

FOREWORD

Welcome to Adena Schools. All of those who make up the Adena School District are happy to have you as parents and students. By working together, we can enable each student to be successful.

This handbook is written to help each parent and student understand the day-to-day regulations necessary to help guide students toward success. As you read through this booklet, you will notice that many things will not apply to a particular age group. The reasoning for this is that at some time all items will apply to our students.

If at any time there is a question concerning something in this handbook, or any other aspect of our schools, please feel free to ask.

BOARD OF EDUCATION MEMBERS

- Mr. James Lowe, President
- Mrs. Michelle Bowdle, Vice-President
- Mr. Jeff Stanton
- Mr. Bill Newland
- Mr. Jim Hestor

BUILDING PRINCIPALS

- Mr. Craig Kerns
Adena High School/Middle School
998-2313
- Mrs. Lisa Wayland
Assistant Principal
998-2313
- Mr. Lee Snyder
Adena Elementary School
998-5293
- Mrs. Mary M. Miller
Special Education
998-5293
- Mrs. Samantha Shea
Guidance Counselor
998-2313

SUPERINTENDENT

- Mr. David Warne

998-4633

Mission Statement

Our mission is to provide all students with the knowledge and skills to reach their potential and to become productive citizens in a changing world through effective teaching and learning experiences, an involved community, a responsible, caring staff and a safe environment.

EQUAL EDUCATIONAL OPPORTUNITIES

The Adena Local Board of Education recognizes the right of each student to participate fully in classroom instruction and extra-curricular activities regardless of race, color, sex, creed, national origin, age, or physical handicap.

STATEMENT OF STUDENT EXPECTATIONS

"We, the staff of Adena Schools, expect that students treat the staff, the building and their peers with consideration and respect."

RESIDENCY REQUIREMENTS

Ohio Revised Code 3313.64 establishes school residency and admission requirements. The requirements are:

1. "Parents" shall be defined to mean either parent, in which case "parent" means the parent with legal custody. "Parent" also means the person or governmental agency with legal custody or permanent custody when neither of the legal parents has custody.
2. School residents are all children whose parents are actual residents of the school district.

3. A child may be accepted as a school resident by a board of education for a period up to sixty (60) days on the sworn statement of the court system of the district that he has initiated legal proceedings for custody of the child.
4. All persons in the age group of 18-21, who live apart from their parents, but who support themselves by their own labor, are entitled to attend school free in the district in which they reside.
5. Other special circumstances permitted by law.

Admission of Non-Resident Student

The Adena Local Board of Education may admit non-resident students from other school districts within the boundaries of the United States through open enrollment policy. Each request shall be reviewed separately and based upon the superintendent's recommendation. If the student's records indicate a discipline problem has existed, permission is not to be granted.

ATTENDANCE

Arrival and Dismissal

Students should arrive no sooner than 7:50 a.m. unless otherwise arranged.

Students shall leave the building after dismissal unless in conference with or under the supervision of a teacher.

Early Dismissal Procedures

No staff member shall excuse any pupil from school prior to the end of the school day, nor into any person's custody, without the direct prior approval and knowledge of the building principal. The building principal shall not excuse a pupil before the end of the school day without first having obtained written, oral or visual confirmation from the parent and/or legal guardian.

Emergency Dismissals

Due to inclement weather or other emergencies, it may become necessary to dismiss school. Do not call the principal, secretary or the teachers, but tune your radios to stations WKKJ in Chillicothe, TV channels 4, 6, and 10 in Columbus between the hours of 6:30-9:30 a.m. They will announce if school is to be called off.

In the event that school is to be dismissed early due to weather or some other emergency, the above media notification procedures will be put into place. If you are the parent of elementary children and desire to have the school notify you or someone else, please write out directions and send them to school with your child. These instructions will be filed and used at the necessary time.

Attendance Requirements

Attendance and tardiness is a problem which schools must face daily. A county-wide school attendance program has been established under the direction of Richard Ward, Judge of the Juvenile Division of the Common Pleas Court of Ross County.

Unexcused Absences/ Tardies to/from School

Absences for which work cannot be made up.

Step one is initiated when any child accumulated **3** days of unexcused absences. At this time, the Principal notifies the child and the child's parents of the compulsory school attendance laws by mailing a **Friendly Letter** and a copy of the attendance laws.

Step two is initiated when any child accumulates unexcused absences for **5** consecutive school days, **7** or more school days in a school month (a school month is defined as four 5-day school weeks or 20 consecutive school days), or **twelve** or more school days in a school year. The school faxes the "Notice of Habitual Truant" to the Attendance Officer for the scheduling of a diversion hearing. At the conference hearing, which is held at the child's home school, the Educational Conference Officer advises the child of the legal definition of an unruly child, his constitutional rights and the possible legal actions. If the matter is disposed of at the conference level, then the child does not have to appear in Court.

Step Three is initiated when a student accumulates unexcused absences for **7** or more consecutive school days, **10** days with in a 20 school day period, or **15** or more school days for the year. The school faxes the required paperwork as required as indicated on the "Chronic Truant Form" to the Ross County Attendance Officer for delivery to the Prosecutor.

The Adena Board of Education is required to enforce regular attendance of those students between the ages of six and eighteen. The Board recognizes that for success in school to be attained, students must establish a pattern of good attendance and punctuality.

The parent, or other person in charge of a child, shall be responsible for that child's attendance. The Superintendent, or designee, shall require that a written statement showing cause for absence from school be submitted within 3 days upon a child's return from an absence.

As defined by Ohio Law:

Chronic Truant = a child of compulsory school age who is absent without a legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

Habitual Truant = a child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.

Suspension

Suspension is considered an unexcused absence and students are not permitted to make up work.

Excused Absences

Absences for which work can be made up.

1. Personal illness or injury
2. Medical or Dental appointments
3. Illness in the family
4. Quarantine
5. Death in the family
6. Observance of a Religious Holiday
7. Court appearance
8. Being detained to **work** at home by a parent if the student is over the age 14 (law prohibits a parent from detaining a student under 14 years of age from school to work at home)
9. Buses can not reach a student
10. Emergency or set of circumstances which in the judgment of the superintendent (or his/her designee) constitutes a good and sufficient cause for absence from school.
11. Administrative pre-approved vacation for no more than five days.
 - Job interview (for PRJVS only) or a college visitation (may include other comparable activities). These are regarded as curricular in nature similar to a field trip. They are limited to two days with pre-approval and showing documentation upon student's return to school

Absences needing a Doctor's or Court excuse to be excused

Absences, excused or unexcused, in excess of **12** days during the school year must be accompanied by a written medical excuse from medical personnel or a court note signed by the court in order to be excused.

Absences counted as a half day and Tardies

Students being absent more than half of the minutes of a regular school day (3 hours and 26 minutes) will be given a half day absence. Time absent for less than 3 hours and 26 minutes will be counted as tardy.

Absence from School

When absent from school, a student must submit to the office a **written** excuse, signed by the parent, with specific reasons why he/she was absent. An excused absence permits a student to make up the work missed. Photocopies of doctor excuses will not be accepted.

Absences concerning students 18 years or older

Any student 18 or older who is absent more than 15% of the time in a semester or a full year class may be withdrawn or expelled from school. (semester class: 14 days; all year class: 27 days)

Make-up Work

A student has three days to make up work from an excused absence, or a 0 is the grade to be received. The building administrator will determine if there are extenuating circumstances that would extend this make up time. Student, teacher, and building administrator will meet to determine if circumstances warrant an incomplete to be given as a grade until missing work is completed. Once a grade has been recorded, no changes are allowed except for a mistake in teacher calculations.

To lose credit in a class due to absences

It is felt that class attendance is critical for the student to receive full benefit of the educational program. Education is more than passing tests and receiving course credit regardless of attendance. For a student to receive a passing grade and credit in a course, he/she must be in attendance in that class no less than eighty-five percent (85%) of the class's scheduled time.

Policy definition for the entire length of the course:

EXAMPLE: Policy states that students must be in attendance for their classes 85% of the time to receive credit. Students missing over 14 days during a semester **class** will lose credit. Students missing over 27 days for all year classes will lose credit.

Policy definition for each class period:

EXAMPLE: If a student is scheduled for a **40** minute class at the High School, he/she must be in attendance in that class for **34** minutes out of **40** minutes to receive credit for that day. Students missing over 6 minutes for any **40** minute class will lose credit for that class.

*To appeal the loss of credit, due to absences, either the parent or student must request a meeting with the principal or his designee to challenge the information provided to the principal.

Absences due to extended illness or extenuating circumstances

Home instruction or tutoring would relieve those students with extended illness. Extended illness is defined as one causing continuous absence of more than five (5) school days which has been verified by a medical doctor's excuse.

Students absent due to extenuating circumstances must notify the principal concerning that absence(s) to be considered excused.

School Attendance and Loss of Driver's License or Driver's Permit:

1. School will advise parents or guardians the intent to notify the Bureau of Motor

Vehicles and Juvenile Judge that the student's temporary permit or driver's license will be suspended or the opportunity to obtain such a permit or license will be denied. Reasons for such a denial are as follows:

- A. During a semester a student of compulsory age has been absent from school without a legitimate excuse for 10 consecutive days;
 - B. Or fifteen total school days within a semester.
2. Process by the Superintendent
 - A. Notify the student, the student's parents and/or legal guardian of such action.
 3. Parents/Legal Guardians may do the following:
 - A. Request a meeting with the Superintendent or his designee to challenge the information provided to the Superintendent.
 - B. Superintendent shall notify parents/ legal guardian the date, time and place of a meeting.
 - C. The date scheduled shall be no earlier than 3 days and no longer than 5 days after a notification is given.

Student Withdrawal from School (Loss of Driving Privileges)

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent must, within two weeks after the withdrawal, notify the Registrar of Motor Vehicles and the county juvenile judge. Notification is not necessary if a student has withdrawn because of a change of residence; if the student is enrolled in and attending, in accordance with District policy, an approved program to obtain a diploma or its equivalent or if the student holds a full-time Age and Schooling Certificate and is regularly employed.

Notification to the Registrar of Motor Vehicles and the county juvenile judge must comply with Ohio and Federal laws.

After receiving such information from the Superintendent, the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued to that student, the Registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under the Ohio law.

In compliance with Ohio law, a student whose driving privileges have been denied can file a petition seeking his/her reinstatement with the juvenile court in whose jurisdiction he/she resides.

Transfers and Withdrawals

A student withdrawing or transferring schools should inform his respective teachers or guidance counselor a few days in advance. On his last day at school the student will turn in to the office his textbooks and other materials which belong to the school. Financial obligations must be fulfilled before withdrawal and before records will be released.

INSTRUCTIONAL PROGRAM

Class Assignment

School personnel devote much time and thought to the best placement for each pupil. Many factors are taken into consideration and assignments are based on the individual's needs as well as the needs of the other children. With the numerous factors involved, parental requests for specific assignments are not feasible. Principals will meet with any parent regarding assignments.

Class Changes

Students will be allowed to make changes in their schedules **during the first five school days** with signed parent/guardian permission and if there is available space in the class they wish to take. After the **five** day grace period, there will be no changes in students' schedules.

Class Size

If a class has fewer than 5 students, that class may be canceled.

Classification of Students

Age appropriate class placement will be considered, however, the classifications listed below will give students a better understanding of the number of credits needed each year to stay on track to graduate.

Freshmen - a student must have passed the 8th grade or been transferred to high school: **Sophomore** - a student must have passed at least 6 credits: **Junior** - a student must have passed at least 12 credits: **Senior** - a student must have passed at least 18 credits.

Commencement Exercises

Commencement exercises will include only those students who have completed all requirements as certified by the high school principal. No student will be denied a diploma as a disciplinary measure, but a student may be denied participation in commencement exercises if personal conduct of that student warrants and/or if all financial obligations are not paid.

Credit Flexibility

The board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan.

The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills.

In accordance with State Law, the District has developed a credit flexibility plan that enables students to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. and combination of the above.

The District, in conjunction with the Ross/Pike Educational Service District has and will continue to implement and develop parts of the plan as time and resources become available.

Correspondence Course Work

All students must meet the requirements of graduation as established by the Board of Education to earn a regular diploma. Records of course work taken outside the Adena Schools to meet graduation requirements must be in the guidance office by **May 1** of the year of graduation. Students who do not complete course work outside Adena Schools or not in the regular classroom by May 1st will be placed on a do not graduate list until that required credit is recorded. Each student, unless exempted, must demonstrate proficiency as determined by the Ohio Graduation Test (OGT) provided by the state.

Cumulative Records

Cumulative records are kept in the office of the school which the student attends. This record includes: identifying information, grade, attendance, standardized test scores, special services (tutoring, speech, instrumental music, etc.), speech therapy report, annual tutor report, and health report (only those students who require special attention).

Grading System

The grading system as adopted by the Adena Board of Education will be used to evaluate students in grades 9-12. The symbols are:

A+ = 99-100 (4.0)	C+ = 82-84 (2.0)	F = Failure
A = 96-98 (4.0)	C = 79-81 (2.0)	
A- = 93-95 (4.0)	C- = 77-78 (2.0)	
B+ = 90-92 (3.0)	D+ = 75-76 (1.0)	
B = 87-89 (3.0)	D = 72-74 (1.0)	
B- = 85-86 (3.0)	D- = 70-71 (1.0)	

The school year will be divided into four nine-week grading periods. Grades will be reported to all parents at the end of the nine-week grading period. During each of the 9 week grading periods, students will receive the grade they earn. Parents have the opportunity to keep up with their student's grades through progress book. Username and password may be obtained through the building principal.

Honor Roll

The Honor Roll will be reported at the end of each 9-week grading period and semester. In senior high, all courses will be considered for the honor roll. Students receiving a 3.5 to 4.0 average in all subjects will be listed as high honors. Students receiving 3.0 to 3.4 average in all subjects will be listed as honorable mention.

Valedictorian/Salutatorian/Ranking

Class ranking is determined by the total amount of quality points earned by each student. Classes will be weighted and will be categorized by being called regular or advanced.

Regular classes receive points that are based on a 4 point scale.

Quality points for regular classes:

99-100 = 4.0	90-92 = 3.0	82-84 = 2.0	75-76 = 1.0
96-98 = 3.7	87-89 = 2.7	79-81 = 1.7	72-74 = 0.7
93-95 = 3.3	85-86 = 2.3	77-78 = 1.3	70-71 = 0.3

Advanced classes receive points that are based on a 6 point scale.

Quality points for advanced classes:

99-100 = 6.0	90-92 = 4.5	82-84 = 3.0	75-76 = 1.5
96-98 = 5.55	87-89 = 4.05	79-81 = 2.55	72-74 = 1.05
93-95 = 4.95	85-86 = 3.45	77-78 = 1.95	70-71 = 0.45

Advanced classes: Spanish 2,3,4; Algebra II, Geometry, Statistics, College Review Math, Advanced Math, Calculus; Chemistry, Physics; Advanced Placement classes and Post Secondary Options classes.

Class ranking is based on an accumulation of points, not an average. The senior class ranking will be compiled at the end of the third nine-weeks of the student's senior year.

Students can improve their class rank by:

1. Taking more classes.
2. Taking more advanced classes.
3. Earning higher grades.

Interscholastic Eligibility Requirements

To be academically eligible for interscholastic competition, students must meet the following standards:

1. Student athletes will be required to have a 1.75 grade point average per grading period. Freshmen must maintain a 1.5 grade point average through the 3rd 9 week grading period of their freshmen year. A failing grade in a class will not disqualify a student from participating in interscholastic athletics during the following grading period as long as all other scholastic eligibility requirements of this section are satisfied.
2. All student athletes must meet the scholastic requirements of the Ohio High School Athletic Association. All high school student athletes must be passing **5.0** credits per grading period.
3. Other eligibility requirements will be listed in the Athletic Handbook.

Report Cards

Report cards at the High School will be distributed before the end of 5 school days after the end of the nine-week grading period.

Requirements for Graduation

All students must meet the following graduation requirements:

1. Credits needed for graduation:21 - 2011
.....21 - 2012
.....21 - 2013
.....22 - 2014

Requirements for students graduating between 2011-2013.

- English4 units
- Social Studies3 units
- Mathematics3 units
- Science3 units
..... (1 physical science, 1 biological science, and the third science may be any other science area or 2 credits of Agricultural Science or 2 credits of Industrial Technology))
- Health1/2 unit
- Physical Education1/2 unit
- Business/Technology, Fine Arts or Foreign Language..1 unit or two 1/2 units
- Electives6 units

Requirements for students graduating in 2014 and beyond:

- English..... 4 units (must include English I, II, III, IV)
- Health ½ unit
- Mathematics 4 units (must include 1 unit of Algebra II or Equivalent)
- Physical Education ½ unit
- Science 3 units (must include 1 unit of physical Science, life science and other earth Or space science)
- Social Studies 3 units (must include ½ unit of Amer. History And ½ unit of Amer. Government)
- Electives 5 ½ units

Other requirements:

½ unit of Economics and financial literacy.

1 unit of Fine Arts (must include two semesters of fine arts unless the student is following a career technical pathway)

Senior Dismissal

Seniors will be dismissed only at the end of **8th period** class. (Exceptions: Seniors in the Post Secondary Options Program and Seniors taking Advanced Placement classes.)

Special Education Records

Special Education records for individual students are in the special education supervisor's office located in the elementary office complex. Parents requesting their children's special education records should contact the special education supervisor. Written permission will be required. A minimum of two days prior notice to the school will be required if copies are needed of any records. Parents may be charged a copying fee.

Textbooks

All basic textbooks used at the Adena Schools are furnished by the Board of Education. Some teachers will require workbooks, the expense to be borne by the student. Books lost, destroyed, or damaged beyond normal wear must be paid for by the student to whom the book was issued.

Tutors

If a private tutor is needed during the regular school year or the summer, parents may contact the principal's office for names of qualified teachers. Parents assume the cost for private tutoring.

Diploma With Honors

The criteria for the diploma with honors is developed by the Ohio Department of Education.

1. The student who completes the college preparatory curriculum in high school must meet any seven of the following eight criteria:
 - (a). Earn four units of English
 - (b). Earn four units of mathematics, which shall include Algebra I, Algebra II and geometry or complete a three-year sequence of courses that contains the equivalent content.
 - (c). Earn four units of science including one unit of physics and one unit of chemistry
 - (d). Earn four units of social studies
 - (e). Earn three units (must include no less than 2 units for which credit is sought) i.e., three units of one language or two units each of two languages
 - (e). Earn one unit of fine arts
 - (f). Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
 - (g). Obtain a composite score of 27 on the American College Test's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section)
2. The student who completes an intensive career-technical education curriculum shall meet at least seven of the following eight criteria:
 - (a). Earn four units of English
 - (b). Earn at least four units of mathematics, which shall include algebra I, algebra II, geometry and another high-level course or a four-year sequence of courses, which contains the equivalent content
 - (c). Earn at least four units of science including one unit of physics and one unit of chemistry
 - (d). Earn four units of social studies
 - (e). Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent
 - (f). Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at http://www.webxam.org/info_docs.asp.) or equivalent assessment aligned with state-approved and industry validated technical standards
 - (g). Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
 - (h). Obtain a composite score of 27 on the American College Testing service's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the score obtained on the writing section).

HEALTH AND WELFARE OF STUDENTS

Communicable Disease Control

If illness occurs during the night (fever, nausea, or vomiting) or if the child does not feel well upon arising, the child should be kept at home. Often these symptoms are the beginning of a contagious illness. Rest at home will benefit the child and prevent needless exposure to others. Children who present early symptoms of a "cold" or upper respiratory infection should remain at home until these early symptoms disappear. Parents will be informed if the child has been exposed at school to a communicable or nuisance disease. Please observe your child during the incubation period. Children who have contacted a communicable disease may return to school according the following schedule:

- Chicken pox: one week after blisters first appear or until all pox are scabbed over.
- Mumps: when all swelling has disappeared, but no sooner than seven days.
- Scarlet Fever (Scarlatina): 48 hours after child has received adequate medication and if the child is feeling well, or with the physician's written permission.
- Measles (Rubeola): when all symptoms have disappeared, but no sooner than seven days. School should be notified.
- Pinkeye: when inflammation disappears or after proper medication.
- Impetigo: exclude from school until under proper treatment.
- Pediculosis: exclude from school until properly treated.
- Scabies: exclude from school until properly treated.

Illness in School

A child who becomes ill or injured while at school will be cared for by the teacher on duty or the school nurse. If further care is required, the parent will be notified. If notification of the parents is not possible, the person listed on the Annual Emergency Information form will be contacted. A child is sent home only with parents or with those persons authorized by parents. If emergency treatment is required, procedures will be followed in accordance with the Emergency Medical Authorization. This form is completed by the parent and is on file for each student.

Immunization

Ohio law requires that all children entering school must present a certificate from a doctor or health department showing that they have been properly immunized. Unless otherwise exempt, all students enrolled in Kindergarten for the first time in public or private school in Ohio beginning in August, 1999 shall be immunized as follows:

1. Diphtheria/Tetanus/Pertussis (DTP, DTaP, DT, Td): A minimum of four doses are required. If the fourth dose was administered before the fourth birthday, a fifth dose is required.
2. Poliomyelitis (OPV, IPV): Three schedules exist for the polio vaccine. The number of doses required for school attendance follow each schedule:
 - a. A sequential schedule consisting of two doses of IPV, followed by two doses of OPV; Four doses are required in any combination.
 - b. A schedule of four doses of all OPV; A minimum of three doses are required. If the third dose was received before the fourth birthday, a fourth dose is required.
 - c. A schedule of four doses of all IPV. A minimum of three doses are required. If the third dose was received before the fourth birthday, a fourth dose is required.
3. MMR (Measles, Mumps, Rubella): The three vaccines are usually administered as combined MMR vaccine. The schedule is as follows: Two doses of MMR vaccine are required for entry into Kindergarten. The first dose must have been received on or after the first birthday and the second at least 28 days after the first dose. Two doses of MMR vaccine are required to enter grades 7 through 12. The first dose must have been received on or after the first birthday and the second at least 28 days after the first dose.
4. Hepatitis B Vaccine: A minimum of three doses are required; the second dose must have been administered at least 28 days after the first. The third dose must be administered at least two months after the second dose, and at least four months after the first dose, and at least six months of age.

Notice: The Ohio Department of Health will not enforce the exclusion-from-school requirements for the following listed vaccines until the fall of 2000:

1. A fifth dose of DTP/DTAP/DT vaccine is required if the fourth dose was administered prior to the fourth birthday, and
2. A fourth dose of polio vaccine is required if the third dose was administered prior to the fourth birthday; and
3. The second MMR dose is required at Kindergarten entry.

For all other required vaccines, any student not in compliance must be excluded from school according to the Ohio Revised Code.

Further, in the fall of the 2000-2001 school year, the exclusion requirement for the Kindergarten-entry second MMR will extend to students in Kindergarten and first grade.

Medication at School

Medication is administered to children only upon the authorization of the physician and with written parent consent, and only when it is essential that the medication be given during school hours. Arrangements in this event should be made with the school nurse. No medication may be given without completing the proper medication administration forms.

Policy on Head Lice

1. When evidence of lice is found, the child should be sent home with a copy of the instructions listed below.
2. Parents will be responsible for instituting the treatment as outlined. They may contact the Ross County General Health District office at 425 Chestnut Street, Chillicothe, Ohio. The phone number is 775-1146.
3. If teachers will agree to check for efficiency of the treatment, then readmission to class will be upon their recommendation. The alternative is to instruct parents to take the child to the health department office, listed above, for a check. If no evidence of lice is found, a written recommendation will be given to permit return to class.

Instructions to Parents: Treatment is recommended only for individuals with active infestation; that is, the confirmed presence of lice or eggs. In line with this recommendation, family members and other close contacts should be examined, but treated only when they have evidence of infestation.

Clothing, bed linens, etc. should be machine washed in hot water (30 minutes at 140°).

4. Combs and brushes can be treated by soaking them in a 2% Lysol solution. Wool clothing and other articles which cannot be washed may be dry cleaned or placed in a plastic bag and sealed for ten days.

Cleaning of houses inhabited by infested persons should be limited to thorough vacuuming. Fumigation is not recommended as it is costly and has no proven efficiency.

5. **If lice or eggs are found, the student will be excused for the remainder of that day and the next consecutive school day. All absences past the initial two days will be counted as unexcused unless a doctor's note is presented.**

SAFETY

Fire Drills

All schools in Ohio are required to have fire drills at least once a month. A high pitched alarm will sound along with bright flashing lights will begin during an alarm.

Familiarize yourself with the fire drill procedures posted in plastic boxes attached on a wall in each room of the building.

Tornadoes/Tornado Drills

School personnel take all possible precautions to provide safety for children should there be tornado warnings or alerts. The schools have emergency procedures concerning notification, the evacuation to the safest areas in the school and control of pupils. If danger occurs at dismissal time, children will be kept inside until danger has passed. To avoid confusion, parents are asked to wait until the children exit. This procedure is also observed during other severe weather conditions.

All schools in Ohio hold tornado drills. An alarm system is activated and emergency procedures are enacted. Students should familiarize themselves with the procedures and the places designated to be used as safe areas for drills or actual tornadoes.

Emergency Lockdown(due to an intruder in the building)

School doors will be locked and staff will be notified to lock their classroom doors. The Sheriff's Dept. will be notified. Lockdowns will also occur if the drug locating dogs are in the building.

Emergency evacuation(due to a bomb threat or a life-threatening hazard)

A procedure has been developed to move students to a safe place and out of the building if a bomb threat is received or some life-threatening hazard is discovered.

Safety Precautions

School doors are locked during the day. Procedure to get into the building is posted at each door. Push the call button at the pedestal located outside each door and alert the secretaries to your name and to the nature of your business at school. They can unlock the door for you.

Safety Suggestions

The responsibility for the protection of pupils is shared by students, parents, teachers and citizens. Some basic safety suggestions are:

- Plan with children the safest route to and from school.
- Be especially careful when picking up or discharging children from cars at school.
- Have children come directly to school and directly home unless previous plans have been made.
- Cross only at intersections.
- Walk on the sidewalks only, not in streets or alleys.
- Do not accept rides from strangers.

GUIDANCE SERVICES

Adena Schools offer guidance services at all levels. The school services are coordinated with a county-wide guidance program. The services of guidance, psychological and special education personnel are also available through the Ross County Educational Service Center.

The guidance services are organized to give the student assistance with his educational, vocational and personal development. The guidance program is coordinated with all phases of the school program.

Counselors

Susan Glandon.....Elementary (k-5)
Samantha Shea.....Middle/High School (6-12)

Our guidance counselors are professionally charged with the responsibility to aid all students who seek help in their educational, vocational and personal problems. Any student in the school is free to consult with our counselors. All conferences are confidential.

Some of the counselors' duties are:

1. To counsel with students who have questions related to their school program, their future, personal problems or anything about which they need help.
2. To administer an extensive testing program and to interpret the test results to the teachers, parents and students.
3. To consult with parents and teachers.
4. To assist any student who wishes help in selection of his courses.
5. Registration and orientation of all ninth grade students.
6. Interview all students who are leaving our school and all new students.
7. Keep up-to-date vocational information and job opportunities.
8. Assist students in the selection of colleges, college applications, scholarships, loans, summer institutes and job applications.

See your counselor if you have a problem. These services are for your welfare - use them.

EXTRA-CURRICULAR ACTIVITIES

A wide-range of clubs and organizations is available at the Adena Schools to meet the

varying interest of our students. Check with the advisors to learn more about the group(s) that you wish to join.

GENERAL INFORMATION AND REGULATIONS

Animals and Pets

Students may, with permission from the teacher, bring friendly pets to school for a short period of time to share and to enrich the learning experiences of other pupils. Parents should transport the animal to and from school. Necessary precautions (leash, cage, etc.) must be taken to insure the safety of both the pet and the pupils.

Assemblies

Assembly program attendance is required.

At all times the students' behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during a program.

Class/Field Trips

Extended class trips are not permitted.

Teachers may take classes on field trips to provide learning experiences not otherwise available. Parents are notified of the time and special arrangements of each trip. A permission slip signed and returned by the parent or guardian to the classroom teacher is required before a pupil can accompany the class on any trip off school property. Although some trips are free of charge, others are made at a nominal cost to each pupil.

Use of Electronic Communication Equipment by Students

The Board of Education believes that the use of cell phones, ipads and other electronic devices that exist now or may in the future are an important part of the lives of students. When appropriate the Board allows teachers to incorporate the use of these devices for classroom instruction.

Radios, televisions, tape players, beepers, I-Pods, digital cameras, cellular telephones, personal computers and any electronic device deemed a distraction by the principal are not to be used outside the limitation outlined in the student handbook. All students are permitted to use such devices in the high/middle school and elementary cafeteria area before school, during lunch periods and after school. (Anytime before 8:00 am, during lunch times as outlined in the daily schedules and after 3:00 pm)

The Board also believes that students should be taught the responsibility of using these devices appropriately. Along with the responsibility to use these devices appropriately, students and parents understand that the school will not be responsible for any loss, damage or theft of any personal items brought to school. The Board acknowledges that parents will not be required to purchase any said devices. Parents understand that the Board will not be obligated to purchase individual devices for students.

A privately owned electronic mobile device can be connected to the district's wireless network, including access to the internet, under the following conditions:

1. Use of the electronic mobile device must adhere to the Adena Schools Acceptable Use Policy.
2. File storage on the network from privately-owned electronic mobile device is limited to school work only. Anything not directly related to school work can be removed by the technology coordinator, administration or teacher.
3. Mobile computing device users must login to the wireless network using their user ID and Password provided by the district.
4. Submission of a signed Student/Staff Use of Personal Electronic Mobile Device Agreement.

Hall Passes

Passes must be secured from the teacher to whose room the students are going. If a teacher wants a student excused from study hall, the pass will be issued to the student before the time to be excused. Passes must be written on the green pass slips and signed by the teacher issuing the pass. A student must register with the study hall monitor or have a pass from a teacher in order to go to the library.

Insurance

Students may purchase school accident insurance. You will be supplied with application forms if you desire this type of insurance. Report any claims promptly to the school secretary.

Janitors' Rooms

No students will be permitted in janitors' supply rooms or storage rooms. If the janitor is needed, notify the building office.

Lockers

Lockers will be issued to you on the first day of school. Keep your books, coats, and other materials in the locker. They should always be clean and neat. There should be no changing of lockers unless the principal has given the permission.

Lost and Found

The lost-and-found department is located in the office.

Open House

Parents are encouraged to attend Open House. The purpose is to give parents an opportunity to meet the teachers and discuss curriculum, materials, daily routine and other topics that may be of general concern during the year.

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled at regular intervals during the school year. A parent may request a conference for any reason. (Please contact the high school office.)

Personal Property

Personal property is the sole responsibility of the student. The school does not assume any responsibility for damage or theft.

Scheduling of Events

After school and weekend activities in the auditoria and all gyms will be scheduled through the athletic director. School day events in the auditoria and all gyms must be scheduled through all building administrators. All athletic facilities must be scheduled through the athletic director. Meetings and all other events must be scheduled through the proper building administrator.

School Colors and Nickname

Our school colors are Columbia blue and navy. Our athletic teams are known as the Adena Warriors.

School Telephone

The school phone is primarily for school business use. Student use is restricted for use only when approved.

Visitors

No student visitors will be permitted under any circumstances unless sponsored by a recognized school organization.

Student Dress Code

Part of the total education of the students is learning to dress appropriately and behave responsibly in a variety of situations. Attendance at school and school-related functions is a specific situation which requires the student to use good judgment. Students are expected to dress in a manner that is appropriate to the school environment and which does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting.

These regulations will assist parents, students, faculty and administrators in determining appropriate standards for student dress while at school or school-sponsored activities.

1. Parents and students maintain responsibility for dress and personal appearance.
2. When dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when dress or grooming disrupts the educational process by being distracting, indecent or inappropriate to the educational process, it is prohibited.
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
4. The principal, with the assistance of the faculty, has the responsibility to uniformly administer the dress code. The decision of the principal is final.
5. As new trends in fashion or dress emerge or become out of date, the District reviews and revises the dress code to reflect the changing standards of the community.

Students shall observe general guidelines for dress and appearance including:

1. no shorts or miniskirts that end above mid-thigh (finger tip length);
2. no shirts or blouses that expose the midriff (no skin should be visible between a student's top and bottom garment when the student sits or stands)
3. no tank tops, muscle shirts or halters, all students must wear shirts with sleeves;
4. hats, coats, bandannas and sun glasses are not to be carried to, or worn, in class;
5. no clothing or accessories that could be interpreted as promoting hate or communicating a negative, profane or vulgar message;
6. no clothing or accessories which advertise or are in any way related to alcohol, tobacco, drugs or weapons;

7. no clothing or accessories with sexual messages - explicit or implied;
8. no transparent garments, open mesh garments or garments with large open sides may be worn without an underliner;
9. shoes must be worn and must not present a safety hazard;
10. no biking pants or spandex;
11. no cutoffs, pants with holes above the knees, or pajama bottoms;
12. lower garments are to worm at waist level (pants must be worn in such a manner that the waistband is above the hips and the crotch is above the knees); if a belt is worn, it must be of proper length; under garments are **not** to be exposed;
13. body-piercing adornments are not to be extreme or distracting;
14. no "dog collars", spiked bracelets or chains that could be dangerous to persons or destructive to school property;
15. no gang-or cult-related items of any kind and
16. hair must be clean, worn out of the eyes and groomed at all times; no extreme or distracting hair color or makeup.

Violation of the dress code can result in removal from class (until the violation can be resolved) and/or disciplinary action.

STUDENT CODE OF BEHAVIOR

Introduction

This statement is prepared to assist in developing and maintaining an appropriate learning environment in the schools so that the best possible education can be maintained for the youth of our community. In keeping with the general theme of this handbook, all of our discipline expectancies are listed on the following pages. Many of the discipline measures included here will not apply to every student at a particular point in time, but may at some future time. Those measures which apply to all students at all times are listed first.

As much as possible, policies have been developed to provide firm guidelines for discipline so that the disciplinary action called for will be fair and consistent. However, there may be times when extenuating circumstances may exist, in which case teachers and administrators, after weighing the evidence, may vary from the prescribed policy.

The statement on suspensions, expulsions and removals, and the student code of behavior have been developed to state what is expected of students in the way of behavior and also to assure them of their rights and appropriate due process. Because suspension, expulsion and removal are severe disciplinary actions, it is strongly emphasized that administrators and teachers are to use these disciplinary measures with great care. If at all possible, other less severe corrective measures should be used in helping students gain the best possible educational opportunities.

Pupils are reminded to ask when in doubt about school rules and their meanings. Use of good logic and common sense will help eliminate the need for disciplinary action.

The types of conduct listed below in the Student Behavior Code shall result in disciplinary action which may include suspension, removal and expulsion.

Corporal Punishment

This form of discipline is deemed as a severe type of punishment, but under certain conditions can, and will, be administered by a faculty member or the principal.

Teachers and school administrators are permitted to administer reasonable corporal punishment when necessary to preserve school discipline when the student is subject to school authority. Other means of discipline should be explored before corporal punishment is used.

- A. An attempt shall be made to notify parents before the administering of corporal punishment.
- B. Principals shall have documentation on file that grants or denies permission to administer corporal punishment.
- C. The building principal shall be present during the administration of corporal punishment.
- D. A certified staff member shall be present when the principal administers corporal punishment.
- E. Documentation shall be filled out at the time of administering corporal punishment.
- F. Documentation shall be on file to substantiate that alternate forms of discipline have been used in an attempt to alter unacceptable behavior before the use of corporal punishment is considered.

Certified and classified employees, including bus drivers, are authorized within the scope of their employment to use the amount of force as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain weapons or other dangerous objects on the person or in the control of the pupil, for self-defense, or for the protection of persons or property.

Bullying

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a

school-sponsored activity.

Examples of conduct that could constitute harassment, bullying and/or dating violence include, but not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from peer group or spreading rumors
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and aother web-based/online such as the following:
 - a. Posting slurs on web sites, social networking sites, blogs or personal online jouranals
 - b. Sending abusive or threatening e-mails, website postings or comments and instant messaging.
 - c. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online.
 - d. Using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate rumors to other students
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.

If any of these actions or infractions disrupt the educational environment it will be deemed a violation of the student discipline code and be handled appropriately.

Consequences:

- 1st Offense- Student is given a warning-Both sets of parents (victim and perpetrator) are notified.
- 2nd Offense- Student is given a one day In-School Restriction and five (5)points. A conference will be held with the student and parent.
- 3rd Offense- Student is suspended out of school for three days and given ten (10) points.
- 4th Offense- Student is suspended out of school for five days and given fifteen (15) points.
- 5th Offense- Student is suspended out of school for 10 days pending expulsion.

*There are Hazing, Bullying or Dating Violence forms in the high school office for parents or students to fill out when appropriate.

Respect for Fellow Students and for the School Setting

Any student who is blatantly disrespectful, abusive or intimidating to another student, either physically or verbally, or who by his/her actions disrupts a class or study hall or other school activity, will be accompanied to the principal's office by a teacher, and proper disciplinary action will be taken as indicated by the nature of the offense and by the student's disciplinary record.

Teachers' Authority

All students are under the absolute jurisdiction of every teacher in the Adena School District during the school day and at any school function. Any student who refuses to acknowledge this authority, who is disobedient and refuses to comply with the directives of a teacher, or who is generally disrespectful in his/her actions shall be accompanied by the teacher to the principal's office for disciplinary action. This action will take into account any record of previous infractions of school rules which the student may have compiled.

Harassment/Hazing

Nondiscrimination/Harassment

The Board does not permit discriminatory practices. To ensure compliance with this policy the Board:

1. promotes the rights and responsibilities of individuals as set forth in the State and Federal Constitutions, pertinent legislation and applicable judicial interpretations;
2. encourages positive experiences for children, youth and adults;
3. works toward a more integrated society and enlists the support of individuals, as well as private and governmental groups and agencies, in such an effort;
4. uses communication and action techniques to air and reduce the grievances of individuals and groups;
5. considers the potential benefits or adverse consequences that the Board's decisions might have on the human relations aspects of the school community and
6. initiates a process of reviewing policies and practices of the District in order to help achieve the objectives of this statement.

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business, and applies to race, national origin, citizenship status, religion, sex, economic status, age, disability and other human differences.

Resolution of Complaints: This regulation is for the resolution of complaints alleging discrimination on the basis of race, national origin, citizenship status, religion, sex, economic status, age, disability and other human differences. Such complaints are received and dealt with in a confidential manner. It is important that the aggrieved comply with the time limitations.

An employee, student or parent, on behalf of the student, who has a complaint and is

unable to solve the issue, is to submit the complaint in writing to the building Principal (compliance officer). Complaint forms are available in each building principal's office.

The compliance officer's responsibility is to:

1. investigate the circumstance of the complaint within five days;
2. render a decision within 10 days after receipt of the complaint and notify the complainant of that decision in writing and
3. provide the complainant five days to react to the decision before it is final.

The complainant's responsibilities are to:

1. accept the decision in writing, addressed to the compliance officer, within five days of receiving the written decision or
2. disagree with the decision in writing, addressed to the compliance officer, within five days of receiving the written decision. In this case the next step will be effective.

In the case where an acceptable solution cannot be reached to a complaint, the compliance officer requests the Superintendent to review the complaint. A meeting is scheduled within five days of the receipt of request for review. The participants in this meeting are limited to the complainant, the compliance officer and the Superintendent. The Superintendent makes a decision within five days. The complainant and the compliance officer receive copies of this decision.

If the complainant is not satisfied with the decision of the Superintendent, an appeal may be made to the Board at an executive session set up by the Superintendent. A written appeal must be presented at least 48 hours prior to the meeting. The Board issues a written decision on the complaint within 10 days. This decision is final.

Sexual Harassment

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy. The Board has developed complaint procedures which are available to victims. The Board has also identified disciplinary penalties which could be imposed on the offenders.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

The Grievance Officer: The Board appoints sexual harassment grievance officers in each building who are vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out.

All individuals should be aware that the privacy of the charging party and privacy of the person accused of sexual harassment is protected. There will be no retaliation on the part of anyone involved in the matter.

1. Any member of the school community who believes that he/she has been subjected to sexual harassment reports the incident(s) to the appropriate grievance officer.
2. The grievance officer attempts to resolve the problem in an informal manner through the following process:
 - A. The grievance officer confers with the charging party in order to obtain a clear understanding of that party's statement of the alleged facts.
 - B. The grievance officer meets with the charged party in order to obtain his/her response to the complaint.
 - C. The grievance officer holds as many meetings with the parties as is necessary to gather facts.
 - D. On the basis of the grievance officer's perception of the problem, he/she:
 - 1) attempts to resolve the matter informally through conciliation or
 - 2) notifies the parties by certified mail of his/her official action relative to the complaint.
3. If either party disagrees with the decision of the grievance officer, he/she may appeal to the Superintendent/designee. After reviewing the record made by the grievance officer, the Superintendent/designee may attempt to gather further evidence necessary to decide the case and to determine appropriate action to be taken. The decision of the Superintendent/designee is final.

All matters involving sexual harassment complaints remain confidential.

Nondiscrimination on the Basis of Sex

Title IX states, in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Nondiscrimination on the Basis of Disability

The Board maintains that discrimination against a qualified disabled person solely on the basis of disability is unfair. To the extent possible, qualified disabled persons should be in the mainstream of life in a school community. In addition, the District is the recipient of federal funds and therefore must be in compliance with all laws and regulations which deal with disabled individuals.

Accordingly, employees of the District comply with the law and Board policy to ensure nondiscrimination on the basis of disability. The following is expected.

1. No one discriminates against qualified disabled persons in any aspect of school employment solely on the basis of disability.
2. Facilities, programs and activities are made available to qualified disabled persons.
3. Free appropriate public education at elementary and secondary levels, including nonacademic and extracurricular services and activities, are provided to qualified disabled persons.
4. No one excludes any qualified disabled person, solely on the basis of disability, from participation in any preschool education, day care, adult education or vocational education program.
5. Each qualified disabled person is provided with the same health, welfare and other social services which are provided to others.

Hazing

It is the policy of the Adena Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

The contents of this policy shall be distributed in writing to all students and school district employees following its official adoption by the Board of Education. In addition, this policy shall be incorporated into building, staff, and student handbooks, and shall be the subject of discussion at employee staff meetings or in-service programs.

BEHAVIOR AT ATHLETIC CONTESTS OR SCHOOL ACTIVITIES

Any person whose conduct is deemed inappropriate and is ejected from any athletic contest or school activity will be denied the privilege of attending any future contest or school activity. Such inappropriate conduct will be ruled at the discretion of the school administration and/or the duly authorized legal forces hired by the school. Some acts of misconduct may lead to further disciplinary measures in the student's building.

Examples of inappropriate conduct could be: throwing objects, running beneath and around bleachers, fighting, going out on the playing surface, etc. These examples are not meant to be all inclusive.

CAFETERIA REGULATIONS

To help make our cafeteria a pleasant and safe place to eat, good cafeteria rules require that students:

1. Do not throw any objects
2. Talk quietly and only to the people next to you
3. Stay in your own place in line
4. Handle only the silverware you are going to use
5. Be courteous to the teachers and cooks who are trying to help you
6. Make no unnecessary noises (popping bags rattling tables, etc.)
7. Do not leave trash on table or floor
8. Remain seated and not trade food with others while eating
9. Understand no extras can be charged

Students who do not follow the above rules may be assigned a place to eat their lunch in the office and may become subject to the discipline code of their building.

SUBSTANCE ABUSE

The Adena Board of Education recognizes that the student use of alcohol and other drugs is both wrong and harmful. The district also recognizes that alcohol and other drug use can disrupt learning and can lead to addiction. With this in mind, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

Students found in violation of this policy will be subject to disciplinary action as described in the following paragraphs up to and including expulsion and referral for prosecution. A student shall not knowingly possess, (includes, but not limited to, purses, wallets, lockers, desks, etc.) buy, sell, use, transmit, apply, or be under the influence*

of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug**, alcoholic beverage, intoxicant or mood altering chemical of any kind.

This rule is in effect during school or school-sponsored activity/event/program, on school grounds, on the school bus or bus stop, or in transit to and from school, and at any other time when the school is being used by any school group, or off the school grounds at any school sponsored activity, function or event.

*Under the influence is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student. **Prescription Drug. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule as long as a parent's statement, signed physician's statement, and/or prescription label is presented to the principal's office. Such medication shall be kept in the security of school personnel.

The following procedures will be followed in dealing with the above situation:

1. Possession, use, transmission, sharing, or under the influence:
 - a. First Offense
 - 1). The Principal will suspend the student for ten (10) days in compliance with the student due process procedures.
 - 2). The Principal will notify the parent(s)/guardian(s) in writing, using proper suspension forms.
 - 3). The Principal will attempt to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
 - 4). The Principal will notify the appropriate Counselor. It is strongly recommended that the student seek a professional evaluation from a trained Chemical Dependency Counselor or a licensed physician trained in chemical dependency. Adena Local Schools believe that early intervention in the disease process means less destruction for the student who may be harmfully involved and a greater likelihood of recovery. If the student agrees to the evaluation, the suspension will be limited to five (5) days, pending proof of evaluation.
 - 5). The contacted agency or office will notify the school principal that the client has made contact and is willing to comply with the appropriate treatment process. When it is proven that the student is being evaluated and appropriate procedures are being followed, the student will not be recommended for ten (10) day suspension.
 - b. Second Offense
 - 1). The Principal will suspend the student for a period of ten (10) days in compliance with the student due process procedures.
 - 2). The Principal will notify the parent(s)/guardian(s) in writing, using proper suspension forms.
 - 3). The Principal will contact the parent(s)/guardian(s) to arrange a conference.
 - 4). The Principal will notify legal authorities.
 - 5). The Principal will notify the Counselor.
 - 6). The Principal will recommend to the Superintendent of Schools that the student be expelled unless the following procedure is followed:
 - a). The student must agree to be evaluated by a trained Chemical Dependency Counselor or a licensed physician trained in chemical dependency for a professional opinion concerning use/misuse.
 - b). The contacted agency or office will notify the school principal that the client has made contact and is willing to comply with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, the student will not be recommended for expulsion.
 - c. Third Offense
 - 1). The Principal will suspend the student for ten (10) days and will recommend to the Superintendent of Schools that the student be expelled in compliance with student due process procedures.
 - 2). The Principal will notify the parent(s)/guardian(s) in writing, using proper suspension forms.
 - 3). The Principal will recommend that legal authorities refer the student to Juvenile Court.
2. Supplying/Sale of Chemicals (Drugs/Alcohol)
 - a. Supplying or selling of chemicals will result in a ten (10) day suspension. A recommendation by the Principal will be sent to the Superintendent of Schools for an expulsion of the student in compliance with student due process procedures.
 - b. The Principal will notify the parent(s)/guardian(s) in writing, using proper suspension forms.
 - c. The Principal will refer the case to the legal authorities for court referral.

Aside from the counseling to reduce disciplinary suspension, a student may elect to enter an in-patient treatment program. The days missed for this program will be treated as days missed due to medical reasons. While that student is in the in-patient treatment, the district will maintain contact with the agency and will provide academic instructional materials. When the student has completed the in-patient treatment, the district will make every effort to assure the successful transition back into the school atmosphere. Reentry programs will consist of counseling, drug-free activities and peer counseling by in-school groups familiar with this type of work.

A Student Handbook is distributed to each student at the beginning of school each year. The Alcohol and Drug Policy of the Adena Local Board of Education is contained within this handbook. Parents and students are expected to read the entire handbook and

make themselves familiar with all codes of conduct. Compliance with the Alcohol and Drug Policy, as well as all other codes of behavior, are expected and mandatory. A statement in the monthly district newsletter will indicate that the district codes of conduct are mandatory and that they are to be complied with fully.

3. Counterfeit Controlled Substance Prohibits:

- a. Knowingly possessing, making, selling, offering to sell, or delivering counterfeit controlled substances;
 - b. Making, possessing, selling, offering to sell, or delivering a marking device knowing or having reason to know that it will be used to mark a counterfeit controlled substance;
 - c. Representing a counterfeit controlled substance as a controlled substance by describing its effects as those associated with a controlled substance;
 - d. Representing or advertising a counterfeit controlled substance as a controlled substance.
4. The act defines "counterfeit controlled substance" as:
- a. A drug that bears or whose container bears an unauthorized trademark;
 - b. An unmarked or unlabeled substance represented to be a controlled substance manufactured, processed, packed, or distributed by someone other than the manufacturer, processor, packer, or distributor;
 - c. A substance represented to be a controlled substance but is not one or is a different controlled substance;
 - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its marking, labeling, packaging, distribution or price.

The act establishes criminal penalties for violation and more severe penalties for selling or giving counterfeit controlled substances to persons under 18.

TOBACCO PRODUCTS

No student is permitted to use, or possess, any tobacco product or product represented as a tobacco product, while on a bus, at school, or at a school-sponsored activity. Disciplinary measures shall be applied according to building discipline code rules.

DETENTION

1. Detention will be held in a classroom designated by that building's principal.
2. The duration of Detention will be for one hour starting **at 3:00 and lasting until 4:00.**
3. Students will need to bring their own work to Detention and remain busy working for the entire hour.
4. Students arriving to detention over 5 minutes past **3:00** and less than 10 minutes past **3:00** will be assigned another Detention.
5. Students arriving 10 or more minutes late or not showing up to Detention will not be allowed to enter and will receive one ISR.
6. Students not working or who become a discipline problem will be asked to leave and will be subject to a Chronic Misconduct violation.
7. Students receiving a Detention may be notified 2 days before serving that Detention.

IN SCHOOL RESTRICTION (ISR)

1. ISR will be held in the administrative office for both high school and middle school students.
2. Students will be assigned work by their teachers for that school day. If the student finishes the assigned work, the ISR teacher will give other assignments.
3. All work completed in ISR will be counted as daily work in their regular assigned class(es).
4. Homework, quizzes, or tests may be completed in ISR.
5. If a student is absent from school or leaves school early, that student will be reassigned an ISR.
6. Students will receive one restroom break in the morning and one in the afternoon. Students who bring their lunch or purchase lunch from the school cafeteria will be escorted to and from the cafeteria and all ISR students will eat in the ISR classroom.
7. Students that refuse to work or who become a discipline problem **may be suspended from school one day and the ISR reassigned.**

The Building Principal has the final authority in making a decision on assigning Saturday/Evening School, Detention or In School Suspension.

STUDENT SUSPENSION

The superintendent of schools and building principals have authority to suspend students from school.

A student can be suspended for ten (10) school days or less. The length of the suspension will be at the discretion of the suspending officer and will take into consideration the violation, the severity of the violation, and the number of previous suspensions.

Students may be reinstated to school for less than the designated time providing there has been a satisfactory conference with the student and parents of the student. In all suspension cases an effort will be made to have a conference between the principal and the student and his/her parents before the student will be readmitted to school.

Before a student is suspended, written notice must be given to the student of the reasons for the intended suspension and the student must be given an informal hearing before the suspending officer to challenge the reasons for the intended suspension or otherwise to explain his/her actions. After the informal hearing, the principal will make a decision whether or not to suspend.

Within twenty-four (24) hours of the suspension the parent, guardian, or custodian of the student must be notified in writing (proof of mailing procedures will be used) and the

notice must include the reasons for the suspension and the right of the pupil, parent, guardian, or custodian to appeal, in writing, the action to the superintendent (if the principal is the suspending officer) or to the Board of Education (if the superintendent is the suspending officer). A copy of the letter must be sent to the treasurer of the Board of Education. If an appeal is made, it must be filed within seventy-two (72) hours of the suspension date. During the appeal proceedings, the student remains suspended for the duration of the appeal, but in any event no longer than ten (10) days. If he wins the appeal, he is reinstated with full student rights. The student has the right to be represented in the appeal and also has the right to request that the hearing be held in an executive session. In the event an appeal is made and there is a hearing, a verbatim record will be made. Testimony given in an appeal will be given under oath.

Appropriate counseling will be provided to students returning to school from suspension, expulsion, or removal.

STUDENT EXPULSION

Only the Superintendent of Schools may expel a student. The superintendent will weigh the following in considering expulsion proceedings: the severity of the offense, the number of times a student has been disciplined, and the recommendation of the principal.

Expulsion may be for a period not to exceed the lesser of 80 days and may extend into the next school year.

Written notice to the pupil and his parent, guardian or custodian must be given along with written reasons for the intended expulsion. (Proof of mailing procedures will be used.) The notice will state that the pupil and his/her parent, guardian, custodian, or representative have the opportunity to appear before the superintendent to challenge the intended expulsion or explain his actions. The notice will also state the time and place to appear. The hearing will not be less than three (3) nor more than five (5) days after the notice is given, unless an extension of time is granted.

Within 24 hours, the superintendent will give written notification of his decision. If the student is expelled by the superintendent, the written notice must include the reasons for the expulsion, the right to appeal to the Board of Education, the right to be represented in the appeal, and to request the hearing be held in an executive session.

Appeal procedures are the same as those stated under appeal procedures for suspension.

Although not required by law, it is recommended that the parent, guardian, or custodian of eighteen-year-old students receive written notices and hearings as are afforded students under eighteen years old. (ORC 3313.66)

Zero Tolerance Policy on Weapons and Dangerous Instruments

The Adena School District strictly prohibits the possession, conveyance, use or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle. This ban applies to students, employees, and visitors, even those who have a legal permit to carry a weapon.

What IS A Weapon?

The administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger. However, all of the following are considered weapons: knife blades, mace, pepper spray, cutting instruments, nunchaku sticks, lasers, BB guns, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened sticks, stun guns, firearms, ammunition, explosive devices, fireworks, pyrotechnics, slingshots, or any other instrument capable of inflicting serious injury. Weapon look-alikes, such as toy guns, are also considered weapons under this policy.

Are There Exceptions To This Policy?

Law enforcement officials may carry weapons on school property. Principals may issue exceptions for such items as cutting instruments used in art or tech ed, or weapons or look-alikes used for the instructional programs (e.g., for drama classes). These exceptions would be for classroom use only. There are no other exceptions.

What Happens If The Policy Is Violated?

All discoveries of any prohibited weapons in the above mentioned-areas would be reported to local law enforcement officials.

- Students Possessing, displaying, using, or storing a weapon on school grounds is a serious violation of the Code of Conduct and will result in immediate suspension, a hearing, and a one-calendar-year expulsion from school. The superintendent may recommend a modification of the one-year expulsion on a case-by-case basis.
- Employees Violation will result in suspension without pay, pending a disciplinary hearing. Penalties may include dismissal.
- Visitors The District will vigorously pursue prosecution through law enforcement agencies.

What If You See Someone With A Weapon?

Any student, employee, or visitor who has reasonable grounds to suspect a violation of this weapons policy is required to report such suspicion immediately to the principal.

Portable Metal Detectors

Notices are posted at each main doorway and in student handbooks explaining that weapons are not permitted at school and that students may be required to submit to a metal detector check.

1. Prior to beginning metal detector checks, an administrator or law enforcement officer will explain the process to the student body, emphasizing that checks are intended to maintain a safe school environment.

2. The administrator or officer will check each student by visually searching his/her locker and having them bring contents to a check point.
3. The administrator or officer will ask the student to remove all metal-containing objects from his/her clothing and personal effects. The administrator/officer will scan the student without touching him/her as well as the student's personal effects. Scan of the student's person is done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator/officer may proceed with the check in the presence of another adult.
4. If the metal detector is activated during scanning of the student's effects, the administrator/officer will open the student's bag, purse, etc. and look for weapons. If the detector is activated during scanning of the student's person, the student is given a second opportunity to remove any metal-containing object from his/her person.
5. If the metal detector is again activated, a same-sex administrator/officer conducts a pat-down search of the student's outer clothing, in the area where the metal detector was activated. If the administrator/officer feels an object on the student's person, the student will be given an opportunity to remove the object. If the student refuses, the administrator/officer will escort the student into a private room and remove the object from the student in the presence of an adult witness of the same sex.
6. If any properly conducted search yields a weapon or any other illegal material, it will be turned over to the proper legal authorities for ultimate dispositions.

HIGH SCHOOL DISCIPLINE CODE POINT SYSTEM

Alcohol and drug use: Refer to alcohol and drug policy with the addition of 15 points for each offense

Cafeteria misconduct:

1st offense	warning and clean up the mess
2nd offense	1-1hr Detention
3rd offense	refer to Chronic misconduct

Causing a Panic: 10 day suspension pending expulsion. This covers events such as bomb threats, hit lists or other events that causes a panic.

Cheating:

- 1st offense 0 for work
- 2nd offense refer to Chronic misconduct

Cheating is a serious offense. Most colleges expel students who are cited for cheating. If a student is caught cheating on a test or other class work, he/she is to be given a zero for the work. A student may be suspended for habitual cheating.

Chronic misconduct:

Referrral from classroom teacher

- 1st offense 5 points and 1 day ISR
- 2nd offense 10 points and 2 days ISR
- 3rd offense 10 points and a 3 day out of school suspension

Clothing/Hat violations:

- 1st offense warning / student will change or wear clothing provided by the office personnel
- 2nd offense a. clothing: student will call parents to bring in proper clothing or student will remain in office unexcused from classes. Student may be sent home to change into proper clothing, this time is considered unexcused
b. hats: hat will remain in office for one week
- 3rd offense refer to Chronic Misconduct

Disrespect to staff/students

- 1st offense 10 points and 1 day ISR
- 2nd offense 15 points and 3 ISR
- 3rd offense 15 points and 10 day suspension

Disrespect may be verbal, written, or an action. Serious acts may result in immediate suspension, removal or expulsion.

Serious Acts of Disrespect--Physical or Verbal

Any student who abuses or intimidates any school employee, either physically or verbally, is subject to disciplinary action which may result in suspension, removal, or expulsion. In addition, charges may be filed against the student and/or his parents in the Ross County Juvenile Court if the seriousness of the offense warrants such actions.

Electronic Devices:

- 1st offense device will be confiscated and may be picked up by a parent during the school day
- 2nd offense refer to the Chronic Misconduct policy

Unauthorized recording (audio or video) of a teacher or student:

- 1st offense 10 points and 3 day suspension
- 2nd offense 15 points and 5 day suspension
- 3rd offense 15 points and 10 day suspension

Fighting:

- 1st offense 10 points and 3 day suspension
- 2nd offense 15 points and 5 day suspension
- 3rd offense 15 points and 10 day suspension

Harassment: Will be handled under the Bullying/Harassment/Hazing policy

Possession of firearms or deadly weapon:

All cases will be handled under the zero tolerance policy on weapons and dangerous instruments.

Public Display of Affection: (teachers must define what the students are doing)

- 1st offense warning
- 2nd offense call parents/request conference
- 3rd offense 1-1hr Detention
- 4th offense refer to Chronic Misconduct

Skipping a class:

- 1st offense 5 points and 1 day ISR
- 2nd offense 10 points and 2 day ISR
- 3rd offense 10 points and 3 day out of school suspension

Skipping school or leaving school without permission:

- 1st offense 10 points and 1 day ISR
- 2nd offense 10 points and 2 days ISR
- 3rd offense 15 points and 5 day alternative school assignment/or Out of school suspension whichever is available and appropriate at the time of infraction.

Study Hall:

Students will observe the following while in the study hall: 1) come with study material and a plan of study to be used for the entire period; 2) be in your assigned seat ready to work when the bell rings; 3) do your own work independently without conferences with others; and 4) remain in your seat until the dismissal bell rings.

Violations in studyhall behavior will be delt with using the Classroom Discipline Record unless the behavior is listed under the Point System Discipline Code.

Tardiness between class:

On **fourth tardy** for year 1-1hr Detention. For every tardy after **fourth**, 1-1hr Detention. Beginning with the **eighth tardy**, and all others thereafter, refer to 2nd offense, Chronic misconduct. These tardies will carry **throughout** the school year.

Tardiness to school:

1. If a student comes tardy to school he/she must sign in at the office.
2. When a student receives his/her fourth tardy in a 9-week grading period, he/she will receive a detention.
3. Every tardy following the fourth tardy will result in another detention.
4. On the eighth tardy, and all others thereafter, we refer to the second offense of chronic misconduct on the Discipline Code.
5. Tardies will not carry over from one grading period to another.

Use of profane language (oral or written):

- | | |
|-------------|--|
| 1st offense | 5 points |
| 2nd offense | 5 points and 1 day ISR |
| 3rd offense | 10 points and 2 days ISR |
| 4th offense | 15 points and 3 day out of school suspension |

Use or possession of tobacco product:

- | | |
|-------------|---|
| 1st offense | 5 points and 1 day ISR |
| 2nd offense | 10 points and 3 days ISR |
| 3rd offense | 10 points and 3 days out of school suspension |
| 4th offense | 15 points and 5 days out of school suspension |

Vandalism:

- | | |
|-------------|--------------------------------|
| 1st offense | 5 points and 1 day ISR |
| 2nd offense | 10 points and 2 days ISR |
| 3rd offense | 15 points and 3 day suspension |

Any pupil who shall intentionally or accidentally destroy or damage school property shall immediately compensate for such damage, and upon refusal may be suspended from school until compensation has been made. This includes damage to or defacing of books.

Theft:

- | | |
|-------------------------|---------------------------------|
| 1 st offense | 10 points and 2 days ISR |
| 2 nd offense | 15 points and 3 days suspension |
| 3 rd offense | 15 points and 5 days suspension |

Threats (Staff)

10 day suspension pending an expulsion
(Students who intentionally present harm towards a staff member either physical or verbal)

Threats (Students)

(Students who intentionally present harm towards another student either physical or verbal)

- | | |
|-------------------------|--------------------------------|
| 1 st offense | 10 points and 1 ISR |
| 2 nd offense | 10 points and 3 ISRs |
| 3 rd offense | 15 points and 3 day suspension |

Failure to attend Detention:

- | | |
|-------------------------|---|
| 1st offense | 1 day ISR |
| 2nd offense | 2 days ISR |
| 3rd offense | 1 day out of school suspension |
| 4 th offense | 10 points and 3 days out of school suspension |

Accumulation of 30 points: 3 day out of school suspension.

Accumulation of 40 points: 5 days out of school suspension.

Accumulation of 50 points: 10 day suspension pending expulsion.

Classroom Discipline Record

Student _____ **Grade** _____ **Teacher** _____

1. All teachers will use this discipline form to record acts of classroom discipline or for situations when a student is habitually unprepared for class. Homework is not an action listed for this form. Teachers must contact parents(guardians)for students failing to complete homework.
2. Teachers must contact parents(guardians) after the 3rd behavior offense before issuing a detention.
3. Teachers may give up to 4 detentions before the student is reported to the office for Chronic Misconduct.
4. Students who have been assigned detentions must be reported to the office for a parent/teacher conference listed under behavior.

*Reaction: favorable(F), no reaction(N), unfavorable(U)

<u>Offense</u>	<u>Date</u>	<u>Reason</u>	<u>Reaction</u>
1	_____	_____	F N U
2	_____	_____	F N U
3	_____	_____	F N U
		Date of <u>Parent Contact</u>	
4	_____	_____	_____

Teachers will assign and notify students receiving a detention in their class.

Students assigned detention must be given at least 2 days notice prior to their attendance date. This form will be sent home for all detentions.

<u>Offense Date</u>	<u>Reason for Detention</u>	<u>Detention Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Technology / Internet Access Agreement

In order to use the computers and network resources of the Adena Local School District, each student and parent is required to read and sign the Technology and Internet Access Agreement. By signing the agreement, the student agrees to comply with all the technology policies approved by the District. If the student does not abide by the agreement, then the District has the right to revoke technology and computer privileges in addition to any other disciplinary actions as determined by the District.

Driving to School

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

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

Driving Violations

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

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

All staff and students will be required to have parking permits. Failure to exhibit the permits may result in the vehicle being towed at the owner's expense. The initial hanging permit is free. Additional permits will need to be purchased by a member of the staff or student for the cost of the permit. **A \$5.00 fee will be assessed for extra, lost, or damaged tags.** The student parking permit will last for the student's entire high school career as long as they are driving the same vehicle. Seniors must return their parking permits before graduation.

BUS RIDING RULES

All students riding busses are under the direct supervision of bus drivers and school officials.

1. Observe the same conduct as in classrooms
2. Profanity is not permitted
3. Littering, eating or drinking is not permitted
4. Absolute quiet is to be observed at railroad crossings and other places of danger
5. Absolutely no use or possession of tobacco products
6. Reasonable conversation is permitted
7. No standing while bus is moving
8. Stay in your seat and keep hands and feet inside bus
9. Do not throw anything
10. The bus driver is authorized to assign seats
11. All students must report directly to their bus and remain
12. **No skateboards are permitted on the bus or at school**

Bus drivers are not permitted to exclude pupils from a bus. However, any student who

insists on misbehavior may be subject to the discipline system of that student's building, and in severe cases will be denied bus riding privileges. Whenever it becomes necessary to refuse transportation, school authorities shall notify the parents in writing, fully explaining reasons for the refusal and the length of the time riding privileges are to be refused.

BUS POINT SYSTEM UNDER DISCIPLINE CODE

Destroying property:

1st offense 15 points and 1 day ISR. Students will have to pay for any damage
2nd offense 15 points and 5 day bus suspension. Students will have to pay for any damage
3rd offense 15 points and recommended expulsion from bus riding privileges for the accumulation of 40 points

Fighting:

1st offense 10 points and 3 day suspension from school
2nd offense 15 points and 5 day suspension from school
3rd offense 15 points and a 10 day suspension from school with a recommendation for expulsion from bus riding privileges due the accumulation of 40 points on the bus discipline code

Tripping or pushing:

1st offense 5 points and a warning conference with student using bus behavior form
2nd offense 10 points and 1 day ISR
3rd offense 10 points and 3 day bus suspension

Hanging out window:

1st offense 5 points and a warning conference with student using bus behavior form
2nd offense 10 points and phone call to parent or Guardian and 1 1-hour detention
3rd offense 10 points and 1 day ISR

Disrespectful to driver*:

1st offense 10 points and 3 day bus suspension
2nd offense 10 points and 5 day bus suspension
3rd offense 15 points and 10 day suspension

**If a student physically, verbally or in a written statement threatens a bus driver, the driver has the right to remove the student from their bus until a Due Process Hearing can occur. The time the student is off the bus will count as possible suspension days. Serious acts may result in an expulsion from all bus riding privilege.*

Use of profane language:

1st offense 5 points and a warning conference with student using bus behavior form
2nd offense 10 points and 1 1-hour detention
3rd offense 10 points and 1 day ISR

Lighting matches:

1st offense 10 points and 1 day ISR
2nd offense 10 points and 2 days ISR
3rd offense 15 points and a 3 day bus suspension

Use or possession of a tobacco product:

1st offense 10 points and 1 day ISR
2nd offense 10 points and 2 days ISR
3rd offense 15 points and a 3 day bus suspension

Throwing things on or from the bus:

1st offense 10 points and phone call to parent or guardian
2nd offense 10 points and 2 days ISR
3rd offense 15 points and a 3 day bus suspension

Chronic misconduct: Leaving Seat, Disobeying Driver, Food or Drink on Bus

1st offense Warning/Notify Parents
2nd offense Notify Parents/Detention
3rd offense 1 day bus suspension
4th offense 3 day bus suspension
5th offense 10 day bus suspension
6th offense Bus suspension pending expulsion

Alcohol and drug use: Refer to alcohol and drug policy in Student Handbook with the addition of 15 points for each offense

Possession of firearms or deadly weapon: Suspension from school pending an expulsion

hearing
Failure to attend a detention: 1 day ISR
Accumulation of 30 points: 3 day bus suspension
Accumulation of 40 points: Recommended bus expulsion

Opt-Out Form Concerning Military Recruiters and Student Privacy

Under the provisions of the No Child Left Behind Act (NCLB), names and addresses of students in grades 10 through 12 must be released to an armed forces recruiting officer unless a parent, or a student 18 or older submits a written request not to release the information.

By signing this form, you the parent or a student age 18 or older is requesting the Adena Local School District **not** to give out the said student's name and address to a military recruiter.

Student's name

_____ (please print student's name)

Parent's signature

or

Student's signature

(if age is 18 or older)

Adena High School Emergency Medical Authorization

Student _____ Grade _____

Address _____ City _____ P.O.Box _____

Home Phone _____ Home E-Mail _____

Mother's Name _____ Work Phone _____

E-Mail Address _____ Cell Phone _____

Father's Name _____ Work Phone _____

E-Mail Address _____ Cell Phone _____

In the event that I cannot be reached at home or work and my child is ill or in need of emergency care, please attempt to contact the following (s):

Name _____ Relationship _____

Phone Number(s) _____

Name _____ Relationship _____

Phone Number(s) _____

Name _____ Relationship _____

Phone Number(s) _____

The purpose of the emergency medical authorization is to enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

In the event reasonable attempts to contact me or others listed at the above phone numbers have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by (preferred physician) Dr. _____ or by (preferred dentist) Dr. _____ or in the event the designated preferred practitioner is not available by another licensed physician or dentist and (2) the transfer of the child to (preferred hospital) _____. This authorization does not cover major surgery unless the medical options of two other licensed physicians or dentists, concurring in the necessity for such surgery are obtained prior to the performance of such surgery. Please list facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted: _____

Date _____ Mother's Signature _____

Father's Signature _____