and cleanliness. **The school administration reserves the right to determine what is/is not acceptable.**

1. Hair must be neat, clean and meet the safety standards for designated classes. Hair styles or coloring that creates a distraction will not be permitted.
2. Clothing and tattoos that depict tobacco, alcohol, illegal drugs, sexuality, profanity; obscenity, gang related signs or symbols, or establishments that promote such merchandise or behaviors are not permitted. (Example: naked figures, confederate flags, Hooters, Playboy, Big Johnson, etc.)
3. Tops (shirts, blouses, etc.) must have sleeves, must be of an appropriate length that could be tucked into the waistline of a student's pants, and must cover the chest, back, shoulders and midriff at all times. Fishnet or lace-type shirts shall not be worn without a second garment with sleeves worn under them.
4. Appropriate undergarments are required and are not allowed to be visible.
5. Short skirts/dresses, cut-off or short shorts, biker shorts, tights, and pajama-type pants (sleepwear) are not permitted. Shorts must be mid-thigh or longer.
6. Clothing that is torn, shredded, with holes, or dirty will not be permitted.
7. Jackets, coats, hooded sweatshirts are not to be worn in school unless prior permission is granted by the administration.
8. Hats, headbands, armbands, sunglasses, chains and book bags are not to be worn in school.
9. Adequate footwear is required.
10. Personal accessories (such as toys, stuffed animals, tiaras, etc.) deemed inappropriate by school administration will not be permitted.
11. Visible body-piercing adornments are to be worn in the ears only and are not to be extreme or distracting.

School dress standards will be in effect for all school events and field trips unless approval for exceptions is granted by the administration. The responsibility for enforcing the dress code belongs to the students, parents, staff members and the administration.

Any student in violation of the dress code may be asked to correct the violation, be assigned to the alternative classroom, or be removed from school. If a student misses a class for a dress code violation, it will be considered unexcused. If the offenses continue, the student may be suspended and/or recommended for expulsion.

RULE 17 Hazing:

Hazing is defined as “to harass by banter, ridicule, or criticism,” and/ or includes any act of coercing or requiring another to perform an act of initiation into any student or other organization where a significant risk of mental or physical harm might be involved with a student. Subjecting or requiring of new students, underclassmen, etc, to activities where their physical or personal safety or mental health might be jeopardized constitutes hazing. Permission, consent, or assumption of risk by an individual subjected to hazing does NOT lessen the prohibition contained in the policy. No person shall participate in the hazing of another. Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

RULE 18 Harassment/ Intimidation/ Bullying/Threatening Behavior

Harassment, intimidation, bullying, or threatening behavior by any student/ school personnel in the Upper Sandusky School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/ or expulsion from school. “Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act including electronically transmitted acts—i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/ school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. causing mental or physical harm to another student/ school personnel, including placing an individual in reasonable fear of physical harm and/ or in fear of damaging a student’s personal property; and
- B. being sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student/ school personnel.

RULE 19 Electronic Devices

Students are not permitted to use radios, pagers, cell phones, walk mans, MP3 players, or other electronic devices in school. Experience has proven that these items present a disturbance problem to the primary school purpose of assuring that students learn. If they are brought to school, students must place them in their lockers before their first class; they are to remain in the lockers until the end of the school day. USHS is not responsible for the loss, theft or damage of these items. Students who do not follow these rules may suffer the following consequences:

Each Offense – Item confiscated, logged in the office, returned to the parent/guardian after 30 days.

RULE 20 False Testimony, False Reports, Not Telling the Truth

Students may not falsely report incidents, make false accusations, or give false testimony. Students are expected to tell the truth at all times.

Rule 21 Improper Use of Computers, Technological Devices, and/ or of the Internet

Although the normal penalty for such offenses will be the withdrawal of privileges concerning usage, downloading pornography, accessing inappropriate or forbidden websites, attempting to access inappropriate or forbidden websites, hacking, cyber-bullying, or other examples of inappropriate usage may be cause for suspension or expulsion from school, depending upon the severity and / or the extent of the ramifications of such offenses.

Rule 22 Cheating and/or Academic Dishonesty

Cheating, stealing answers, plagiarizing, and academic dishonesty in any form will not be tolerated in the school environment. Although failure of a certain assignment(s) or failure of a class for a nine weeks or for the year may be the typical penalty, depending upon the frequency, extent, and severity of this offense, students may be suspended or expelled, among other penalties, for this offense.

Rule 23 Inducing Panic or Being Part of a Bomb Threat and/ or any Other Similar Act

Students shall not disrupt the academic process via school pranks, bomb threats, and/ or any other type of act which induces panic or disrupts the academic process of any part of a school district's classes and/ or programs.

Rule 24 Repeat Offenses and/ or Violations

Students may not repeatedly fail to comply with rules, directions, or reasonable requests made by teachers (including student teachers and substitute teachers), a principal, a bus driver, or any other authorized school official at any time when the student is properly under the official authority of such personnel.

Rule 25 Use of Personal or School Property at School or at a School-sponsored Activity to Hide, Store, or Sequester Otherwise Illegal or Forbidden Materials and/ or Persons

Students may not use book bags, lockers, automobiles, or any other type of personal or school property to store or hide from plain view otherwise forbidden, illegal, illicit or unauthorized to possess materials or persons.

Rule 26 Other Conduct

Other possible student conduct violations reaching the gravity of the above examples in terms of gross misconduct or persistent disobedience or insubordination (defined as more than 3 times)

GENERAL INFORMATION

Assemblies

Assemblies are presented for education and entertainment. Visitors have complimented students on their courteous conduct. Students will be expected to attend assemblies and maintain this good reputation. The following behavioral standards are essential for assemblies:

- Students may be assigned seating by their teacher or by announcement from the office. Teachers will escort and be responsible for their students during the assembly.
- Students should quickly find their assigned seats. Standing in the aisles and blocking entrances delays the program.
- Students should be attentive and courteous at all times. Mature appreciation is shown only by applause. Any other type of response is inappropriate.
- No food or drink is permitted at the assembly.
- Students who are asked to leave the assembly are subject to disciplinary action.
- At the end of the assembly program, students should wait for dismissal and leave in a quiet, orderly manner.

Book Bags

Book bags and other similar items are to be kept in the student's locker. They are not to be used to carry books and/or other items from class to class.

Cafeteria and Lunch Period

A balanced lunch is served in the cafeteria daily. Lunches may be purchased in the full meal line or from the a la carte line. Lunches may be carried to school from home. No fast food, birthday cakes, etc. may be brought or delivered to the school cafeteria.

The lunch periods will operate as closed lunch periods. Students are not to leave the school grounds during the lunch period and are not permitted to be in the parking lot during the lunch period without special permission. While one-third of the student body is eating lunch, the other two-thirds will be in class. This makes it necessary that all students remain in the cafeteria area during their lunch period. Students are not to wander through the halls during lunch but are to remain in the cafeteria area. To go to the office or other areas of the building, students must get permission from the staff member on duty. Students will be permitted to use the outdoor courtyard next to the cafeteria during good weather in the fall and spring.

In order that our lunchroom might have a more pleasant atmosphere while students are eating lunch, the following rules have been developed:

- All food and beverages are to be consumed in the cafeteria only.
- No jumping in line or holding a place in the line is allowed.
- Students are responsible for keeping the lunchroom clean.
- All trash is to be deposited in appropriate containers.
- Trays are to be returned to the dishwasher area as soon as you finish eating.
- There are to be no more than eight (8) students at a table.
- Throwing food in the cafeteria is strictly prohibited.
- Horseplay (including chair tipping and/or throwing of chairs), profanity, loud talking, etc. are not permitted in the cafeteria.
- All students are to follow the direction of the lunchroom supervisor.
- Students cannot take food or drink of any kind into classrooms or any other area of the building other than the cafeteria. Special circumstances may be approved by the administration.

Cancellation/Delay of School

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed start time or early dismissal will be announced over TV and radio stations. Please listen to the local radio or television station of your choice to learn of closing or delays. School telephone lines must be kept open for emergencies.

In the event school is delayed two hours or longer, morning vocational students will not be bused to Sentinel. Those students will attend their regularly scheduled classes at USHS. Afternoon Sentinel students will need to attend their regular morning classes at USHS before reporting to Sentinel.

In the event of school cancellation, there will be no practices held for extra-curricular activities unless approved through the school administration. Athletic contests will be played or cancelled at the discretion of the administration of both schools involved. Athletic cancellations will be put on Cable Channel 22 and radio station WYNT FM 96.

Card Playing and Other Games

No card playing or other play games are allowed in class or study hall. Card games are allowed during lunch time. No gambling is permitted.

Change of Address

Students are responsible for keeping the school informed of changes in address, phone numbers, or other information that is pertinent to parent or home contact. Such information can be vital in an emergency. The information must be submitted to the office.

Coats

Coats are to be kept in the student's locker. In the case of an emergency situation where the teacher believes that the temperature of a classroom reaches an extremely cool temperature, the teacher will inform the office of the situation and consideration will be given to wearing a coat in that classroom. In all other instances it is recommended that the student keep a sweatshirt or sweater in their locker.

Computers/Internet Access

Computers and computer labs are available to students. Students are responsible for good behavior on school computer networks just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct research. Complete classroom tasks and communicate with others. Students are responsible for their behavior and their communication over the network. Network storage areas may be treated like school lockers. The school reserves the right to review files and communication without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Any student wishing access to Internet capabilities or use any computer within USHS must, along with the parent or guardian, sign an agreement to follow an "Acceptable Use Policy for Students" as adopted by the Upper Sandusky Board of Education. Failure to comply with district and school rules may result in a loss of computer access, disciplinary action by the school administration, and referral to law enforcement agencies.

Dances and Activities

Class and activity sponsors will cooperate in the planning and directing of parties, dances, etc. with the Principal. Dates should be set on the calendar as soon as possible to avoid conflicts. Committee meetings relative to dances and parties must occur outside of school hours. A class activity sponsor must supervise these meetings.

All class parties must include the entire class. No outside persons will be permitted at a class party except invited chaperones. Any and all teachers and their escorts are welcome to attend class parties. Class sponsors should be present. Class parties may continue until 11:00 p.m. on Fridays or 10:00 p.m. on week nights. Clean-up committees should see that all is in order before school opens the next morning. Parties should not be scheduled for Wednesday evening.

The Junior and Senior Prom is open to all juniors and seniors and their dates. All dates and escorts must have at least junior standing and if they are enrolled in another school, a letter must be obtained from their respective principal verifying their enrollment in the junior or senior class. No dates or escorts over the age of 20 will be permitted to attend the prom. A diploma and/or driver's license may be required for proof of age.

School dances are intended for entertainment and social interaction for Upper Sandusky High School students. The dances are provided primarily for USHS students in grades 9 – 12. No Jr. High students are permitted to attend high school dances. Students may bring a guest from another school provided they sign the student up in advance with the office. Guests must present a letter from their respective principal verifying their enrollment and standing before permission will be granted for them to attend. Guests from other schools are expected to remain with the student sponsoring their presence and they will obey all USHS rules listed in the student handbook and code of conduct. Graduates of USHS, as a general rule, may not attend school dances unless they are signed up as a guest by a current undergraduate student of USHS and must be under the age of 21. Graduates of other schools may not attend school dances other than the prom.

While dress code rules may be altered for dances and prom (example: sleeveless gowns) any student or their guest who wears revealing, see-through, or any other inappropriate clothing will be denied admission to the event and must leave. The administration and/or advisor/chaperone reserves the right to determine what is and is not appropriate.

Early Graduation

Students may be eligible for graduation after the first semester of the senior year if they have met the minimum number of credits required for graduation. A student desiring to graduate early must notify the guidance counselor of his/her intent by presenting a letter of request from a parent during registration for the final year.

Upon early release from school, the student is no longer considered a member of the student body. He/she will not be allowed to participate in any school activity except the Prom, awards programs and graduation.

Emergency Medical Forms

Each student is required to have a completed emergency medical form on file in the office for each school year. Failure to comply with this requirement will jeopardize the students' ability to attend classes/school. Parents/Guardians should inform the school of any changes in a student's health status and contact phone numbers during the school year.

Fees and Fines

All students will receive a fee statement at the beginning of the school year. Please pay fees within one month of receiving this statement. Checks are to be made out to Upper Sandusky Schools. Receipts will be given. They may be paid in the office. Student pictures, activity money, etc. should be paid to the person in charge of the activity.

Fines may be levied against a student for a variety of reasons. These include book fines for lost or damaged books, library fines, locker fines, and vandalism fines. Failure to pay fines and fees will result in the holding of grade cards, transcripts and diplomas. Seniors will not be permitted to participate in graduation ceremonies if fines and fees are not paid. Students who have not paid fees for elective classes from the previous year(s) will not be permitted to enroll in further elective classes in those areas until all fees are paid. Parking permits will not be given to any student who has fees left from previous years.

Field Trips

At various times during the school year, teachers arrange educational field trips. Students participating are to have permission to participate from their parents/guardians and classroom teachers. Students who have five (5) or more absences in a nine (9) week grading period or seven (7) or more absences in a semester, may be denied participation. Students are encouraged to dress neatly and conduct themselves properly on field trips. All school rules will be in effect during field trips.

Fire Drills

Conforming to State Law, the school holds fire drills at irregular intervals. Students always regard the ringing of the fire gong as denoting danger. They shall hurry but **NEVER** run. There should be no talking during the drill. All windows and doors of the classroom must be closed and all lights and electronic devices turned off. The first students reaching the entrance shall hold the doors open. All other students should walk briskly to a distance of at least 100 feet from the building and remain there until the signal is given to return. **Teachers must take their grade book with them during a fire drill.**

FIRE DRILL EXIT ORDERS

South East Front Exit – 204, Auditorium, Athletic Director, Guidance,
Teacher's Lounge, Administrative Offices
South West End Exit – 207, 209, 301, 303, 305
South West Rear Exit – 306, 307, 308, 309, Library
South Exit of New Addition - 500, 501, 502
West Exit of New Addition - 503, 504
Center Front Exit – General Office, 401, 402, 403, 112, 114, 116
North East Exit –Cafeteria, 118, 120
Center Rear Exit – 314, 315, 316, 317, 318, 320
North West End Exit –326, 328
Shop Rear Doors – 323,325, 327, 329, Alternative Class
Gym Lobby – Gym

Hall Passes/Restroom Passes

During class time: No one is to be in the halls or restrooms without an excuse slip from the responsible teacher. These excuses are to be given in extreme cases.

During lunch time: The restrooms and halls, other than the lunchroom area, are closed to all students without passes - NO exceptions. Failure to obtain proper passes may result in disciplinary action.

Hall conduct should be very much like that which is approved on a busy sidewalk. Keep to the right and avoid jostling, running, shouting and walking hand-in-hand or arm-in-arm. **Teachers will judge the propriety of conduct.** Please accept their suggestions from them courteously. Students are not to stand at the classroom door waiting for the bell.

Injury or Illness

All injuries, no matter how seemingly unimportant, that occur during school activities, should be reported immediately to the classroom teacher or person in charge. A student who is too ill to remain in class is to report to the office. A student must obtain a pass from his/her classroom teacher before reporting to the office. A student who must make an emergency visit to a restroom because of illness should report to the office before returning to class. **No student may go to a telephone or use a cell phone to make arrangements to leave school under the pretense that they are ill without first consulting the office.** A principal or secretary will contact the parent/guardian and together they will make the decision whether the student will go home or remain in school. Any student who leaves without permission is subject to disciplinary action.

Insurance

The school is not responsible for hospital or doctor bills contracted due to accidents that happen on the school premises. However, all students are offered the opportunity to buy insurance which covers accidents at school and school sponsored activities. This insurance is a contract between the parents and the insurance company and issued through the school for the convenience of those who desire coverage. There are several plans available. All students participating in athletics are required to show proof of insurance protection or buy the school plan.

Interrogation

Interrogation of a student by school officials is authorized concerning misconduct or crimes which may have occurred relating to the school day or school functions or activities. Such interrogations may be conducted for the purpose of maintaining an orderly school operation, protecting health and safety of students and staff or determining the presence of dangerous weapons or other prohibited material.

School authorities are frequently asked by Officers of Law Enforcement Agencies, Social Services, Child Protection Agencies and others in their pursuit of alleged crimes, child abuse cases, child welfare cases and other investigative procedures that often involve children in school. Permission from school officials should be secured before interrogation during school hours. Parents shall be notified, if possible, prior to the interrogation when outside agencies are involved.

Library

The objective of the library is to provide a quiet atmosphere conducive to study and reading. The library will provide suitable material for curriculum enrichment, as well as student and faculty enjoyment. The library will be open at 7:35 a.m. until 2:55 p.m. Students are permitted to visit the library twice a week and will be informed when they have done so. The student must remain in the library the entire period.

Students not following the rules below will be dismissed from the library for a period of time decided upon by the librarian.

1. Students must acquire a research pass from a teacher if extra time in the library is needed and must do the work assigned by that teacher.
2. The library is to be used as a place of study, research and reading enjoyment.
3. Students are expected to display appropriate behavior that is conducive to a quiet learning atmosphere.

Students wishing to use the library computers must have a current Internet Users Form on file in the office. Students are **not permitted** to access the following from the library computers:

1. E-mail
2. Game sites
3. Chat rooms

If caught accessing the above-mentioned items, students will have their computer privileges revoked for a period of time to be decided upon by the librarian.

Lockers

The high school owns and maintains hall lockers which are loaned to the students for their convenience. All lockers, desks and storage areas made available for student use on school premises, including lockers located in hallways, physical education, athletic dressing areas, art and music classrooms, are the property of the school and their contents are subject to random searches by school officials or by law enforcement officers through the direction of school officials at any time without regard to any reasonable suspicion. Any articles found in violation of the Student Conduct Code (weapons, drugs, explosives, etc.) will result in disciplinary actions, including notification of the appropriate police authorities. Students are responsible for the cleanliness of the lockers. **Food, drink, or any other items which may create an unsanitary condition if kept in lockers is prohibited.** Abuse or damage to lockers may result in disciplinary action and/or a fine. Students should report any locker that does not properly lock to the office.

Basic Locker Rules:

- Students are not permitted to change lockers, share lockers or use other lockers not assigned to them.
- Do not share your combination with anyone.
- Keep your locker clean (inside and outside)
- Do not mark or decorate your locker in any way that is permanent.
- Freshmen, Sophomores, & Juniors may purchase locks for their lockers.
- Seniors are given lockers with locks
- Do not "rig" your locker so that it will not lock properly.

Lost and Found

Although the school is not responsible for lost, stolen or damaged personal property, school officials will make every effort to help you protect your property. Articles that are found should be turned into the office where they will be held until claimed or the end of the school year. Check with the office to see if a lost item has been returned.

Medication

Administering any medicine to students is not a recommended procedure for schools, but at times it is inevitable. *If a student is required to take medication at school, a form must be completed **prior** to the administering of the drug.* This form must include a written order from a physician detailing the name of the drug, dosage, time interval medications are to be taken, and written permission from the parent or guardian of the student requesting that the school district comply with the physician's order.

Students using inhalers may keep the inhaler with them, however, the proper paperwork from the physician and parent must be on file in the office.

All medication must be kept in the office. *The student or parent must bring the medicine to school in its original container labeled by the pharmacy or physician stating specific directions for administering. No medicines, including Tylenol or aspirin, ointments, cold tablets, etc. will be administered to students without written permission of the parents or guardian.*

Parents or students may pick up medicine at the conclusion of the last day of school. If not picked up within two (2) weeks, remaining medications will be destroyed.

Messages

Students will not be called to answer the telephone except in extreme emergencies. If messages are of an urgent nature, the office staff will make every effort to deliver them without delay. However, it is not possible to accept and hand deliver all of the telephone messages that come to the high school without interrupting classes and interfering with the learning environment the school faculty and staff work so hard to maintain. Messages will only be delivered to a student with parental approval. Students should ask friends and employers to leave messages at their homes, not at school. Outside businesses will not be allowed to deliver items or personal messages to students for birthdays or other special occasions. Singing messages, flower delivery, balloon delivery, etc. are not permitted at school.

National Honor Society

Juniors and Seniors who meet high standards in scholarship, leadership, character, and service may be eligible for membership in the Upper Sandusky High School chapter of the National Honor Society. Specific regulations of the National Honor Society can be obtained from the USHS Honor Society Advisor

National Security Alert System

The United States Department of Homeland Security has established a system of coded alerts in response to the potential threats of terrorist attacks in the United States:

GREEN (Low Condition)	Low risk of Terrorist Attacks
BLUE (Guarded Condition)	General Risk of Terrorist Attacks
YELLOW (Elevated Condition)	Significant Risk of Terrorist Attacks
ORANGE (High Condition)	High Risk of Terrorist Attacks
RED (Severe Condition)	Severe Risk of Terrorist Attacks

If a Red Alert occurs before school hours, school will be closed and all activities canceled until authorized to reopen by community experts. If a Red Alert occurs during school hours, the Upper Sandusky Schools will be operating under emergency dismissal procedures. Students may be released to a parent or adult with proper identification and authorization. Dismissal will be held at the end of the regular school day and buses will run regular routes. All events and activities will be cancelled. The school will reopen when authorized by community experts.

Open Enrollment

Students who wish to attend neighboring schools instead of Upper Sandusky High School must apply to the superintendent for open enrollment. Applications are available May 1 and are due back May 31. No tuition is charged with participating schools.

Scheduling

Students should follow the guidelines below when planning their schedules:

1. Each student should register for at least six (6) classes each semester.
2. Students must meet all prerequisites unless given special permission by the teacher or guidance counselor.
3. Students are not to register for classes below or above their grade levels without a guidance counselor's approval.
4. Any course dropped after six (6) weeks will result in the student receiving an 'F'.

Search and Seizure Policy

In order to enforce school rules, school officials reserve the right to search students, lockers and vehicles parked on school property when there is reasonable suspicion to do so.

The Administration may randomly plan police dog searches during normal school hours of school lockers and their contents as well as student vehicles and other property. The school is not responsible for damaged items if drugs are found on/in such items.

Signs, Sales, Posters, Etc.

Any display or distribution of materials such as signs, posters or literature is prohibited without advance approval by the office. The same restriction applies to all sales items.

Student Pick-Up/Drop-Off Areas

When dropping off students in the morning for the start of school and when picking up students at the end of the school day the west driveway should be used with students entering and exiting the building through the west doors. The north and east driveways should not be used at these times because of buses loading and unloading and emergencies.

Study Hall

Study halls should be periods conducive to study. To provide a learning atmosphere in study hall the following regulations are to be enforced:

- Be on time. Tardy rules apply to study halls just like normal classes.
- Attendance will be taken each day.
- No talking without permission. Teachers will limit conversations in study hall to groups of two or three students only for academic reasons.
- Students will not be given passes out of study hall. Students who wish to leave study hall to work with another instructor must secure a written request from that teacher before the period starts and present it to the study hall teacher in charge.
- Students will be seated properly at all times.
- All general rules that apply in the classroom also apply in study hall.
- Other rules and regulations may be determined by the teacher in charge.
- In most situations, students will be limited to two (2) study halls at any given time during each semester.

PSO Students-will not be permitted to be released from study hall unless they have an appointment that has been verified by office personnel. Failure to provide evidence of the appointment (ex. doctor's appt. slip) will result with truancy being recorded and discipline being assigned.

Summer School/Credit Recovery

Students who need to make up deficiencies in English, Math, Science, and/or History may attend summer school to make up credits. Two different three-week sessions are offered each summer. Students need to register with the guidance counselor and have administrative approval for summer school before the end of the school year. Classes may or may not be held at Upper Sandusky High School. Students may participate in remedial summer school classes for credit recovery only if they have earned a 50% grade point average for the semester in that course. Any student who earns less than 50% will not be able to earn credit for the course in remedial summer school. For unusual circumstances, a student and parent may appeal this policy. A committee of the classroom teacher, the student's counselor and the principal will meet to hear this appeal. Their decision is final.

Telephones

A phone is located in the office for student use. Students need to sign the clipboard with the number called before using the phone. This phone is available for student use before and after school, at lunch and during passing time. (Reporting late to class after using the phone during passing time will be considered an unexcused tardy.) **Students will not be permitted to use the phone during class time.** Teachers will not write passes for students to use the phones during class time and should only write passes for students to use the phone for emergencies during these times.

Textbooks

Textbooks are furnished by the school district. If books are lost or damaged in excess of reasonable wear, the student is fined to cover the damages. A student is responsible for each book issued to him/her. Upon receipt of each book, write your name and other requested information on the inside of the front cover and inform the teacher if there are any blots, rips, pages missing, etc. so that you will not be blamed and charged. Fees for lost or damaged books must be paid before another book can be issued.

Tornado Drills

A sufficient number of drills shall be held to familiarize the students and teachers with the procedures to follow in an emergency. When the warning signal is given, the students shall go to the designated area and squat on the floor and rest their heads on their knees with their hands clasped over their neck or head and remain quiet. Teachers will check attendance.

Designated Areas

Rooms 112, 114, 116, 118, 120 – Stay next to West Wall in classroom
All 200 rooms, Auditorium, Teacher's Lounge – Report to South Corridor
(200 Hallway)
All 300 rooms, Library, Cafeteria, – Report to West Corridor
(300 Hallway)
All 400 rooms – Report to Middle Corridor (400 Hallway end close to library)
Gym, Kitchen – Report to Boys Locker Rooms
All High School Office Aides/Personnel – Report to PA room and Closet
Guidance Personnel – West Guidance Office
Choirs and Bands – Report to Practice Rooms and Offices in Music Area
501, 502, 503, 504 – Stay next to inside wall of classroom
(Overflow may enter the Administrative Offices.)

Trespassing/Loitering

No student shall willfully remain on school premises at an unauthorized time in such a manner as to cause disruption to an activity or function or pose a threat to the safety and well-being of a student or disrupt the educational process. This includes students who are suspended, expelled, unexcused absence, etc. Persons coming on campus whom the administration deem to have no legitimate business on school property may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

Tutoring/Educational Options

On occasion, students may apply for tutoring for credits with approval of the high school principal. A parent should contact the Guidance Office if special circumstances arise. If a student who failed a semester elects to be tutored, he/she must receive thirty (30) hours of instruction. Those who need to make up an entire year must be tutored sixty (60) hours. Tutoring may not begin until after completion of the semester in which the student failed.

Visitors

Parents, patrons, and visiting educators are welcome to visit Upper Sandusky High School while classes are in session. Whenever possible, advance notice of such visits will be appreciated.

All visitors must report to the office and sign the guest book and receive a pass. Visitors wishing to talk to students can do so by registering in the office and having the student they wish to see come to the office during lunch or study hall. Visitors wishing to conduct business with a staff member will register in the office and will be directed to the specific area. Such visitors are confined to that instructor's class or area. Visits should be kept to a minimum so that the school routine will not be disrupted. Visitors are not allowed in the lunchroom during lunch period.

Due to enrollment and liability, social visits by outside students are prohibited. Students with babies shall not bring their children to school except for authorized activities.

No persons shall trespass or loiter in the school building or on school grounds. All school personnel have the right to exclude uninvited or unauthorized persons from school premises. Persons who fail to leave school property when directed may be subject to charges of loitering or trespassing.

Work Permits

If you are under eighteen (18) years of age, you must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you may do, the hours and under what conditions you may work. Application forms may be obtained in the office. Upon completion of the form, it is to be returned to the office in order to be approved by the principal and submitted for approval to the Ohio Dept. of Labor. A copy will be given to the student to take to their employer after it is submitted to the State. If a student changes employers, he/she must obtain another work permit. This does not require another physical if the previous exam was dated within one (1) year and the type of employment is similar to the previous position. Each student is required to have a current physical card on file with their work permit regardless of whether or not they change employers.

Work Study

Students are to remain in school for the entire school day. Students in Tech Prep, Sentinel Vocational School and Post Secondary Option Students will be excused from USHS to attend class.

Students will be excused from USHS to work in the following programs:

- Special Ed. Work Study
- Vo Ag Work Study (Seniors only)
- Marketing (Seniors only)

No students will be excused from USHS for work reasons other than those students in these approved programs. All work must be relevant to the program in which the student is enrolled.

ATHLETIC DEPARTMENT

I Varsity Sports Offered at USHS:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading	Basketball (B&G)	Baseball
Cross Country (B & G)	Wrestling	Softball
Football	Swimming (B&G)	Tennis (B)
Golf (co-ed)	Cheerleading	Track & Field (B&G)
Soccer (B&G)		
Tennis (G)		
Volleyball		

II Philosophy

The Upper Sandusky High School Athletic Department is the governing body responsible for the athletic program of our school including cheerleading squads.

It is the desire of this organization to give the student body and community as well-balanced program as finances will allow.

The department recognizes the importance of making the athletic program an integral part of a pupil's education, whether it be as a participant or spectator.

Nothing will create and hold school loyalty and pride to a greater degree than the reputation developed through successful athletic teams known for their hard play and sportsmanship.

Below are reasons we establish an athletic program as part of our educational system:

1. To help meet and develop the competitive spirit which is an American tradition.
2. To teach care and respect for the body through physical conditioning and health habits.
3. To learn to live by the rules.
4. To teach and demonstrate the importance of cooperation and team work.
5. To develop traits of leadership that will be of life long value.
6. To provide a single activity which can unite the school's interest and give to each and every student the feeling of being a part of the activity.

It is important for all of us to remember that it takes the effort of everyone – students, players, coaches, spectators, faculty, and administration to build and maintain a sound athletic program.

III Athletic Eligibility

1. Eligibility for each grading period is determined by grades received the preceding grading period.
2. Changes in athletic eligibility will become effective on the start of the fifth school day after the end of the grading period.
3. Grades 9 – 12:
To be eligible, students must be currently enrolled and have received passing grades with minimum standards of a 1.5 GPA (Grade Point Average) and in a *minimum of five one credit courses or equivalent which count toward graduation.
4. Summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year or for lack of enough subjects taken the preceding grading period.
5. When you enroll in grade nine (9) the first time, you have eight (8) semesters of athletic eligibility taken in order of attendance whether you participate or do not participate.
6. Grades 9 – 12: If you are nineteen (19) years of age prior to August 1, you are ineligible that school year. This includes ineligibility for participation in contests prior to the opening of that school year.

V Student Participation and Conduct/Sportsmanship

Student participation in athletic contests is a privilege. As a student athlete you are expected to conduct yourself in an exemplary manner at all times. Sportsmanship is the first priority of USHS. In perception and practice, good sportsmanship shall be defined as those qualities which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others.

A student's paid or complimentary admission to any athletic event entitles the student to enjoy an exhibition of skills developed by our students in an educational setting. Attending athletic events is a privilege. Booing, taunting or intimidating the officials and opponents is unfriendly and unacceptable.

Athletic contests should be fun for the participants and entertainment for the spectators. We sometimes lose our perspective and forget that high school athletes are teenagers having fun. Courtesy and mutual respect are basic to good sportsmanship. Let us all dedicate ourselves to the proposition that we will work toward the development of attitudes among our athletes, our students, our coaches, and our fans that will promote good sportsmanship. It is our responsibility. Remember that at every athletic contest we are either the guests or the hosts.

VI Use of Physical Facilities

Treatment of Physical Facilities – Students are to treat physical facilities with respect and keep them clean. Students will pay for damages caused by neglect.

Supervision – Students are not to remain in or enter the building unless accompanied by school personnel.

VII Training Rules

Although each sport has different training rules as established by its coaches, the rules on the use of tobacco, alcohol and drugs apply to all. The coaches at the beginning of each season will inform the athletes in his/her care of the training rules. Any athlete who truly desires to be a part of the team will certainly want to abide by them. These rules are established because, if followed, we believe they will help you to perform your best.

VIII Forms Packet

All forms must be in before a student can participate in a sport at USHS:

- Form I Physical & Health Exam
- Form II Emergency Medical/Insurance Waiver
- Form III Training Rules/Code of Conduct & Risk of Injury
- Form IV Athletic Code of Conduct

STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY
FOR THE COMPUTER NETWORK OF THE
Upper Sandusky E.V. School District

The Upper Sandusky Exempted Village School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any question about these provisions, you should contact the principal of the school the student attends. If any user violates this Policy, the student's access will be denied and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the principal of the School. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERMS OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which he or she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given access.

ACCEPTABLE USES

- A. **Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the principal of the School to help you decide if a use is appropriate.
- B. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
 - 1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Handbook; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyright materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - 2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share passwords with others; don't impersonate another user.

4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. **Netiquette.** All students must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

A. **General Warning; Individual Responsibility of Parents and Students.** All students and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the principal of the School.

- B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to *attempt* to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. **Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering systems or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. *PRIVACY*

Network and Internet access is provided as a tool for your education. The Upper Sandusky Exempted Village School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. *FAILURE TO FOLLOW POLICY*

The student’s use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student’s enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network or Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents/guardians) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

ADOPTED: July 2001
Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

“Student Acceptable Use and Internet Safety Policy”
Adopted November 2001
Upper Sandusky Board of Education

The Upper Sandusky Exempted Village School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant materials and opportunities.

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Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy.

If you have any questions about these provisions, you should contact either the principal or Mr. Frye, Technology Coordinator for the Upper Sandusky Schools. **If any user violates this Policy, the student’s access will be denied and he or she may be subject to additional disciplinary action.**

(Affix label here after Student AUP is filed in the Main Office.)