

## OFFICE DIRECTORY

District and School Website can be found at [www.ayersville.org](http://www.ayersville.org)  
**School Testing Code for ACT/SAT: 361890**

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### **Board of Education Office: 419-395-1111**

Superintendent – Tod Hug Ext. 401 [thug@ayersvilleschools.org](mailto:thug@ayersvilleschools.org)  
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Treasurer - Connie Nicely, Ext. 403 [cnicely@ayersvilleschools.org](mailto:cnicely@ayersvilleschools.org)  
Board of Education President – Mark Diller  
Board of Education V.P. – Dan Wagner  
Members – Jack DeLano, Wayne Erickson, and Bob Luderman

### **Transportation/Maintenance: 419-395-1111**

Supervisor - Steve Brown Ext. 501

### **Technology: 419-395-1111**

Supervisor – Shane Patacca Ext. 503

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The Ayersville Local School system does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Mr. Tod Hug, Superintendent, has been designated to handle inquires regarding the nondiscrimination policies. The Superintendent is the Section 504 and Title IX coordinator. The Superintendent can be reached by contacting the administrative office at 419.395.1111.

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**“Associate with people of good quality if you value your own reputation;  
for it is better to be alone than in bad company.”**

**- George Washington -**

What is character? Character is at the core of who you are. Character starts on the inside and affects our lives on the outside. It is what you do, the way you live, how you treat others, the way you respond, the way you work, and the choices you make. It's everything you are. It's who you are in private when nobody is looking. Character is what governs your life. It is not compromising or trying to justify a wrong to make it a right. It is not saying one thing and doing another. It's more than knowing right from wrong. It is acting on the principle of what is right and wrong. People of character live with nothing to hide and nothing to prove. They walk with freedom and security. They think before they act, practice self-control in frustrating situations, walk their talk, are trusted by others and are honest in the little things. They persevere in tough times instead of displaying destructive behavior or giving up. They seek the wisdom of others and apply it in their daily lives. They are not superficial. They are real. What you see is what you get. They make life count to the fullest. They are not perfect, but are willing to improve in all areas of life. They are not out to hurt others or display rage when things are unfair. They value themselves and others. They don't just talk about character, they live it! Can this be you - yes it can!

**A PERSON OF CHARACTER** . . . can be trusted, is real, is consistent, treats others with respect, and follows through with commitments.

**QUALITIES THAT MAKE UP A PERSON OF CHARACTER** . . . perseverance to achieve, a positive attitude, the ability and desire to make wise choices, openness to change, enthusiasm, a healthy self-image, willingness to learn, good sense of humor, maintains a balanced life, and cares about others.

**INTEGRITY IS** . . . not compromising what is right, and not cutting corners in life.

Before us lies two paths - only one is paved with character. The wise embark on the path of character; the ignorant and uncaring journey on the other. If you walk the road of character with integrity, you will never have to look over your shoulder.

(The above column is taken from the book entitled **The Making of an Unshakable Character**, Sam Glenn author, pages 3-4, @ 2001)

## **SECTION I: STUDENT DISCIPLINE (5600)**

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. Conform to reasonable standards of socially acceptable behavior;
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged;
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

- A. Relate in kind and degree to the infraction;
- B. Help the student learn to take responsibility for his/her actions;
- C. Be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct/Student Discipline Code.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions, which may be imposed for breach of those rules.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the Board shall require the incidence of student misconduct in such degree of specificity as.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct/Student Discipline Code and, where required by law, to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others. Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student providing such suspension conforms to due process. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy **5611** – Due Process Rights.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. If a parent cannot be contacted, the student should be detained on another day. References listed below:  
R.C. 3313.20, 3313.66, 3313.661, 3315.07, 3327.041  
A.C. 3301-35-03(G), 3301-83-08

**Ayersville Local Schools will honor any suspension or expulsion from any other Ohio district, which has not expired. Out-of-state districts' expulsions will similarly be honored.**

#### **STUDENT CODE OF CONDUCT**

The following code will apply to all students while under the jurisdiction of Ayersville Local Schools. This includes, but is not necessarily limited to the following:

1. While school is in session and directly before and after school.
2. When in attendance at any school related and/or school sponsored activity.
3. When traveling in school buses or school cars.
4. While congregating or loitering directly adjacent to or in clear sight of school grounds.
5. During lunch period.

6. During the access and utilization of all computers, networks, files, and/or other means of communicating on the “information highway”. Additionally this includes cellular phones, internet websites, and/or any other electronic device. The point of origin and where the message is received is not necessarily limited to the school day and school property in our cyberspace world.

The violation of any rule may result in disciplinary action, including the following.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- Writing assignments
- Change of seating or location
- Detention
- T-School

It is not always possible to make contact with a parent regarding the assignment of a detention or T-School. It is expected that students will communicate with their parent on these matters. Parents may call the school at any time to inquire about their child’s discipline record or issues.

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents a minimum one-day’s notice. Transportation is not provided for students in PM detention. Detentions are held in the morning from 7:20 am to 7:50 am and in the afternoon from 3:10 pm to 3:40 pm each day that school is in session.

- Students in detention must do one of the following: Read, Study or Perform school-related writing tasks.
- Any disturbance or abuse reported by the supervisor will mean the student will not receive credit for the detention and other disciplinary action may be taken.
- It is the student’s responsibility to keep track of his own detentions. Excuses such as “forgetting” or “I have no way home” are not acceptable.
- Refusing to serve a detention (given either by the office or a teacher) is considered a very serious offense and will result in further disciplinary action.
- Failure to serve a detention will result in further discipline.

### **T-School**

The T-School will be in session from 3:15 pm until 5:15 pm on Tuesday and Thursday afternoons. T-School will be held in the designated teacher’s room in

charge. The doors will be locked at 3:15 pm and no admittance will be granted after that time. To receive credit for serving the T-School the student must successfully complete the two-hour period. Failure to serve an assigned T-School may lead to a suspension from school for a period not to exceed ten (10) days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion. This discipline is intended to serve as a replacement for suspension from school. Because the concept of T-School is meant to be punitive, the regulations governing its operation are very restrictive. Students are expected to bring schoolwork or appropriate reading material. Any student who disrupts the operation of T-School in any way, such as refusing to leave the school as instructed by a supervisor, using profanity, or acting disrespectfully, may be suspended from school.

### **Formal Discipline**

Formal discipline removes the student from school. It includes suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion.

The Superintendent, at his/her discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed.

Suspension, expulsion, and permanent exclusion may be appealed.

### **In-School Restriction**

Students may be assigned to serve In-School Restriction in lieu of being suspended out of school. Students who receive ISR must arrive at the library no later than 8:00 am. The student may not be anywhere else in the building unless accompanied by the ISR Supervisor. Students in ISR may earn the privilege of making up work missed in regular classes. ISR students will be counted present for attendance, but **they may not participate in school activities (including sporting events) on the day they serve ISR.**

ISR will be limited to one (1) session of up to five (5) days per grading period unless special circumstances warrant ISR instead of OSS. The school administrator will have the final say in the number of ISR's assigned.

The following rules shall apply to **both** T-School and In-School Restriction (ISR):

1. Students are required to have class assignments with them
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No radios, electronic devices for playing games (includes cell phones and graphic calculators, calculators may ONLY be used for school work), cards, magazines, or other recreational articles shall be allowed in the room.
6. No food or beverages shall be consumed. Only exception is at lunch time.
7. Any student who has not passed all of the Ohio Graduation Test may be required to work on a study packet for one or more of the un-passed areas.
8. Transportation from the T-School shall be the responsibility of the student/parent.

#### **Suspension from School**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day and is not subject to further suspension for expulsion, due process requirements do not apply. Notice of this suspension will also be sent to the:

- a. Superintendent;
- b. Board Treasurer;
- c. Student's school record (not for inclusion in the permanent record).

#### **Appeal of Suspension to Board Designee (Superintendent)**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board's designee (Superintendent). They may be represented in all such appeal proceedings. A verbatim record will be kept of the hearing. The procedure to pursue such

appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within five (5) school days of the notice to suspend.

### **Appeal to the Court**

Under State law, the decision of the Board's designee (Superintendent) may be further appealed to the Court of Common Pleas.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day and is not subject to further suspension for expulsion, due process requirements do not apply.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A formal hearing will be scheduled no earlier than three (3), or no later than five (5) school days after the notice is given. Parents may request an extension of time for the formal hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided

with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee and the right to request that the hearing be held in executive session.

Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, the writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. Conveying deadly weapons onto school property or to a school function
- B. Possessing deadly weapons onto school property or at a school function
- C. Carrying a concealed weapon onto school property or at a school function
- D. Trafficking in drugs onto school property or at a school function
- E. Murder, aggravated murder on school property or at a school function
- F. Voluntary or involuntary manslaughter on school grounds or at a school function
- G. Assault or aggravated assault on school property or at a school function
- H. Rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee
- I. Complicity in any of the above offenses, regardless of the location

This process is formal and may follow an expulsion with the proper notification to the parents.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by

the Individuals with Disabilities Act (I.D.E.A.), and, where applicable, the Americans with Disabilities act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing one (1) day, of the reason for and the length of the suspension.

### **Search and Seizure by School Authorities – ADMIN. GUIDELINES**

Pursuant to Board of Education Policy 5771, the following guidelines shall be used when school administrators have reason to suspect that an illegal or dangerous substance or object or stolen property may be in the possession of a student:

- A. All requests or suggestions for the search of a student or his/her possessions shall be directed to the principal or the person in charge of the students while out of the District.
- B. Wherever possible, before conducting the search, the building administrator shall notify the student, request his/her consent to the inspection if other than his/her locker, and inform the student that s/he may withhold consent. Such consent, if offered, shall be given voluntarily and with the knowledge that it could have been withheld. The principal shall conduct the search, however, with or without the consent.
- C. Wherever possible, an adult third party shall be present at any search of a student or his/her possessions.
- D. The principal may conduct a student search upon reasonable suspicion to suspect the presence of an illegal or dangerous substance or object, or anything contraband under school rules.
- E. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student, whether during a student search or otherwise.
- F. Wherever possible, the student shall be present at any search of his/her possessions.
- G. The principal shall be responsible for the prompt recording of each student search. The record shall be in writing and shall include the reasons for the search, the persons present, the objects found, and the

disposition made of them, and shall be kept in a secure location in his/her office.

- H. Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the principal shall act with as much speed and dispatch as is required to protect persons and property in the school while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.

#### **Reasonable Suspicion**

As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

- A. Has violated or is violating a rule or behavioral norm contained in the student handbook;
- B. Has violated or is violating a particular law;
- C. Possesses an item or substance, which presents an immediate danger of physical harm or illness to students and staff or District property.

#### **Lockers and Other Storage Areas Provided for Student Use**

- A. All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.
- B. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
- C. The principal may, at any time, request assistance of the Defiance County Sheriff's department having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause, however, to conduct a search of the lockers and storage areas and the contents contained therein.

#### **Desks and Other Storage Areas**

A desk or any other storage area in the school provided for student use as well as the contents contained therein may be searched when the principal has reasonable suspicion for a search.

### **Vehicles**

- A. Any vehicle brought on District premises by a student may be searched when the principal has reasonable suspicion to justify the search.
- B. One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is consent by the student driver, the owner of the vehicle, and the parent of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for terminating the privilege without further hearing.
- C. Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.

### **Student**

- A. The personal search of a student may be conducted by the principal when s/he has reasonable suspicion for a search of that student. Authorized searches of the student's person are:
  - 1. The student's pockets;
  - 2. Purses, briefcases, backpacks, or any other object in the possession of the student;
  - 3. A "pat down" of the exterior of the student's clothing and the removal of any item identified;
  - 4. Removal of an article of exterior clothing such as a jacket.
- B. Strip searches are to be conducted only by law enforcement personnel.
- C. Personal searches shall be conducted in a private room by a person of the same gender as the student and designated by the principal. At least one (1) but not more than three (3) additional staff members of the same gender as the student being searched shall witness but not participate in the search.

At the request of the student to be searched, an additional person of the same gender as the student designated by the student, and then reasonably available on school premises shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible.

### **Use of Breath - Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage.

The principal shall attempt to contact the Defiance County Sheriff's department and arrange for it to conduct the test.

### **Use of Dogs**

The Board has authorized the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property must be authorized, in advance, by the principal/Superintendent or be pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or a contracted person specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.
- D. The dog will be allowed to examine a student's possessions, including vehicles.
- E. The dog may be allowed to examine school property such as lockers as permitted by the building principal. Any limitation as to areas of school property to be examined by the dog shall be established by the principal at the time the use of dogs is authorized.

### **Method of Search**

The scope of any search should be limited by the reasonable suspicion that motivated the search. If an item is found that leads to reasonable suspicion that additional, correlated items may also exist, the search may be extended. If the initial search produces no evidence of contraband, there should be no extension of the search based on simple curiosity.

### **Items Found**

Anything found in the course of a search which is evidence of a student violation of school rules or Federal/State laws may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing. It may also be turned over to any law enforcement officer after proper notation and receipt.

### **DUE PROCESS RIGHTS – (5611)**

The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures:

- A. Student subject to suspension:** When a student is being considered for an out-of-school suspension by the Superintendent, Principal, or other administrator:
  1. The student will be informed in writing of the potential and the reasons for the proposed action.

2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board's designee (Superintendent); and the right to be represented at the appeal. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;
  - b. Board Treasurer;
  - c. Student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

#### **Appeal of Suspension to Board Designee (Superintendent)**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board's designee (Superintendent). They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing. The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed with the Treasurer or the Superintendent within five (5) school days of the notice to suspend.

#### **Appeal to the Court**

Under State law, the decision of the Board's designee (Superintendent) may be further appealed to the Court of Common Pleas.

**B. Students subject to expulsion:** When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to Court of Common Pleas. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

**Appeal to the Court**

Under State law, the decision of the Board's designee (Superintendent) may be further appealed to the Court of Common Pleas.

**C. Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy **5610.03** – Emergency Removal.

**D. Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy **5610.01** – Permanent Exclusion of Nondisabled Students.

**E. Students subject to suspension from bus riding/transportation privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy **5610.04** - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or no interscholastic extra-curricular activities.

R.C. 3313.20, 3313.66, 3313.661

**STUDENT DISCIPLINE CODE:**

1. **Tobacco:** No student shall smoke, use or possess any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove/herb cigarette, and smokeless tobacco, or use tobacco in any form including look-a-like tobacco/nicotine free products. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location. The offender may also be referred to law enforcement for a violation of 2151.87 of Ohio Revised Code. First offense – 3 days in-school, Second offense – 5 days out-of-school, Third offense – 10 days out-of-school with recommendation for expulsion.
2. **Fighting:** Students who are fighting in the school building, on school grounds, on a school bus, or at school functions may be suspended from school for three (3) days for the first offense. Subsequent offenses may result in up to a ten (10) day suspension from school. In addition, the principal may involve law enforcement and recommend expulsion as needed to maintain a safe school environment.
3. **Inciting Others or Disruptions:** A student who counsels another student to riot, disrupt, fight, or be absent or otherwise violate school rules, or who disrupts or interferes with the lawful administration or functions of the school shall be subject to disciplinary action.
4. **Insubordination:** Students are expected to comply with the reasonable directions of staff and are to come to class with books and required learning materials. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

5. **Falsification of School Work, Identification, Forgery:**  
Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.-
6. **Theft:** A student shall not steal, attempt to steal, or cause to steal any school or private property. Unauthorized use, possession, or damage to the property of another is strictly prohibited, including, but not limited to unauthorized duplication, copyright infringement, and/or theft, tampering or hacking of files/data bases associated with communicating on the "information highway". Students may be suspended for violation of this rule and law enforcement may be notified.
7. **Truancy:** Truancy by definition is failure to be present in an assigned area at the assigned time. Examples include, but are not limited to: selective class cutting, leaving the building without permission, and skipping school any part of a day or all day. The consequences for truancy range from multiple detentions, to suspension, to filing charges with juvenile probation. No make-up work will be permitted for classes missed when truant from an assigned area.
8. **Outside the Building:** No students will be permitted outside the building, with the exception of the designated area for lunchtime. Any student outside the building during school hours, other than the lunchtime area or with the permission of the principal, secretary, or guidance counselor, will be referred to the building principal for disciplinary consequences.
9. **Disruption of School:** A student shall not by use of violence, force, coercion, threat (actual or implied) cause material disruption or obstruction to the classroom, school, or educational process.
10. **Damage to School Property:** A student shall not cause or attempt to cause damage to school property at any time. This also includes all property/files associated with communicating on the "information highway".
11. **Damage to Private Property:** A student shall not cause or attempt to cause damage to the property of school officials or school staff at any time or in any location. A student shall not cause or attempt to cause damage to the property of another student while under school jurisdiction. This also includes all property/files associated with communicating on the "information highway".

12. **Assault**: A student shall not verbally assault a teacher or another student or strike another person or physically handle, shove or grab any student or behave in such a way as could cause physical injury to any person. Any student striking or behaving in such a manner as to cause injury to a teacher or school personnel shall be considered as committing assault. Any teacher or school personnel using reasonable and necessary force shall not be struck, shoved or grabbed by a student.
13. **Dangerous Weapons and Instruments**: A student shall not possess, handle, transmit or conceal any weapon or instrument capable of harming another person such as firearms, knives, razor blades, brass knuckles, etc. Included in this prohibition, but not necessarily limited to, would be the use of chemicals and gasses including mace, firecrackers, and smoke bombs. Typically, law enforcement becomes involved and disciplinary consequences may include expulsion from school.
14. **Harassment/Discrimination**: Conduct constituting harassment may take different forms, including but not limited to the following:  
**Sexual Harassment/Discrimination**
  - Verbal: Making written or verbal sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a student, staff member, or other person associated with Ayersville Local Schools.
  - Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like to a student, staff member, or other person associated with Ayersville Local Schools.
  - Physical Contact: Threatening or causing unwanted touching, contact or attempts at same with a student, staff member, or other person associated with Ayersville Local Schools.
  - Cyber-bullying-abusive behavior including, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one of more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or other electronic device.

**Gender/Ethnic/Racial/Religious/Disability/Height/ Weight/ Harassment/Discrimination**

Verbal: Written or oral innuendo, comments, jokes, insults, threats or disparaging remarks concerning a persons gender, national origin, religious beliefs, etc. toward a student, staff member, or other person associated with Ayersville Local Schools.

Nonverbal: Placing objects, pictures, or graphics in their presence, or making insulting or threatening gestures toward a student, staff member, or other person associated with Ayersville Local Schools.

Physical contact: Any intimidating or disparaging action toward a student, staff member, or other person associated with Ayersville Local Schools.

Cyber-bullying-abusive behavior including, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one of more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or other electronic device.

Any student who believes that he/she is the victim of the above actions or has observed such actions taken by another student, staff member, or other person associated with Ayersville Local Schools should contact a guidance counselor or administrator. The student may make contact in writing or in person. The student must share the name(s) of the person(s) he/she believes to be responsible for the incident. A written summary of the report is to be prepared and forwarded to the Principal. Reports will be investigated in a timely manner.

15. **Academic Dishonesty**: A student shall not cheat, attempt to cheat, assist or encourage another student to cheat on any school assignment or test. This includes plagiarizing, the transmission, use, or obtaining of any unauthorized academic information, including the tampering/hacking of files/data bases associated with communicating on the “information highway”. For the purposes of clarity, plagiarism is defined as ***the use of ideas or writings of another as your own, or to appropriate passages or ideas from another and use them as your own. You must cite such sources.*** Teachers/Departments are responsible for making students aware of the consequences for violation of this rule. The principal will become involved when necessary.
16. **Harassment of School Personnel Outside the School**: Students may be subject to school discipline for any harassment, verbal abuse, vandalism, physical abuse, or other disruptive behavior towards school personnel during non-school time. This also includes cyber-bullying-abusive behavior such as, but not limited to: taunting, threatening, stalking, intimidation, and/or coercing by one of more individuals against staff, perpetrated with computers, cellular phones, internet websites, and/or other electronic device.
17. **Narcotics, Alcoholic Beverages, and Drugs**: A student shall not possess, use, exhibit evidence of use, buy, sell or distribute, or be under the influence of alcohol, controlled substance, or harmful intoxicant. This

includes look-alike drugs thought to be drugs, sold as drugs, or inferred by their buyer or seller to be any mind-altering substances. Likewise, a student shall not possess, use, buy or sell any drug-related paraphernalia. These rules apply while on school property, at any school-related function, or while under the supervision and jurisdiction of the school.

When the student's use of prescription drugs has been authorized by a licensed physician, written notification and permission shall be provided to the school by the parent or legal guardian.

The Ayersville Local Schools recognize chemical dependency as a psychological and/or medical problem that is treatable, but is often preceded by misuse and abuse of mood-altering chemicals characterized by inappropriate behavior. Therefore, it is the policy of this school system to take positive action through education and recommended counseling, parental/guardian involvement and appropriate referral.

**I. Possession, use, transmission, sharing, or under the influence:**

**A. First Offense:**

1. The principal may issue up to ten (10) In-School or Opportunity School assignments in compliance with the student due process procedures.
2. The principal will notify the parents or guardians in writing, using the suspension form.
3. The principal/guidance counselor will attempt to notify the parents/guardians by phone to explain the incident and arrange a conference.
4. The principal/guidance counselor will notify the Sheriff's Department
5. If the student agrees to be evaluated by a trained chemical dependence counselor or a licensed physician and is willing to comply with the appropriate treatment process, the In-School assignment will be reduced to five (5).

**B. Second Offense:**

2. The principal may suspend the student for a period of ten (10) days in compliance with the student due process procedures and recommend expulsion to the superintendent.
3. The principal will notify the parents/guardians in writing, using the suspension form.
4. The principal/guidance counselor will contact parents/guardians to arrange a conference.
5. The principal/guidance counselor will notify the Sheriff's Department.

6. The principal will recommend to the superintendent that the student be expelled unless the student agrees to be evaluated by a trained chemical dependency counselor or a licensed physician and complies with the appropriate treatment process.

**C. Third Offense:**

1. The principal will suspend the student for ten (10) days and will recommend to the superintendent that the student be expelled in compliance with the student due process procedures.
2. The principal will notify the parents/guardians in writing, using the suspension form.
3. The principal/guidance counselor will notify the Sheriff's Department.
4. The principal will recommend that the Sheriff refer the student to Juvenile Court.

**II. Supplying/Sale of Chemicals (Drugs/Alcohol):**

- A. Supplying or selling of chemicals will result in a ten (10) day suspension. A recommendation may be made to the superintendent for the student to be expelled in compliance with due process procedures.
- B. The principal will notify the parents/guardian in writing, using the suspension form.
- C. The principal will refer the case to the Sheriff's Department for court referral.

18. **Disregard of Reasonable Directions or Commands by School**

**Authorities:** A student shall not disregard any reasonable direction or command from any teacher, substitute teacher, student teacher, principal, bus driver, or other authorized school personnel. A student shall not show disrespect to a teacher or other school authority.

19. **Threats, Cursing, and Obscene Language/Gestures:** A student shall not threaten, insult or use obscene language/gestures. Profanity is covered under this rule.

20. **Forgery:** A student shall not forge a note or signature, alter a note or signature, nor utilize a forged or altered note or signature; also included under this provision is false representation by telephone, and/or on equipment linked to communicating on the "information highway".

21. **Emergency Safety Equipment:** A student shall not tamper with any emergency safety equipment unless an emergency actually exists. This includes, but is not limited to, fire extinguishers and the fire alarm system.

22. **Public Display of Affection:** A student shall not engage in public displays of affection. A student shall not engage in sexual acts on school premises, or while under school supervision for any school related function. Handholding is permitted, but nothing more.
23. **DETRIMENTAL CONDUCT:** A student shall not exhibit any type of behavior, which could be detrimental to the health, safety, and welfare of other persons and/or the educational process. This includes any act of initiation, (hazing), into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
24. **REPEATED VIOLATIONS:** A student shall not repeatedly fail to comply with reasonable rules established for running the school efficiently.
25. **LEAVING SCHOOL WITHOUT PERMISSION:** A student shall not leave school during school hours without permission of the principal or his designee.
26. **Detention:** A student shall not skip or refuse to take detention or other properly administered discipline.
27. **Placement of Signs/Etc.:** No signs or slogans will be permitted to be placed upon school property without the permission of the proper school authority. A student shall not distribute pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authorities.
28. **Hazing:** Hazing will not be permitted. Consequences are serious.
29. **Publication or Use of Indecent, Obscene, Pornographic, or Libelous Material:** The possessing, taking, disseminating, transferring, or sharing, of nude, obscene, pornographic, lewd, libelous or otherwise illegal images or text is prohibited by the code of conduct. Whether the mode of communication is verbal, written, or by phone/computer/software/files/data base means on the "information highway", this constitutes a violation of the code of conduct and may be a crime under state and federal law. The violation may be reported to law enforcement and/or other appropriate agencies.
30. **Arson:** Arson or the attempt to start illegal fires is not permitted on school property.

31. **Parking/Driving:** Students shall abide by the rules and regulations set forth by the administration for student parking and driving while on school property.
32. **Dress and Appearance:** Students shall abide by reasonable dress and appearance codes set forth in student handbooks or established by the administration or Board of Education. Students shall not wear improper or suggestive dress. Students shall not have indecent exposure.

**DRESS AND PERSONAL APPEARANCE: “Dress for Success.”**

Cleanliness is a virtue and the pride of each individual is reflected in the manner in which he/she dresses. We believe that most students exercise good common sense in the choice of clothes for school.

Since Ayersville School is operated by public funds for the common good of all and for the expressed purpose of providing an educational setting that is free of disturbing influences and disruption, it is in the common interest of all to abide by appearance regulations that tend to encourage and enhance the educational setting of the school.

The administration does not wish to be severe in its restrictions but does reserve the right to question improper dress of an individual, to discuss the appearance of a pupil with him and his parents, and to require the improvement of the same.

**WHY HAVE A DRESS CODE POLICY:**

- ✓ Limit classroom distractions.
- ✓ Practice dress attire for the workplace.
- ✓ Preserve self-discipline and respect.

The Board of Education has adopted the following guidelines by resolution. The principal may suspend a student who does not follow the regulations.

**THE FOLLOWING ARE CONSIDERED TO BE UNACCEPTABLE ATTIRE AT AYERSVILLE HIGH SCHOOL:**

1. Outdoor clothing such as coats, jackets, sunglasses, and any form of headwear.
2. Tank Tops, muscle shirts, mesh shirts, spaghetti string tops or cut-off shirts. ***Shoulders must be covered.***
3. Clothing that shows the mid-section at anytime. ***This includes when sitting.***
4. Undergarments as outerwear.

5. Any form of sleepwear including – slippers, pajama tops and/or bottoms, etc.
6. Any clothing that displays or advertises vulgar, obscene, disrespectful, or inappropriate slogans or images. This includes alcohol, drug, or tobacco slogans or representations.
7. Any forms of clothing that are sloppy, excessively baggy, and torn that reveals skin – this includes holes.
8. Dresses, skirts, or shorts that are extremely short. Minimum length is mid thigh.
9. Hair Color and style must be in such a way as not to be disruptive to the educational environment; hair if dyed, must be a natural color.
10. **Shorts Policy:** Rational: The purpose of allowing students to wear shorts to school is to make the learning process more comfortable during hot weather. In order to insure that this type of dress will enhance the learning rather than deter the learning process, any dress, which disrupts the educational/learning environment, will not be tolerated.  
**Guidelines:** Students will be allowed to wear shorts to school according to the guidelines below. Any student wearing shorts considered inappropriate will be asked to change and may be restricted from wearing shorts the remainder of the school year.  
**\*\*Minimum length is mid-thigh.\*\***
  - A. Students are permitted to wear shorts only during the months of April, May, June, July, August and September.
  - B. Shorts will not be permitted that are:
    - 1) Extremely short (i.e. gym shorts, running shorts, etc.).
    - 2) Extremely tight (i.e. cycling shorts, etc.)
    - 3) Cut-offs or boxer shorts
33. **Aiding Other Students' Violations:** Students shall not willfully aid another person to violate school regulations.
34. **Presence In Area:** A student shall not be present in areas during school hours or outside school hours where a student has no legitimate business without permission of school administration or teacher.
35. **Electronic/Digital, Cell Phones, Beepers, Pagers, and/or Listening/Communication Devices:** Students are not permitted to use any cell phones, beepers, pagers, and/or electronic communication

devices, including personal listening devices during the school day. All such devices are to be secure and in the "off mode". All student phone calls are to be made through the building office with permission of the office personnel.

36. **Crime:** No student shall commit any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location.
37. **Other Activity:** No student shall engage in any other activity, which in the judgment of the administration, the student knows or should know will disrupt the academic process or a curricular or extra-curricular activity. Examples would include but not be limited to unsportsmanlike behavior at athletic events, setting off smoke bombs, and/or acts which frighten, degrade or disgrace a staff member, student, visitor, or community member by written, verbal, gestures, or physical means.

## **SECTION II: ATTENDANCE**

Regular school attendance is critical for the student to receive full benefit of the educational program. Regular attendance develops the habits of punctuality, self-discipline and responsibility. Furthermore, students who attend school on a regular basis generally achieve higher grades.

According to Ohio law, parents can be fined up to \$500 if a child habitually misses school without excused absences and judges can order parents to perform up to 70 hours of community service. Habitual truancy is defined as 5 consecutive unexcused absences, 7 unexcused absences in one month, or 12 unexcused absences in one school year.

Absences from Ayersville High School are of two kinds, excused and unexcused. An excused absence WILL ALLOW the student time to make up any schoolwork missed. An unexcused absence WILL NOT ALLOW the student to make up schoolwork missed. The student will receive a "O" grade for the schoolwork missed.

Students with more than 6 days of absence, per class, in the semester, or who have had a major discipline incident, will not be eligible to be excused from final exams.

**A STUDENT MUST BE AT SCHOOL, AT THE VERY MINIMUM, by 11:30 AM TO PARTICIPATE IN ANY TYPE OF CO-CURRICULAR OR EXTRA-CURRICULAR ACTIVITY.** The only exception to this requirement will be pre-arranged afternoon absences approved by the principal/designee in advance of not being present. Simply said, if you are too sick to finish the school day, you are too sick to participate in after school activities/music/sports. Students, who

miss school on a Friday because of illness, need to be cleared by the coach/director/principal for Saturday/Sunday participation provided the student recovers and is healthy enough to participate.

### **Excused Absence**

Absence from school is legal for the following reasons under Section 3301-15-13 of the Ohio Administrative Code:

- A. Personal illness. The building principal may require the certificate of a physician if he/she deems it advisable.
- B. Illness in the family. An absence for this reason shall not apply to children under 12 years of age.
- C. Quarantine of the home. The absence of a child from school for this reason is limited to the length of quarantine as fixed by the proper health officials. (County Health Department or physician)
- D. Death of a relative. An absence arising for this reason is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
- E. Needed to work at home due to absence of parents or guardian. Any absence arising for this reason shall not exceed a period longer than that for which the parents or guardians were absent.
- F. Observance of religious holidays. Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed/belief.

### **Absence From School**

When a student is absent from school, the following procedure will be followed:

1. On the morning of your absence, your parents or guardians must notify the school between 8:00 a.m. and 9:00 a.m. unless previous notification has been given in accordance with school procedure for excused absences.
2. Students arriving at school after 9:45 a.m. or leaving school before 1:00 p.m. will be counted one-half (1/2) day absent. Students arriving at school before 9:45 a.m. or leaving school after 1:00 p.m. with an excused absence will not be counted absent.
3. On the morning following your absence, you should bring a written and dated statement from your parents stating the exact reason for your absence from school. A note will not be needed if your parents have called the school.
4. Present your excuse from home to the office. Your "excused" or "unexcused" status is communicated to teachers twice daily.
5. Students will be given excused absences only if a valid note or phone call from the parents is given to the office prior to your admittance to class.

6. Only 5 general (parent verified) absences are permitted each quarter. Absences beyond those 5 will be recorded as unexcused unless medical or legal documentation is provided to clear the absence or the principal approves the absence for good and just cause.

**Appeals to decisions made concerning the attendance policy must be directed to the principal in writing.**

### **TARDINESS TO SCHOOL AND CLASSES**

Detention will be assigned for the third & fourth tardy to school each quarter. Any tardy beyond four will result in the assignment of a **T-School or In-School Restriction** for each tardy. Tardiness to class will be regulated by classroom teacher rules and consequences administered accordingly. Repeated tardiness will result in the assignment of school detentions by teachers.

### **Early Dismissal**

1. If you become ill during the school day and wish to go home, you must be properly excused by the office. Your parents will be contacted and arrangements will be made to take you home. Involvement in a co-curricular or extracurricular activity after school will **not** be permitted.
2. Students who wish to leave for any reason other than illness must present a written excuse to the principal or his designee before school starts with time and location of appointment.
3. When entering or leaving during the school day, you must sign in or out at the office. This is to be done after you have secured permission from the principal or his designee. Students who do not sign in upon returning to school will be counted absent from the time they leave school until the end of the school day.
4. The primary purpose of school attendance is to get an education. Absence from classes due to early dismissal, regardless of merit, detracts from your learning experience. Permission for early dismissal is not automatic. If conditions do not merit your absence from class, you will be given an "unexcused absence."

### **Other requests for absence from school which Ayersville High School may recognize as an excused reason due to extenuating circumstances**

may include a family trip, three days for seniors and two day for juniors to visit a college, participation in a competition, attendance at a competition involving our students, one day excused for hunting season, attendance at a special clinic, exhibit or school-related activity which is a direct extension of the student's school work, and legitimate work with a parent which is approved by the principal. Such absences, however, since they are not legally recognized as excused, will require prior permission from the high school principal.

### **Family Vacations**

***Students must inform the principal or his designee at least one week in advance of the absence.*** Students should obtain homework and other assignments from their teachers prior to the absence. The teacher will determine when missed assignments are due.

### **Pre-Arranged Absence Form**

Students are expected to complete the “pre-arranged absence form” for absences such as college visits, family vacation, funerals, attendance at state tournaments, etc.

### **Make-Up Work**

Students who are absent will be required to make up work missed in each class. It is the student's responsibility to arrange for make-up work. The number of days absent determines the number of days allowed to make up the work. If within the time limit, a student doesn't make up the work, the grade for work missed will be recorded as a zero. (Some teachers have stricter policy in their classroom rules presented to students at the beginning of each school year.)

Students assigned to In-School Suspension or the Opportunity Center will have the opportunity to do their work.

Any student that is on an out-of-school suspension or is unexcused from school will not be permitted to make up any work or tests missed.

### **Incomplete Grades**

Students who receive an incomplete grade for any course(s), must make up all work missed. The policy for make-up work stated above applies. Any incomplete grade not made up will automatically turn into an "F" for the grading period and no semester credit will be issued.

### **College Visitation and Entrance Testing**

Juniors are allowed two days and seniors are allowed three days to visit a college. These days are counted as an excused absence from school and will appear as a day of absence on the student's attendance record. The guidance counselor or principal prior to the visitation must receive written or oral parent permission.

The missing of school for the purpose of taking college entrance tests will count as an excused absence and will appear as a day of absence on the student's attendance record. The guidance counselor or principal must receive prior permission, either written or oral, from the parent.

### **Loss of Credit Due to Excessive Absence From Class**

The Carnegie Unit of Credit is based upon a specified number of hours of seat time in each classroom. **For a student to receive a passing grade and credit**

**in a course for a nine-week grading period s/he may NOT be absent from that class more than six (6) times.**

Each teacher shall keep an accurate record of attendance for his/her class. The record kept by the teacher will determine the number of class absences each student has in that particular class. If a student misses class due to a field trip, approved college visitation, or authorized school activity the class missed will not be counted in the total.

To be considered present for class, a student must not be more than five (5) minutes late. Any student who arrives more than five minutes after the tardy bell must have a note from the high office before being admitted to class. Exceptions to this time rule must be cleared through administration.

**Administration will take special circumstances into consideration:**

- Students who are absent because of an extended illness may be granted additional days. Extended illness is defined as one causing continuous absence of more than three (3) school days, which has been verified by contact with home. A doctor's note will be required when requested by school officials.
- A building administrator at the request of the student or parent may review special or extenuating circumstances regarding absences. This request must be made in writing. An example of a special circumstance may be a long-term illness, which causes a student to miss days in a non-consecutive manner. The administrator will review whether or not the parent made contact with the school regarding the illness, the status of a doctor's verification, and whether or not the student made arrangements to keep up with assigned work.

Students should request consideration for special circumstance with the Principal in charge of attendance as soon as possible after they occur.

### **SECTION III: GUIDANCE**

#### **FOUR COUNTY CAREER CENTER**

Students in the ninth and tenth grades who plan to attend the Career Center should carefully check graduation requirements before selecting their course of study. Students should select subjects while in the ninth and tenth grades which will provide the best possible background and preparation before they enter the Career Center.

Those students planning to attend the Four County Career Center in the junior year must take the following subjects, at a minimum, while at Ayersville High School during the ninth and tenth grade years: **2 credits of English, 2 credits of science, 2 credits of math, 2 credits of social studies, 1/2 credit of health, 1/2 credit of P.E., 1/2 credit of speech, and appropriate electives.** **The Four County Career Center will not admit any Ayersville student who has not earned at least 8 units of credit by the end of the tenth grade year.**

## **GRADUATION REQUIREMENTS**

A total of twenty-one (21) credits are required for graduation through 2013. Beginning with the class of 2014, twenty-two (22) credits will be required for graduation. These units must include the following minimum requirements for each subject area:

<b><u>Class of 2011-13</u></b>		<b><u>2014 Core Curriculum</u></b>
English	4	4
Soc. Studies	3	3
Mathematics	3	4 (including Algebra 2 and/or equivalent)
Science	3	3 (including 1 unit bio., 1 unit physical, 1 unit advanced study)
Health	.5	.5
Phys. Ed.	.5	.5
Speech	.5	.5 (local requirement)
Electives	5.5	*5.5
Computer Tech	<u>1</u>	<u>1</u> (local requirement)
Total	21	22

\*All students must complete a minimum of 2 semesters of fine arts during the 7-12 grade span. All students must receive instruction in financial literacy. Elective credit must include one or any combination of foreign language, fine arts, business, career-technical, family and consumer science, technology, agriculture education, and/or language arts, mathematics, science, and social studies courses not otherwise offered. . ***Ayersville High School will permit "flex credit" opportunities as per ODE and local guidelines/policy. Flex Credit is available to students in three (3) formats: (1) pre-approved courses, (2) challenging a course and completing the "test out" assessment(s), and (3) student proposals for independent learning which must be tied to Ohio's academic content standards and must be monitored a someone who is HQT in that content area.***

Credit is given at the end of each semester. Therefore students must pass BOTH SEMESTERS of a year-long course to receive the full credit.

Students are required to be busy with at least six periods of class work everyday. Students may not have more than one study hall per day.

## **OHIO'S PROFICIENCY TESTING PROGRAM** **A GRADUATION REQUIREMENT**

Legislation passed in July of 1987, amended through Senate Bill 55 in July of 1997, amended again by Senate Bill 1 in June 2001, and amended again by House Bill 1 in July 2009, mandates “graduation testing” for all Ohio students. **Currently**, students must meet or surpass the passing standards in five (5) areas of the OGT: writing, reading, mathematics, citizenship, and science. This test is administered for the first time in the spring of the sophomore year, followed by additional testing sessions in October and March of subsequent years. Any student who attends AHS (unless excused from the consequences of testing because of conditions stated in an IEP) must pass all five (5) parts of this testing program and meet the Ayersville Local School Board of Education course/credit requirements to earn a **TRADITIONAL** high school diploma. Failure to pass these tests by graduation day simply means **NO DIPLOMA**.

**House Bill 1**, passed in July 2009, phases out the OGT in favor Nationally Standardized Assessments in Science, Math, English/Language Arts, and a series of end of course exams in science, math, language arts, social studies, and a senior capstone project. The effective date on these newly established House Bill 1 testing requirements has not been made public.

#### **HONORS DIPLOMA**

To be awarded a **DIPLOMA WITH HONORS**, a student must meet any 7 of the 8 criteria listed below in the college preparatory curriculum. Criteria, for the Honor’s Diploma are as follows:

1. EARN FOUR (4) UNITS OF ENGLISH;
2. EARN FOUR (4) UNITS OF MATHEMATICS WHICH SHALL INCLUDE AT LEAST THE COMPETENCIES OBTAINED IN ALGEBRA 1, ALGEBRA 2, GEOMETRY, and another HIGHER LEVEL COURSE;
3. EARN FOUR (4) UNITS OF SCIENCE THAT INCLUDES PHYSICS AND CHEMISTRY;
4. EARN FOUR (4) UNITS OF SOCIAL STUDIES;
5. EARN THREE (3) UNITS OF A FOREIGN LANGUAGE INCLUDING AT LEAST TWO (2) UNITS IN THE SAME LANGUAGE;
6. EARN ONE (1) UNIT OF FINE ARTS;
7. 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;
8. OBTAIN A COMPOSITE SCORE OF TWENTY-SEVEN (27) ON THE ACT TEST OR AN EQUIVALENT COMPOSITE SCORE ON THE SAT (1210). The writing sections of either test are not to be included in the calculation score.

### **College Entrance (4 year institutions)**

The majority of colleges recommend the following courses as minimum requirements for admission:

English	4 credits
Social Studies	3 credits
Foreign Language	3 credits is often preferred
Mathematics	3 credits including Alg. 1, Alg. 2, & Geometry
Science	3 credits (at least 2 lab sciences)
Fine Arts	1 credit (band, choir, art and Adv. Speech all qualify)

### **GUIDANCE**

Guidance services are available for each student at AHS. The counselors are interested in helping you in any way they can. Feel free to use the counselors and the services of the Guidance Department at any time a need arises. The guidance counselors will help you in the following areas:

1. Personal Problems
2. Scholarship Information
3. Schedule Planning
4. College Entrance Examinations
5. Career Center Planning
6. Testing: aptitudes, mental ability, achievement, Interests, and scholarship
7. Choosing a college.

### **School Testing Schedule:**

<u>Sophomores</u>	ACT PLAN Ohio Graduation Test
<u>Juniors</u>	OGT Make-Ups PSAT/NMSQT Armed Services Vocational Aptitude Battery (ASVAB Test) ACT and SAT
<u>Seniors</u>	OGT Make-Ups ACT and SAT (if haven't taken earlier)

**All seniors who plan to attend college are advised to take the ACT.**

Either the guidance counselor or the school psychologist on referral gives other individual tests.

**Students should make the Guidance Department an active part of their school life. Your future can be better determined by using this department correctly.**

## **SECTION IV: GENERAL INFORMATION**

### **ANNOUNCEMENTS**

Announcements will be printed on the morning attendance sheet. Announcements will be made via P.A. and/or reviewed in classrooms during the activity period daily. In addition, announcements will be posted on the bulletin board across from the office. Anyone wishing to have an announcement printed must make a legible copy on the forms provided in the office. Announcements must be signed by your advisor and the person requesting the announcement.

### **AUDITORIUM SEATING**

Seniors will sit in the first six rows of the center section. Juniors will sit in the next six rows behind the seniors. Sophomores will sit on the right side nearest the hallway and freshmen will sit on the left side nearest the outside wall.

This seating arrangement will be in effect for all assemblies. Students will show respect and courtesy in each assembly. All students will attend assemblies unless specifically excused by the principal.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

There are many times when it is necessary for the school to get in touch with your home. In order to do this we must know your correct address and phone number. It is to your advantage to have your correct address/phone number on file in the office and to notify the office of any changes.

### **CLASS SCHEDULE**

Our school day will consist of seven (7) 50-minute periods and a 30-minute lunch period. There will be four (4) minutes for you to get from one class to another. There is a daily activity period.

### **CLASSIFICATION**

Total academic credits needed to be classified as a sophomore=5 units, junior=10 units, senior=15 units.

### **DANCES AND SCHOOL PARTIES**

All dances at AHS will be class or club sponsored, including any additional requests beyond our typical fall homecoming, winter homecoming, and prom dances. School groups sponsoring a dance will have their club president and staff advisor check with the principal before hand to obtain a dance checklist, which will insure that all necessary preparations are completed. Ayersville High School dances are social experiences for high school students and their age appropriate guests. Junior High students are not permitted to attend high school dances. High School students from other schools are permitted to attend as guests of AHS students. Older (graduate) guests of AHS students may attend with prior approval.

### **DROP POLICY**

Any class changes must be completed prior to the first interim report. Any classes dropped after the interim report will result in a WF being recorded for that class. Teacher initiated changes will be an exception to the policy. The administration reserves the right to make a final determination.

### **EMERGENCY MEDICAL FORMS**

Each student **must** have on file in the high school office an Emergency Medical Form. These forms are used when an accident occurs and we need to get you immediate medical care.

### **FERPA**

The federal statute, the Family Educational Rights and Privacy Act (FERPA) provides generally that student records: (1) are to be kept confidential, with access to third parties only with parent consent; (2) may be accessed on request by the student's parents; and (3) may be challenged by parents if claimed to be misleading, inaccurate, or in violation of students' privacy rights.

### **FIRE DRILLS**

All schools are required by Ohio State School Law Codes to hold regular periodic fire drills. So that the building may be evacuated quickly and orderly, each student is asked to acquaint himself with the fire drill plan for each room in which he will be attending class during the day. These plans are posted on the bulletin boards of every room in the building. Each teacher will explain the correct procedure to follow during the fire drill. Here are some simple general rules to follow:

1. When the alarm is sounded, leave the building quickly and orderly.
2. Think and act quickly.
3. Don't panic - don't run.
4. Shut all windows, turn out the lights, and shut the door.
5. Remain outside until the second alarm is sounded and only then return to your classroom.

**Strict silence will be observed in all fire drills in order that all may hear instructions should any change of exit is necessary.**

Students and staff exit the nearest set of available doors, preferably those exits posted in classrooms, provided they are not blocked.

### **FREE AND REDUCED LUNCHES**

Ayersville Local Schools participate in the Federal Lunch Program. High school students may obtain applications in the principal's office. Determination as to free or reduced eligibility will be based on the federal guidelines.

## **FUNDRAISING CAMPAIGNS**

The purpose of school activity fundraising campaigns is obviously to raise funds in order to conduct necessary school activities for that respective club or organization. It should be understood, however, that such business must have prior approval by the administration and scheduled and completed in a manner, which does not negatively affect the daily educational process.

## **GRADING SCALE**

In accordance with the Ayersville Local School District Board Policy Manual, "the administration and staff will devise grading systems for evaluating and recording pupil progress. On a school-wide basis at the high school, the following system will be followed by the staff and students:

<b>GRADE</b>	<b>PERCENTAGE</b>	<b>4.0 GPA</b>	<b>4.50 GPA</b>	<b>5.0 GPA</b>
A	94-100	4.00	4.50	5.00
A-	90-93	3.67	4.17	4.67
B+	87-89	3.33	3.84	4.33
B	84-86	3.00	3.50	4.00
B-	80-83	2.67	3.17	3.67
C+	77-79	2.33	2.84	3.33
C	74-76	2.00	2.50	3.00
C-	70-73	1.67	2.17	2.67
D+	67-69	1.33	1.84	2.33
D	64-66	1.00	1.50	2.00
D-	60-63	0.67	1.17	1.67
F	0-59	0.00	0.00	0.00

***Note:** The 4.5 and 5.0 grade scales will be in effect starting with the class of 2015.*

Of more importance than any grading scale is following a successful formula, which results in better grades. While there is no foolproof formula for everyone, seven factors are important:

### **1. WRITE DOWN THE ASSIGNMENT**

Make a mental and written note of the assignment in each class at the specific time that assignment is given. Take the responsibility yourself. Do not depend upon someone else. **USE YOUR PLANNER !**

### **2. HAVE A STUDY SCHEDULE**

It is important that you have a regular study schedule and follow it.

### **3. HOME STUDY**

Have a suitable place to study, which is quiet, well lighted, and away from television and radio. Start your homework early in the evening before you are tired. "Never put off until tomorrow what you can do today."

**4. CONCENTRATE**

Develop the habit of concentrating on the work to be done. Do not look up whenever someone comes into or leaves the study hall or the study room, as this is indicative of the lack of ability and willpower.

**5. DO EVERY ASSIGNMENT**

Do not allow yourself to skip a day's assignment. The mastery of one assignment is necessary to do the next one.

**6. HAND IN YOUR OWN WORK**

Learn to think and work independently. We can learn by working together and exchanging ideas, but we must also learn to express ideas in our own words.

**7. GET THE THRILL OF BEING PREPARED**

Be proud of your work. There is no finer satisfaction than that which comes from entering school knowing that your work is well-prepared ...this is known as self-satisfaction.

**HONOR ROLL**

The honor roll will be determined each quarter based on the nine-weeks grades. Students with a 3.0 or higher GPA will qualify. Students with a D or an F will not be eligible.

**HUMAN RELATIONS**

A school is composed of people. Each person is unique and to be respected. Since people are not machines, occasionally personality conflicts arise between student and student, teacher and student or principal and student. If you are experiencing a problem, contact the guidance counselors or principal. Discuss your concern or problem with a teacher. Usually minor problems can be solved by discussion. Do not settle any problem through fighting, name calling or threats.

**IMMUNIZATIONS**

All parents must provide proof that their child has received the following immunizations prior to the student's enrollment in the Ayersville Local School District. Kindergarten through grade 6 students:

- Four (4) oral polio immunizations (unless the 3<sup>rd</sup> dose was give after the 4<sup>th</sup> birthday).
- Five (5) DPT (Diphtheria, tetanus, whooping cough) immunizations (unless the 4<sup>th</sup> dose was given after the 4<sup>th</sup> birthday).
- Two (2) MMR (measles, mumps, rubella) immunizations. Two doses are required before a student enters kindergarten.
- Three (3) Hepatitis B immunizations.
- Varicelli (chickenpox) kindergarten only for 2006-07, one (1) dose of vermicelli vaccine must be administered on or after the first birthday.

- **New for 2010 school year, a second dose of varicella for kindergarten and a fourth dose of polio being administered on or after the 4<sup>th</sup> birthday.**

**Grade 7-12 students:**

- Three (3) oral polio immunizations. A 4<sup>th</sup> dose is required if the 3<sup>rd</sup> dose was given before the 4<sup>th</sup> birthday.
- Four (4) DPT (Diphtheria, tetanus, whooping cough) immunizations. A 5<sup>th</sup> dose is required if the 4<sup>th</sup> dose was given before the 4<sup>th</sup> birthday.
- Two (2) MMR (measles, mumps, rubella) immunizations are required for entrance into the 7<sup>th</sup> grade.
- **New for 2010, the addition of a diphtheria, tetanus, and pertussis (Tdap) booster for 7<sup>th</sup> grade students.**
- Hepatitis B is suggested but not required.

**INTERIM REPORTS**

The State Department of Education requires "Each school shall issue, at stated intervals, to parents or legal guardian, a progress report for every pupil. In addition, interim reports shall be issued to the parents or legal guardian when the progress of the pupil is not satisfactory." It is the practice of Ayersville Local to send out interim reports on all students.

**LIBRARY**

1. The librarian determines how many students may be in the library at any given time.
2. The librarian is responsible for students in the library area and will establish rules accordingly.
3. Students are not to come to the library to do homework. Study hall is designed for this purpose.
4. The library exists to assist students in conducting research for class projects or to further a student's personal intellectual growth. Specific areas are reserved for such research.
5. The library may also be used for leisure reading, but it is not a social meeting area.

**LOCKER POLICY**

A locker is assigned to each student. Students are encouraged to lock their lockers. If a student puts his or her own lock on a locker, the combination/key should be shared with the office in the event you forget the combo or lose a key.

The following are suggestions:

1. Each student should take books with him for all morning classes at one time to avoid hall congestion between classes.
2. Always use your own locker.
3. Never leave locker doors ajar.

4. Keep your locker clean.
5. Avoid slamming your locker door.
6. Money or valuables should not be kept in hall lockers.
7. Lockers may be decorated by special permission for special occasions.

**Lockers are the property of the school and may be searched by the administration at any time, according to BOE policy.**

### **LOST AND FOUND**

When you find an article, which has been lost, you should turn it into the office unless you can readily find the owner. Prompt return of items that have been lost will do much to build goodwill in the school. When you lose an article, check in the office and describe what you have lost. Please be prompt in claiming lost articles. They will be held in the office for two weeks and then be disposed of if not claimed within that time.

### **LUNCH PERIOD RULES, PROCEDURES AND (-) BALANCE**

1. All food and drink is to be consumed in the cafeteria.
2. Seniors will lead both lines followed by juniors, then sophomores, and then freshmen.
3. When the bell rings to dismiss you for lunch, running to your lunch line will not be tolerated. Students are to walk and stay to the outside walls of the cafeteria. Cutting through the cafeteria will not be permitted.
4. No student will be permitted to leave the school grounds unless the principal has given permission.
5. Students are not to be in the academic wing of the high school during lunch period. The only exceptions are to buy tickets at the office or to use the downstairs restroom.
6. Cars will not be permitted to leave the parking area during lunch.
7. High school students are to stay away from elementary and middle school areas.
8. After eating your lunch, the remaining time is yours. Please use it responsibly. The gym will be available for your relaxation and recreation. During nice weather you may go outside between the gym and auditorium wing only.
9. Games and CD players are not permitted due to their distracting potential and possibility of loss or theft.
10. Students with a negative balance will not be served. All students receive a "low balance" slip at \$5 and below. Deposit your \$\$\$ in the main office by 9:00 a.m. to insure the \$\$\$ get on your lunch account.

## **MANNERS**

There is no better rule than the Golden Rule: "Do unto others as you would have them do unto you." Good citizenship is not an accident. It is acquired by good living each and every day.

## **Medication**

According to BOE policy 5330, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The medication administered under this policy shall be securely stored in the office of the principal, unless the medications require refrigeration in which case they shall be stored in a refrigerator not commonly used by students. Parents, or students authorized in writing by physician and parents, may administer medication or treatment. Others authorized by BOE policy include the principal, secretary, nurse, trainer, aide, or said designee in a child's IEP and/or 504.

Students shall be permitted to carry and use, as necessary, an asthma inhaler or other emergency medication(s), provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3.

## **NATIONAL HONOR SOCIETY**

Juniors and Seniors with a 3.5 or higher GPA are eligible to apply for membership in the NHS. Teacher evaluations and student activities, including co-curricular activities, leadership positions, community activities, and work experience, are considered by the committee when determining membership.

### **OPEN DOOR POLICY**

The principal shall maintain an open door policy to all students. Unless the matter can be classified as an emergency students are urged to see the principal before or after school, or during study hall.

### **PHONE USAGE**

The hall phone is not to be used between 8:00 a.m. and 3:00 p.m. The office phone is to be used only for emergency use or business purposes. Ask the office for permission to use the phone. **CELL PHONES ARE TO BE OFF DURING SCHOOL HOURS.**

### **REPORT CARDS**

Report cards are issued at the end of every nine weeks' period. These will be printed on computer forms addressed to the students. It is the student's responsibility to take the report card home to their parents.

### **RESOLVING CONFLICTS IN ACTIVITIES**

The Ayersville Athletic Council has adopted a policy to deal with conflicts between athletics and music. All agreed that good communication was essential. A calendar of all events will be kept to warn of possible conflicts. Every effort should be made for students to participate in both activities within a conflict circumstance.

#### **Article I**

When there is a conflict between a school-sponsored performing activity and an observing activity, the student shall participate in the school-sponsored performing activity.

If a student elects to choose the observing activity over the school-sponsored performing activity, he/she shall be dismissed from that performing activity.

#### **Article II**

When the student is involved in two school-sponsored activities that occur the same day, the student shall choose which activity he or she desires, without penalty. When two sponsors/coaches have resolved a conflict to the parent's satisfaction, the student will adhere to that decision.

#### **Article III**

In matters of family commitments or emergencies, the student and sponsor/coach shall exercise good judgment to resolve the conflict.

### **SCHOOL BUS**

The bus driver will be responsible for students while they are on the bus and have the right to discipline them when necessary. Students are to walk to and from the bus. Listed below are rules for the school bus:

1. Observe the same conduct as in a classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay seated in your seat.
8. Keep head, hands, and feet inside the bus.
9. The bus driver is authorized to assign seats.

A student must have a bus permit from the office to ride a bus other than their assigned bus.

### **SCHOOL INSURANCE**

Insurance is provided for each student **if they choose to buy it**. The plan is the same as provided in the past. All students connected with athletics should consider taking school insurance.

### **SCHOOL PROPERTY**

The buildings and equipment made available to you are there only because your parents pay taxes. Every time you protect school property, you are standing up for the money your parents pay out and you may be saving them a few extra dollars. If we do not have to replace marred desks, torn books, broken windows and countless other seemingly small items, we are able to purchase new equipment for a better learning atmosphere. You are the one who profits or loses in the long run. Everyone is expected to cooperate in helping to keep the building and equipment clean and in good condition.

### **STUDENT AUTO REGULATIONS**

1. Students who drive are to park in the south parking lot in a common sense manner.
2. Cars will not be allowed to leave the parking lot during the school day unless the principal gives special permission.
3. When school is dismissed at 3:00 p.m. students may leave the parking lot. At no time will students be allowed to leave the parking lot going north until all buses are gone.
4. Students who choose to ignore or disobey the driving regulations will forfeit their opportunity to drive to school.
5. **The principal may suspend a student's driving privileges in accordance with Am.Sub.H.B. 204.**

- A. When a student drops out of school, the school system is to notify the Registrar of Motor Vehicles.
  - B. When a student is suspended or expelled for the use or possession of alcohol or drugs, the school may notify the Registrar.
  - C. When a student is excessively absent without legitimate excuse for either ten consecutive days or a total of fifteen days during a semester, the school system will notify the Registrar.
- 6. The administration reserves the right to search vehicles parked on school property or at a school activity as per BOE policy.**

**STUDENT CLUBS/ACTIVITIES/ATHLETICS**

Listed below are the many and varied extra-curricular activities offered to the students at Ayersville. You should be involved in some of these activities as they contribute to your overall education. However, caution should be used in becoming involved in an excessive number.

- |                       |                             |
|-----------------------|-----------------------------|
| 1. Student Council    | 18. Baseball                |
| 2. NHS                | 19. Boys Basketball         |
| 3. Class Officers     | 20. Football                |
| 4. Science Club       | 21. Boys Cross Country      |
| 5. Science Olympiad   | 22. Boys Track              |
| 6. Academic Quiz Bowl | 23. Golf                    |
| 7. Math Team          | 24. Wrestling               |
| 8. Chorus             | 25. Cheerleader             |
| 9. Spanish Club       | 26. Majorette               |
| 10. Volunteens        | 27. Pep Band                |
| 11. Yearbook Staff    | 28. Flag Corp               |
| 12. High Flyer Staff  | 29. Junior Achievement      |
| 13. Variety Show      | 30. Girls Volleyball        |
| 14. FFA               | 31. Girls Basketball        |
| 15. Musical           | 32. Girls Track             |
| 16. Art Club          | 33. Swimming (boys & girls) |
| 17. SADD              | 34. Boys Tennis             |
|                       | 35. Girls Softball          |
|                       | 36. Girls Cross Country     |

It is necessary that a faculty member be present at all club meetings, conferences, athletic practices, rehearsals, etc. All activities preceding a school night are to terminate at 10:00 p.m. unless special permission is granted from the office.

## **STUDY HALL**

The primary objective of a study hall is to offer students an opportunity to prepare their lessons or study in an atmosphere conducive to learning. Ayersville High School offers each student an opportunity for self-expression and social activities. Therefore, it is self-defeating to offer the study hall as an extension of social or personal activities.

### **In short, a study hall is for study.**

1. Come prepared for study - that means books or lessons.
2. There will be a sign-out sheet available. If you have a yellow pass from a teacher, sign the sheet and record in what room you will be, and under whose supervision. Students working in a room on a pass must remain there for the entire period.
3. Students should seldom be excused to get work or materials. A frequent abuse of this rule will lead to revocation of the pass privilege.
4. A student may enter the library after being excused from study hall. The library is for reading and research. Please do your homework in study hall before going to the library.
5. No personal listening devices in study hall.
6. No card playing in study hall.

## **TEXTBOOKS**

The books you use in your subjects are furnished by the Board of Education. They should be handled carefully and returned in good shape, without marks on the pages. When the teacher assigns you a book, write your name in ink on the blank provided and note the number of your book for identification in case of loss.

Students are expected to pay for textbook damage. Books depreciate in value each year for 1/5 of the cost of a new book. Books are listed as new, excellent, good, fair and poor. A new book should be returned in excellent condition. If a new book is returned in good condition, the student pays 1/5 the price of a new book.

If the book is lost, permanently marred, or otherwise unnecessarily damaged, you are held monetarily responsible. It is your responsibility to report loss or theft immediately to the office. Take good care of all your books, whether they be school property, library property or personal property.

## **VISITORS**

As a general rule, student visitors will not be permitted. In special cases, the principal may grant permission. In such cases, visiting students must conform to school rules.

## **WITHDRAWALS OR TRANSFERS**

Any student quitting school or moving to another district must notify the office as soon as such withdrawal or transfer is known. All textbooks are to be turned into the teachers. Any school property should be returned and all debts paid.

### **GANG POLICY**

**PHILOSOPHY:** The Ayersville Local Schools recognize that a school must create a safe environment in which learning can take place. The presence of gangs within a school disrupts that environment by threatening the safety of the students in the school building and causing disruption to the academic process. Gang activities also create an atmosphere of intimidation in the entire school community. In order to insure safe and violence free schools, the Board of Education establishes the policy that gangs and gang activities are prohibited in the Ayersville Local Schools.

**DEFINITION:** A gang is any identifiable group or club who displays or communicates membership in that group and whose purposes include the commission of illegal acts or the violation of disciplinary rules of the Ayersville Local Schools.

**PROCEDURES:** In accordance with the Safe School Act of 1994, no student on school property, to or from school, or at any school activity shall:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in, or affiliation with, any gang;
3. Engage in any act, either verbal or nonverbal, including hand gestures, demonstrations, membership or affiliation with any gang;
4. Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
  - A. Soliciting membership in, or affiliation with, any gang;
  - B. Soliciting any person to pay "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act;
  - C. Painting, writing, tattooing or otherwise inscribing gang related graffiti, messages, symbols or signs on school property, on one's self, or personal property;
  - D. Engaging in violence, extortion, or any other illegal act or other violation of school policy;
  - E. Soliciting any person to engage in physical violence against any other person.

**INTERVENTION:** It is believed that early intervention in the gang activity process means less destruction for the student who may be harmfully involved. In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang-related, school officials

will exercise discretion and judgment based upon current circumstances in their schools, neighborhoods and communities.

The removal of gang-related graffiti shall be a priority in maintenance of school property. After police notification, all such graffiti on school or personal property shall be removed or covered within twenty-four hours of its first appearance to school officials, or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items. School officials will work closely with local law enforcement officials in controlling gang-related activities.

**VIOLATIONS OF POLICY:** Students who violate this policy shall be subject to suspension and/or expulsion, in addition to applicable criminal and civil penalties. School administrators will confiscate materials and report any acts of gang-related activities to local law enforcement authorities and parents.

## **SECTION V: SEVERE STORM PROCEDURES**

### **Tornado Watch**

The principal will stay on alert via radio/tv/emergency management. Students will not be alerted or alarmed. School will be dismissed at regular hour during the tornado watch.

### **Tornado Warning**

Students and teachers will be alerted. Students will then be directed to the assigned areas and be asked to sit on the floor and against the wall/locker. If you are assigned to the workroom, clinic, restroom, storage area, office, mailroom, or vestibule, students will remain standing in an attempt to get more bodies into those safe areas. Teachers who do not have an assigned class at the time should report directly to the first floor to assist in the orderly movement of students/staff. Students will not be permitted to leave the building unless accompanied by their parent or guardian. Buses will not operate during a warning. Normal dismissal of school will be delayed if a warning is in effect at the time of dismissal. Complete quiet will be maintained during a warning period and return to classrooms will be permitted only when the "all clear" is sounded by the National Weather Service. Periodic drills will be conducted to acquaint the students with these procedures.

### **Designated Safety Areas**

- A. Interior wall of Room 100
- B. Faculty Workroom
- C. Vestibule by south stairway
- D. Biology room storage area

- E. Clinic (custodial space)
- F. Vestibule by the north stairway
- G. Boys/Girls Restrooms, custodial storage off boy's restroom
- H. Swimming pool locker rooms for students already in the pool area
- I. Locker rooms in the Gym
- J. Counselor office area
- K. Mailroom
- L. North/South hallway, each side, away from entrances/exits

**Area A** -Room 100 – stay put up against the interior wall

**Area B** -Room 101

**Area C** - Room 102

**Area D** - Room 104

**Area E** - Room 106

**Area F** - Auditorium, Library, Study Hall

**Area G** - Overflow from Auditorium, Library, Study Hall

**Area H** - PE swim classes

**Area I** - PE gym classes

**Area J** - Office personnel/workers and over flow from 103 and 101A

**Area K** - Room 103 , Room 101A (cpt. Lab)

**Area L** - **All upstairs rooms** empty to the first floor hallway, fill space on both sides sitting up against the lockers, from ends to middle of the hallway. Rooms 211, 209, 207, 205, and 208 all exit to the North stairwell and fill both sides of North end of hall. Rooms 201, 203, 200, 202, 204, and 206, all exit to the South stairwell and fill both sides of the South end of hall.

**SHARED STAFF LOCATED BETWEEN THE HIGH SCHOOL AND  
ELEMENTARY WINGS:**

**(band):** move students to west band hallway and also use stairwell vestibule.

**(vo-ag):** move students to the boy's locker room.

**Procedure**

1. A continual ringing of the bell along with an announcement over the P.A. will signal the approach of a severe storm.
2. Loud blasts of an air horn will be used as a back-up system of warning if the power is off.
3. Teachers will take their class to the proper designated area and will be responsible for the proper conduct.
4. Students should take a large book with them to protect their heads.
5. Students should sit with their backs against the wall/lockers.
6. Students should be positioned away from glass doors or windows to protect as best we can against flying debris.
7. Students and teachers should remain in their designated area until the principal has announced that all is clear.

## **SECTION VI: VALEDICTORIAN POLICY**

Beginning with the Class of 2007, The Valedictorian and Salutatorian will be the top graduates based on criteria including G.P.A., classes taken, ACT/SAT scores, Honors Diploma, and attendance at Ayersville High School. Here is the policy in its entirety.

The Ayersville High School Valedictorian is defined as “the student(s) of the highest scholastic standing” who meet the following criteria:

1. The student must have met the qualifications for an Honor’s Diploma.
2. The student must have a GPA between 3.8 and 4.0.
3. The student must attend Ayersville High School for his/her 11<sup>th</sup> and 12<sup>th</sup> grade years.
  - a. If a student attends Four County, Ayersville is considered the home school.
  - b. If a student receives more than 50% of their 11<sup>th</sup> grade credits or 12<sup>th</sup> grade credits through the post-secondary option, he/she is NOT considered an Ayersville High School student for Valedictorian purposes.
4. The student must have enrolled in at least 2 AP/Honors/Advanced/Post-Secondary courses.
5. The student with the most points accumulated, based on the system below, will be selected as the Valedictorian. The person with the 2<sup>nd</sup> most points will be chosen the Salutatorian.
  - a. Grade Point Average points will be based on 7 semesters.
  - b. Points for credit earned will be based on 7 semesters.
  - c. Points awarded for classes/courses enrolled will be based on 8 semesters.
  - d. This overall point system will not be applied to the graduating class as a whole.

### **POINT SYSTEM**

#### **Grading Scale**

4.0	30 pts.
3.950-3.999	25 pts.
3.900-3.949	20 pts.
3.850-3.899	15 pts.
3.800-3.849	10 pts.

#### **ACT and/or SAT SCORES (highest score from a single testing date)**

36	1580-1600	10 pts.
35	1530-1570	9 pts.
34	1500-1520	8 pts.

33	1450-1490	7 pts.
32	1400-1440	6 pts.
31	1360-1390	5 pts.
30	1320-1350	4 pts.
29	1280-1310	3 pts.
28	1240-1270	2 pts.
27	1200-1230	1pt.

**ADVANCED PLACEMENT COURSES** will count 4 points for each class (year long) taken.

**ADVANCED/HONORS/POST-SECONDARY COURSES** will count 2 points per semester for each class taken. Classes at Ayersville that shall count as Advanced or Honors: Advanced Chemistry, Advanced Physics, Anatomy II, Advanced Drawing and Painting, Advanced Math, Calculus, AP Calculus, AP English, Honors English.

Clarifying notation: with respect to class/course points, the points are awarded by semester. Therefore, a student would receive 8 total points for an AP class, 2 points for each semester and 4 more points for the weight of an AP class. A student who takes multiple PSEO courses receives 2 points for each course. A student who takes an advanced class such as Advanced Physics receives 2 points for each semester of enrollment.

Students at Four County who are receiving credit through NSCC will have those courses count as Post-Secondary classes.

**Points for credits earned through seven (7) semesters:**

29 credits	8 pts.
28 credits	7 pts.
27 credits	6 pts.
26 credits	5 pts.
25 credits	4 pts.
24 credits	3 pts.
23 credits	2 pts.
22 credits	1 pt.

***\*\*Beginning with the Class of 2015...the Valedictorian and Salutatorian Policy will be determined by Class Rank (5430).\*\****

**\*\*END OF VALEDICTORIAN POLICY INFORMATION\*\***

## **SECTION VII: ATHLETIC CODE**

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### **ATHLETIC CODE OF CONDUCT FOR GRADES 7-12**

(Enforcement - Effective twelve months of the year  
and violations accumulate for grades 7 & 8, then 9-12)

**Revised JUNE 1, 2005**

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#### **OVERVIEW**

The laws of the State of Ohio and/or the policies of the Ayersville Board of Education do not guarantee student participation in athletic competition. It is a privilege to participate, to represent your school and community, and that privilege may be revoked.

The student-athlete, who has been referred to the building principal for a possible violation of the athletic code of conduct and/or Ayersville student code of conduct, shall be subject to a denial of participation as specified in this athletic code of conduct. The denial shall be acted upon as soon as confirmation of the violation is established. Simple due process requirements will be met, which include an informal hearing to explain his/her actions and written notice regarding the length of the denial once the informal hearing is complete.

For all athletic code of conduct violations, there will be three denial of participation levels. The minimum denial will be for 20% of the scheduled contests of the remaining sports season, including post-season play. If fewer than 20% of the scheduled contests remain, the balance of the contests will be carried over to the succeeding sports season and served to conclusion. The 20% denial is to be served immediately after confirming the infraction. The student-athlete will not be permitted to pick up a "new sport" in the succeeding sports season as a means to serve the denial in favor of not missing his/her preferred sport(s). "**NEW SPORT**" will be defined as a sport in which the student-athlete has never competed in for Ayersville Local prior to the infraction. The next level of denial will be for one calendar year from the date of confirming the infraction. The final level of denial is for the balance of the student-athlete's career.

In the case of a denial of participation for one calendar year, the student-athlete may apply for reinstatement to the athletic program provided these conditions have been met:

- (1) The student-athlete has sat out the equivalent of one full sports season, be it a fall, winter, or spring sport. What constitutes a full sports season

will be the decision of the principal with input from the Athletic Director, and that decision will be final.

- (2) The student-athlete has been pre-approved by the principal to seek professional help from a recognized intervention care provider staffed by licensed/certified professionals in that field of intervention. After the student-athlete has **SUCCESSFULLY** completed the intervention/after care program addressing the issue(s) which led to the denial of participation, he/she will be a candidate for step 3.
- (3) The student-athlete has completed an acclimation period with the team to insure he/she is physically ready to compete at “full go” status.

In the case of a denial of participation for the athlete’s remaining career, the student-athlete may apply for reinstatement to the athletic program provided these conditions have been met:

- (1) The student-athlete has sat out the equivalent of one calendar year of participation from the date of the infraction.
- (2) The student-athlete has been pre-approved by the principal to seek professional help from a recognized intervention care provider staffed by licensed/certified professionals in that field of intervention. After the student-athlete has **SUCCESSFULLY** completed the intervention/after care program addressing the issue(s) which led to the denial of participation, he/she will be a candidate for step 3.
- (3) The student-athlete has completed an acclimation period with the team to insure he/she is physically ready to compete at “full go” status.

Students denied participation for a short period of time may practice, but not dress for any athletic contest. Students denied participation for a sports season or more may practice provided they are working toward reinstatement as per the language in the overview section, but may not dress for scheduled contests.

Because of harsh winters and poor spring conditions in Northwest Ohio, scheduled contests may be lost to weather. A student’s 20% denial may be recalculated to bring the consequences in line with a shortened schedule. Typical rounding up or down math principles are to be used when calculating the 20% to the nearest whole number.

Student-athletes are held to both the athletic code of conduct and AHS student code of conduct. Should any student athlete violate a school day rule that results in suspension, these are the guidelines for participation for coaches to follow:

- (1) In-School Suspension: no prescribed denial of participation, be it practice or scheduled contest(s) for the student-athlete.

- (2) Opportunity School Suspension: the student-athlete may not practice or participate in a scheduled contest for the duration of the suspension.
- (3) Out-of-School Suspension: the student-athlete may not practice or participate in a scheduled contest for the duration of the suspension.
- (4) Expulsion: the student-athlete may not practice or participate in a scheduled contest for the duration of the expulsion.

Finally, the athletic code of conduct violations will be accumulated for grades 7 & 8, and then grades 9-12 respectively. Athletic code of conduct violations will not carry over from the Jr. High to the High School **UNLESS**, a student-athlete did not serve to completion, his/her denial of participation because his/her eligibility ran out in grade 8.

**A STUDENT MUST REPORT TO SCHOOL, AT THE VERY MINIMUM BY 11:30 AM (THIS IS A HALF OF A DAY) TO PARTICIPATE IN ANY TYPE OF CO-CURRICULAR OR EXTRA-CURRICULAR ACTIVITY.** The only exception to this requirement will be pre-arranged afternoon absences approved by the principal/designee in advance of not being present. Simply said, if you are too sick to finish the school day, you are too sick to participate in after school activities/music/sports. Students, who miss school on a Friday because of illness, need to be cleared by the coach/director/principal for Saturday/Sunday participation provided the student recovers and is healthy enough to participate.

**Rule One - ATHLETE ETHICS:** A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the Ayersville Athletic Department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student-athlete is our major consideration and transcends any other consideration. All student-athletes shall abide by a code of ethics, which will earn them the honor, and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the student-athlete, the team, or the school will not be tolerated. Acts of unacceptable conduct, such as but not limited to theft, vandalism, assault, involvement with drugs/alcohol/tobacco, immorality or violation of law, tarnish the reputation of everyone associated with the athletic program and will not be tolerated.

Due to the serious nature of this rule, the coach involved, the athletic director and the principal shall meet and determine the length of said denial of participation according to the degree of the infraction. The denial of participation shall range from a minimum of 20% of the scheduled contests for the season, including post-season play, or succeeding season

to a maximum denial of participation in all athletics for one calendar year. The standards of this rule must be met twelve months of the year.

**Rule Two - TOBACCO, NARCOTICS, ALCOHOLIC BEVERAGES,**

**STERIODS, AND DRUGS:** Medical research clearly substantiates the fact that use of tobacco, alcohol and/or any type of mood modifying substances produces harmful effects on the human organism. You cannot compromise athletics with substance use/abuse. The student-athlete who wishes to experiment with such substances should remove him/herself from the team before he/she jeopardizes team morale, team reputation, and team success and does physical harm to him/herself. Students have to decide if they want to be athletes. If you do wish to be an athlete, you must make the commitment in order to be a competitor. A big part of this price is following a simple set of training rules, which the Ayersville Athletic Council and the Ayersville Local Board of Education believe to be fair.

**RULE TWO A: POSSESSION/USE OF TOBACCO:** Research emphasizes that use of tobacco is physically harmful to young adults. The harm done by smoking or other use of tobacco is not only a health problem, it is now against the law. The community follows the progress of young student-athletes and any deviation from accepted training rules marks one as unwilling to pay the price. If one squad member breaks the rules, the whole team is branded as less than committed. This rule means no possession/use of tobacco all year, in or out of season.

**FIRST VIOLATION DENIAL:** After confirmation of the first violation, the student-athlete will be denied the privilege of participation for 20% of the scheduled contests, including post-season play, in the sport in which the student-athlete is a participant. If less than 20% of the season remains, the language in the overview section is to be followed.

**SECOND VIOLATION DENIAL:** After confirmation of the second violation during the student-athlete's high school career, the student-athlete will be denied the privilege to participate for one calendar year. The language in the overview section about reinstatement may be applied to this denial.

**THIRD VIOLATION DENIAL:** After confirmation of the third violation, the student-athlete will be denied the privilege of participation in athletics for the remainder of his/her high school career. The language in the overview section about reinstatement may be applied to this denial.

**RULE TWO B: POSSESSION/USE OF ALCOHOLIC BEVERAGES:** There is no way to justify student-athletes' using alcoholic beverages, even though social pressure may be hard to resist. The people who would like to draw

the student-athlete into their party lifestyle will be the first to criticize the athlete if he/she does not come through in a game. Again, this rule means no possession/use all 12 months of the year, not just during the season.

**FIRST VIOLATION DENIAL:** After confirmation of the first violation, the student-athlete will be denied the privilege of participation for 20% of the scheduled contests, including post-season play, in the sport in which the student-athlete is a participant. If less than 20% of the season remains, the language in the overview section is to be followed.

**SECOND VIOLATION DENIAL:** After confirmation of the second violation during the student-athlete's high school career, the student-athlete will be denied the privilege to participate for one calendar year. The language in the overview section about reinstatement may be applied to this denial.

**THIRD VIOLATION DENIAL:** After confirmation of the third violation, the student-athlete will be denied the privilege of participation in athletics for the remainder of his/her high school career. The language in the overview section about reinstatement may be applied to this denial.

**RULE TWO C: POSSESSION/USE OF STEROIDS, NARCOTICS, DRUGS:**

Simply stated, drug use/abuse is the use/consumption of any chemical substance, inhalant, or the smoking of some plant derivatives for the purpose of mood modification or performance enhancement. The use and/or abuse of drugs are a social problem. Students with a strong sense of purpose have no need for mood modifiers. Student-athletes should never experiment with or use performance enhancement steroids. The rule against substance use/abuse is in effect twelve months of the year.

**FIRST VIOLATION DENIAL:** After confirmation of the first violation, the student-athlete will be denied the privilege of participation for 20% of the scheduled contests, including post-season play, in the sport in which the student-athlete is a participant. If less than 20% of the season remains, the language in the overview section is to be followed.

**SECOND VIOLATION DENIAL:** After confirmation of the second violation during the student-athlete's high school career, the student-athlete will be denied the privilege to participate for one calendar year. The language in the overview section about reinstatement may be applied to this denial.

**THIRD VIOLATION DENIAL:** After confirmation of the third violation, the student-athlete will be denied the privilege of participation in athletics for the remainder of his/her high school career. The language in the overview section about reinstatement may be applied to this denial.

**RULE THREE - TRAINING RULES AND INDIVIDUAL TEAM RULES:** The head coach and student-athletes shall meet before the official opening of the athletic season. The coach shall list the training rules and team rules for the particular sport. It shall be the responsibility of each student-athlete to be aware of these rules and follow them. The coach may also give each parent a list of the rules that the athletes are to follow.

**VIOLATION:** The head coach shall determine the consequence and/or denial of participation associated with rule three. These rules and consequences shall be approved by the high school principal and kept on file in the principal's office.

### **ACADEMIC REQUIREMENTS FOR GRADES 9-12**

The primary purpose of any educational institution is to provide to its students the type of education program(s), which will insure they are prepared to be productive members of society. The primary purpose of each student should be to learn to the best of his/her abilities so that the door of opportunity is open upon graduation from high school. The following eligibility requirements are based on the bylaws of the Ohio High School Athletic Association and Ayersville Board of Education policies.

**QUARTERLY ELIGIBILITY:** Any student-athlete in grades 9 through 12 who at the end of the nine-week grading period has not passed five (5) units of credit and fails **to maintain a 1.25 grade point average** in all courses will be ineligible to participate in the interscholastic athletic program for the following nine-week period. Eligibility for the first quarter is based on the grades from the fourth quarter of the previous year. Summer school cannot be used to regain eligibility. **STUDY HALL PASS PRIVILEGES ARE REVOKED DURING THE PERIOD OF INELIGIBILITY.**

**Acclimation and Open Practice Sessions:** An ineligible student-athlete may seek reinstatement from the principal for purposes of acclimation\* or open practice\*\* participation. The principal must verify that the student-athlete is passing **ALL CLASSES WEEKLY** to utilize this option and the coach must approve of his/her participation. This provision is only for acclimation or open practice sessions. It does not permit a student-athlete to compete in any sanctioned scrimmage or scheduled contest or dress for such. A student-athlete cannot compete in scheduled contests or represent AHS in uniform, until quarterly eligibility is reinstated. **THIS LANGUAGE DOES NOT APPLY TO SUMMER PROGRAMS.**

\*Acclimation is defined as practicing with his/her team (coach and principal approval) in preparation for the day when the student-athlete will regain eligibility.

\*\*Open practice is defined as participation in open gym, workout or conditioning sessions, or supervised weight lifting.

**WEEKLY ELIGIBILITY:** Students in grades 9 through 12 who desire to participate in the interscholastic athletic program must have maintained from the beginning of the nine-week grading period passing grades (D-) or better in classes that total a minimum of five (5) units of credit or he/she will be declared ineligible to participate for the following week.

- A. Teachers will input weekly grades to the school computerized grading system and with each weekly check of student grades, that grade will reflect the cumulative achievement of the student from the beginning of the 9 weeks to the point in time of the grade check.
- B. Teachers need to have their electronic grade files updated by Friday of each week for the weekly eligibility check.
- C. The high school principal or his designee will verify weekly eligibility by 11:00 a.m. of Monday of each week. Results will be reported to coaches, and the principal will notify ineligible students/parents.
- D. Any student-athlete not passing five units of credit as determined by the weekly grade check will be denied participation from the extracurricular activity from Monday 3:00 P.M. to the following Monday 3:00 P.M.
- E. The weekly eligibility checks begin the third Friday of each grading period.
- F. The student-athlete may participate at the practice level (principal and coach approval) and travel with the team to contests, but may not dress in uniform when failing to meet weekly eligibility standards.
- G. Study Hall pass privileges are revoked for the period of time the student-athlete is ineligible.