



**Student Handbook
2018-2019**

**32000 Chagrin Blvd., Pepper Pike, OH 44124
216-831-8600**

www.orangeschool.org

Name _____ Grade _____

Home Base Teacher _____ Room _____

MONDAY & TUESDAY		FRIDAY (Home Base)	
Period	Time	Period	Time
1	7:30 – 8:20	1	7:30 to 8:17
2	8:24 – 9:14	2	8:21 to 9:08
3	9:18 – 10:12	3	9:12 to 9:59
4 (lunch)	10:16 – 10:46	<i>Home Base</i>	10:03 to 10:23
5	10:50 – 11:06	4 (lunch)	10:27 to 10:57
6 (lunch)	11:10 – 11:40	5	11:01 to 11:14
7	11:44 – 12:00	6 (lunch)	11:18 to 11:48
8 (lunch)	12:04 – 12:34	7	11:52 to 12:05
9	12:38 – 1:28	8 (lunch)	12:09 to 12:39
10	1:32 – 2:22	9	12:43 to 1:30
		10	1:34 to 2:22



WEDNESDAY	THURSDAY	
Period		
<i>Collaboration</i>	1	7:30 to 9:00
2	3	9:05 to 10:35
7	5	10:40 to 12:45
	L1: 10:40 to 11:10	
	L2: 11:30 to 12:00	
	L3: 12:15 to 12:45	
10	9	12:50 to 2:20

Updated / Revised and Effective August 2018

WELCOME

Welcome to Orange High School. We look forward to working with you in making this year a positive and rewarding experience. We truly believe the opportunities at OHS will enable you to be a knowledgeable citizen, capable of independent thinking, problem solving, collaboration and service. Our mission is learning. We stand ready to serve you toward this goal by providing a variety of programs to help meet your needs.

The staff at OHS is working hard to improve on our traditions of success. Orange students become part of this proud tradition. OHS has led many successful students to rewarding and fulfilling lives. Hard work and commitment are ingredients of success that breed confidence and self-respect. Self-respect translates into respect and tolerance for all members of the OHS community. Together we can have fun and achieve great things.

Students and parents are encouraged to become familiar with this handbook. **HAVE A GREAT YEAR!**

The Orange High School Staff

FOREWORD

The handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing. Become familiar with the following information, and keep the handbook available for reference by you and your parents. If you have any questions about this handbook, please contact the Orange High School Administration.

PURPOSE

This Student handbook is your reference for important information about Orange High School. Read the handbook carefully with your parents as you will be asked to sign to indicate that you have done so.

VISION

The Orange School District will empower our students, staff, and community to be passionate and innovative global citizens committed to excellence in learning, leading, and making a difference.

ORANGE SCHOOLS MISSION

To authentically engage students in a positive, supportive, nurturing, and safe environment in order to develop critical-thinking and civic-minded citizens who will contribute to the local community and our global society.

BELIEFS

We believe that, in order to meet the needs of all students:

- A. The core business of the Orange Schools is to make learning valuable, satisfying, and challenging for all students.
- B. All students will learn when engaged in and enthusiastic about their work.
- C. The learning environment must be positive, supportive, nurturing, and safe.
- D. All students need adult advocates.
- E. All individuals must have a commitment to quality in the services they provide to students and to each other.
- F. Collaboration among the School District, home, and community is vital to the success of all students.

NOTICE OF NONDISCRIMINATION/EQUAL EDUCATION OPPORTUNITY

It is the policy of the Orange School District to provide an equal opportunity for all students.

Any person, who believes that another member of the School District community has discriminated against a student on the basis of race, color, creed, disability, age, religion, gender, sex, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, or any other unlawful basis has the right to file a complaint. Complaints and/or questions should be directed to the School District's Anti-Harassment Complaint Coordinator.

Director of Human Resources
216-831-8600 Ext. 6622

Complaints placed in writing will be investigated and a written report of the investigation will be prepared. Upon review of the report, the Superintendent will provide a written decision to the Complainant. The Complaint Coordinator can provide additional information concerning access to equal educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

Safe School Hotline

Students, who wish to anonymously report a threat, bullying, or dangerous situation, can call the Safe School Hotline at:

800-418-6423 Ext. 359

Web: www.safeschoolhelpline.com

Text: 66746, then type TIPS

TABLE OF CONTENTS

Welcome	2
Foreword	2
Purpose	2
Orange Schools Mission	2
Notice of Nondiscrimination/Equal Education Opportunity	3
Safe School Hotline	3
OHS Information and Procedures	
General	
Visitors.....	7
Emergency Closing/Delays.....	7
Students with Disabilities	7
Protection and Privacy of Student Records	7
Food Service Program.....	7-8
Clinic.....	8
Immunization	8
Medicines at School.....	8
Emergency Contact and Medical Authorization.....	9
Safety Drills	9
Fire Drills.....	9
Tornado Drills.....	9
Fees/Fines	9
Fundraising	9
Field Trips.....	9
Media Center Guidelines	10
Internet and Email Rules.....	10
Lost and Found	11
Lockers.....	11
Study Hall Assignments.....	11
Commons	11
Video Surveillance and Electronic Monitoring	11
Attendance	
Absence from School.....	12
Excusable Reasons for Absence from School	12
Notification Required for Absences.....	13
Early Dismissal Authorization.....	13
Tardiness to Class	13
Tardiness to School.....	13-14
Excusable Reasons for Tardy to School	14
Unexcusable Reasons for Tardy to School.....	14

Truancy	14-15
Excessive Absences	15
Pre-Planned Absences (Vacations, College Visits, etc.).....	15
Make-Up Work	15
Progress Book Attendance Codes.....	16
Withdrawals from Orange High School	16
Scholastic	
Grades	16
Schedule and Level Changes	17
Quality Points.....	17
Dropping a Course/Withdrawal from a Class;.....	17
Adding a Course; Lowering a Level; Overriding Recommendations	17
Graduation Requirements	18
Alternative Pathway for Eligibility for a Diploma	18
Senior Project.....	18-19
Special Senior Recognition.....	20
National Honor Society.....	20
Interscholastic	
Athletic Eligibility	20-21
Athletic Participation Regulations	21
Attendance Policy for Interscholastic Activities.....	21
Team Related Injuries	21
Conduct Policy at Games.....	22
Disciplinary Procedure.....	22
Code of Conduct	23
Discipline Infractions	
Academic Integrity	24
Aiding or Abetting Violation of School Rules	24
Arson or Attempted Arson.....	24
Assault.....	24
Assigned Discipline, Failure/Refusal to Serve	24
Bullying, Harassment and Intimidation	24-25
Bus Conduct Requirements, Violation of.....	25
Closed Campus Violation	25
Damage or Attempted Damage to Private Property	25
Damage or Attempted Damage to School Property.....	25
Disrespect/Use of Profanity	25
Disruptive Behavior	25
Distribution of Unauthorized Materials in School or at School Related Activities.....	25
Dress Code Violation.....	26
Driving/Parking (Motor Vehicle) Offenses	26

Drugs, Drug Paraphernalia, and Alcohol, Involvement with.....	26
Electronic Equipment/Wireless Communication Devices (non-academic, Owner/User).....	26-27
Endangerment	27
Extortion	27
False Fire Alarms and Bomb Threats	27
Fighting/Physical Misconduct	27
Fireworks and other Explosives, Involvement with	27
Gambling.....	27
Hazing.....	27
Insubordination	27
Loitering on School Property.....	27
Public Display of Affection	27
Repeated Violation of School Rules	27
Recreational Equipment.....	27
Sexual Harassment.....	27-28
Student’s Right of Expression	28
Theft.....	28
Throwing Objects.....	28
Tobacco, Lighters and Matches	28
Trespassing	28
Truancy, Class Cuts and Tardiness.....	28
Violation of Board of Education Policies or School Rules and Regulations.....	28
Violation of Local, State, or Federal Laws	28
Weapons, Involvement with	28
Discipline Action	29
Due Rights Process.....	30
Driving and Parking Rules and Regulations	
Parking without a Permit	31
Parking in Unauthorized Space.....	31
Parking in an Illegal Space	31
Counterfeiting Permits and/or Falsifying Information	31
Transferring of Parking Permit	31
Parking/Vehicle Ticket	31
Bullying, Harassment, Intimidation and Other Forms of Aggressive Behavior.....	32-35
Index.....	36-38

OHS INFORMATION and PROCEDURES

A. GENERAL

VISITORS

All visitors must identify themselves and sign in at the reception area/ main office for a visitor pass. *Student visitors are not permitted.*

EMERGENCY CLOSING/DELAYS

In case of an emergency, a school closing, a delayed opening or an early dismissal, a school official will contact a central news agency. Listen to the radio or turn to a local television news station. You can also visit www.orangeschools.org. If Orange is not listed as closed, presume that we are open.

The district also is using a parent notification communications system that allows it to contact all parents and guardians via telephone and e-mail should there be a closing, delay or early dismissal due to inclement weather or an emergency. The contact information on your child's emergency form, in the "Parent Portal", will be used for this system. Should you need to update or add additional telephone numbers or e-mail addresses please do this via the "Parent Portal" or call the building registrar at 216-831-8600, Ext. 2611.

STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), the Americans with Disabilities Act (A.D.A.), and Section 504 of the Rehabilitation Act of 1973.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Coordinator of Special Education, at 216-831-8600 Ext. 6618.

PROTECTION and PRIVACY of STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Other than directory information, access to all other student records is protected by FERPA and Ohio law, except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family outside service providers. To review student records, please provide a written notice identifying requested student records to the Principal. (Board Policy 8330)

FOOD SERVICE PROGRAM

1. Student's food service ID number is the last 6 digits of the nine-digit student ID. Student ID badges are used for cafeteria and vending purchases. A food service ID number is required to set up an account online.
2. Parents are encouraged to utilize the online system for depositing lunch money – www.payforit.net Directions and the web link are on the Orange Schools' web page under the lunch menu tab. This system enables parents to deposit monies online from their checking account. It tracks purchases and will notify you, via email, when the student accounts are low. The food service ID is required for this system.

3. If paying by cash or check, students need to deposit all monies five (5) minutes before their lunch line starts. *Cash is not accepted in lines.* Students are to place check or money in the available envelopes next to the money slot. Write the name and food service ID number on the envelope. The money slot is located on the back wall, left hand corner of the cafeteria.
4. Lunch menu choices can be found on the Orange Schools Website.
5. **FREE and REDUCED LUNCH** applications can be obtained from the cafeteria supervisor. There is a five (5) day processing period, at which time you will receive a confirmation letter via USPS. Until that time, students must pack or purchase lunch. (Application is to be filled out yearly)

CLINIC

A registered nurse staffs the clinic. All medications must be registered with the school nurse, who will provide the required forms to be signed by a parent and doctor. The following procedures must be followed at all times:

1. A student may enter the clinic with a pass issued by the teacher responsible for the student at the time of the visit. Passes are not required during the student's lunch.
2. The student's *Emergency Contact and Medical Authorization* form (Form 5341 F1) has a place to indicate a parent/guardian/relative etc. to contact for illness or injury. If a parent/guardian is not reachable, the nurse may contact another person listed on this form. A student will not be released from school for health reasons without authorization from one of these persons.
3. If a parent or a person who is listed on the emergency medical authorization form cannot be reached, the nurse will provide care in the best possible manner. Continued efforts to reach the parents will be made.
4. If the nurse is absent or not in the clinic at a particular time, a student must report to the secretary in Student Services.

IMMUNIZATIONS

Each student must have the immunizations required by law or present a statutorily authorized written exemption. If a student fails to present satisfactory evidence of the required immunizations or a statutorily authorized written exemption, such student shall be excluded from attendance after fourteen (14) days. This is for the safety of all students and in accordance with state law. Any questions about immunizations or exemptions should be directed to the Principal.

MEDICINES AT SCHOOL

In order to safeguard all students, medications needed during school hours must be stored in the clinic. Before a student may be given any medication, prescription or over-the-counter medication, the *Medication Record: Administration-Physician's Order* form (Board Form 5330 F1) must be completed and signed by the physician and the parent.

Ohio Revised Code 3313.716 permits students to carry their asthma inhalers at school if they have the written consent of their physician and parent and the *Authorization for Student Possession and Use of an Asthma Inhaler* form has been completed by both physician and parent. In order to protect the health of the student, school personnel must be informed so they will be able to act appropriately should the student not receive relief from an asthma attack.

Ohio Revised Code 3313.718 permits students, with severe allergies, to carry and use an epinephrine auto injector at school, if certain requirements are met, and both parents and physician complete the *Authorization for the Student Possession and Use of an Epinephrine Auto-injector* form. All medical forms are available in the clinic.

Please note that no other medications, including Tylenol, cough medication, or stomach relievers, etc. may be carried or self-administered by students at school or on the school bus, without administrative approval. Failure to comply to this policy could result in discipline action.

All medical forms are available in the OHS clinic and on the Orange Schools website: www.orangeschools.org/healthservices.aspx.

EMERGENCY CONTACT and MEDICAL AUTHORIZATION

The Board has established a policy that requires every student to have an *Emergency Contact and Medical Authorization* form completed **yearly**, and on file in the school building attended. The form is to be completed at the time of enrollment and at the *beginning of every school year*, via the “Parent Portal”; go to the Orange Schools website: www.orangeschools.org, select the “Parents tab”, scroll down to “Parent Portal”. It is the parent/guardians responsibility to update and resubmit any/all changes via the “Parent Portal”. Any time a student is taken out of the District to participate in a school event, the *Emergency Contact and Medical Authorization* form must also be taken. This includes, but is not limited to music trips, athletic trips, field trips and academic contests, but does not include student spectators at events.

SAFETY DRILLS

Safety drills will be conducted according to State requirements. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can occur for a variety of reasons (i.e. lock down, shelter-in-place, evacuation) and procedures will be directed at the discretion of the school administrator.

FIRE DRILLS

Fire drill instructions are located in each classroom. Everyone must evacuate the building at the sound of the fire alarm and move away from the building. It is necessary that there be no talking so that directions may be given. Teachers will advise students as to where specific fire exits are located.

TORNADO DRILLS

Tornado drill instructions are located in each classroom. In the event of a tornado warning, all students and staff will assemble at their predetermined location. The warning and “all clear” signal will be given over the public address system or via an air horn.

FEES/FINES

Depending on student’s classes, there may be specific fees for activities and/or materials. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school building or property or driving/parking violations. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Outstanding fees/fines can be accessed and paid for via the Orange Schools website: www.orangeschools.org, select the “Parents tab”, scroll down to “Pay For It”. Failure to pay fines, fees, or charges may result in the withholding of grades, credits, parking permits, and diploma.

FUNDRAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students may not sell any item or service in school without the prior approval of the Principal. School related door-to-door fundraising of any type is limited. See coach/advisor for details. Violation of this policy may lead to disciplinary action.

FIELD TRIPS

Any student wishing to be excused from school for an approved field trip must have all of their subject teachers’ and parents’ permission in order to attend. An *OHS Field Trip Permission Slip and Emergency Procedure* form and a *Student Field Trip and Class Work Agreement* form must be completed and returned to the sponsoring teacher at least three (3) days prior to the field trip.

MEDIA CENTER GUIDELINES

1. All students must sign in and out at the circulation desk upon entering (passes should be turned in). Before leaving the media center, get a pass.
2. Students from:
 - Class – must have a pass
 - Free Period – must have a pass to leave for an educational purpose
 - Study Hall – subject to Media Center availability, students must check in and have attendance taken in study hall.
3. A fairly quiet atmosphere is expected. Disruptive behavior will result in removal and/or referral.
4. Students are expected to clean up after themselves.
5. Students are responsible for all materials and their return.
6. Cooperate with Media Center staff and use appropriate language.
7. All general rules for student behavior, as stated elsewhere in this handbook, also apply to the OHS Media Center.
8. In order to use the school's computers or access the Internet, each student must have a signed Acceptable Use Policy on file.
9. Any misuse of technology, including inappropriate email and chat messages, will be subject to disciplinary consequences, and the revocation of the student's permission to use the school's computers.

INTERNET AND EMAIL RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications, apply. Proprietary rights to a work product using district technology belong to the district.

The network is provided for students to conduct research and communicate with others. Access to network service is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege-not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, and activities necessary to comply with State and Federal law, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity, insure that users are using the system responsibly, or for any other reason. Users should have no expectation of privacy when using District computer systems or internet access.

District policy encourages the development of responsible freedom of speech and discriminating access to information. During school hours, teachers of younger students will guide them toward appropriate materials. Families bear the primary responsibility for their child's development of responsible and discriminating use of information sources such as television, telephone, movies, radio and other potentially offensive media.

As outlined in Board policy and administrative guidelines on student network and internet acceptable use and safety, copies of which are available in school offices, actions including but not limited to the following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using another's password
7. Trespassing in another's folder, work or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes
10. Violations may result in the loss of access as well as other disciplinary or legal action.

LOST and FOUND

The lost and found area is located in the Commons/Cafeteria. Unclaimed items will be given to charity periodically.

LOCKERS

1. Each student will be assigned a numbered locker for his/her use each year. This assignment will be printed and forwarded to each homeroom teacher.
2. The locker is provided for books, supplies, etc. Money, jewelry and other valuables should not be left in any locker. **The school cannot be responsible for lost or stolen articles, money, etc.** All records pertaining to hall lockers will be kept in the attendance office. If you have any questions concerning lockers, please check with the attendance secretary.
 - a. Students must keep their combinations private and not share them with anyone.
 - b. Students are not to switch lockers without permission from the office.
 - c. Lockers are provided as a convenience for students. Each student shall be responsible for the condition of his/her locker. The school cannot accept responsibility for items stored in the individual lockers. It is highly recommended that students leave items of great value at home and not bring them to school.
 - d. The only access to lockers should be **before and after school and during passing time**. Going to a locker will not be an excusable reason for tardiness.
 - e. Upon authorization from the principal or assistant principals, lockers may be searched.

STUDY HALL ASSIGNMENTS

1. Students who are assigned to study halls are to remain in the study hall for the duration of the semester/year.
2. Students (grade 11 or 12) may also apply for and be approved for Late Arrival/Early Out – formerly known as Flexible Attendance. Students must meet requirements and be approved each quarter.

COMMONS

The Commons is used for all lunch periods. During other periods, the Commons will be used for study, talking, and relaxing during unscheduled periods for students not assigned to study hall. The following procedures and behavior is expected in the Commons:

1. Follow directions and requests from supervisors. Cooperate and show respect for all supervisors and cafeteria personnel.
2. Students may go to the lavatory once permission is granted.
3. All trash must be deposited in waste containers prior to the ending of each period. Students are responsible for the cleaning of the table where they were seated.
4. No food or drinks are to be taken out of the Commons.
5. ONLY seniors are permitted in the senior lounge.
6. Students must remain in courtyard area, if eating outside during lunch periods.

VIDEO SURVEILLANCE and ELECTRONIC MONITORING

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment inclusive of audio on school property, in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

B. ATTENDANCE

The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance session to which he or she is assigned.

Public education is a state function. Execution of compulsory state attendance laws in the spirit in which they are written is a duty delegated by the state to the local school districts. The state code classifies absence from school into two categories -- excused and unexcused.

If the Orange Schools are open, students are expected to report to school; weather related absences will not be excused since bus transportation is available. Students late to school may receive an excused tardy, based on administrative discretion.

ABSENCE FROM SCHOOL

It is the firm belief of the Orange Board of Education that regular attendance and punctuality are necessary habits for future success in life. In addition, standards set by the Ohio State Department of Education require that each secondary school student be in school for at least six hours each day.

Parents must call the school by 9 a.m. to report student absences, stating reasons. No notes are required if such a call is made on the day of absence. If the illness appears to be a lengthy one, parents should so indicate in order that a daily call is not necessary. The number to call for reporting absences is 216-831-8600 Ext. 2210.

If a student arrives after 9:20 a.m., or leaves at or after 11:00 a.m., on a school day, a one-half day absence will be recorded. Any student arriving late to school must bring a note from his/her parent or guardian. If the student does not bring a note, it will automatically be recorded as an unexcused absence for classes missed.

If a student is absent from school, they are not permitted on school property.

EXCUSABLE REASONS FOR ABSENCE FROM SCHOOL

1. Personal illness, injury or disease
2. Quarantine of the home
3. Illness in the family
4. Professional (medical, dental, legal, etc.) appointments; documentation (within three (3) days) is required. (Effort should be made to arrange appointments during non-school hours. Absences due to medical appointments should be limited to the amount of time needed for the appointment and reasonable travel time.)
5. Death in the family
6. Observance or celebration of bona fide religious holidays
7. Special family circumstances, family vacation, college visits (requests should be made one (1) week before the absence is to occur and a Pre-planned Absence Form, must be completed)
8. School sponsored or approved activities
9. Family emergency
10. Service as a precinct officer at primary, special or general election in accordance with the program set forth in Policy 5725 (Blue Form)

If a student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year, a Truancy Intervention Plan may be put in place. Note: The building administrator may deny a pre-arranged absence request if he/she believes an absence is unjustified or that a student has exceeded a reasonable limit of absences. In all cases, the building administrator will make determinations regarding whether or not an absence is considered excused or unexcused. Also, requests from students or parents for early dismissal, for other

activities during the school day, will be reviewed on an individual basis. When a student is out more than thirty (30) consecutive hours, and/or five (5) consecutive days due to illness, the school will require medical verification.

NOTIFICATION REQUIRED FOR ABSENCES

If notification (note preferred, or telephone call from parent/guardian) is not given to the attendance office within three (3) school days of the absence, the absence will be considered unexcused. **If unexcused, there will be no credit for makeup work** and the administrator may issue a consequence. Students who have excessive absences due to illness, 30 hours or more, may be required to have a doctor’s note to be able to receive credit for missed work.

CONSEQUENCE(S) for UNEXCUSED ABSENCE: (arrival after the time period of 2 regular schedule class periods = 1/2 day absent):

Frequency	Detention	Truancy Intervention Plan	Truancy Intervention Team
4.2 days (30 hrs.)	X- Detention		
6.4 days (45 hrs.)		X Meet w/counselor to create TIP	
10.2 days (72 hrs.)			X – Refer to RTI Team

CONSEQUENCE(S) for CLASS CUTTING:

Frequency	Consequence
1 st	X – Detention - morning, lunch or after school
2nd	X – AEP ½ day
3rd	X – AEP full day
4th	X - Administrator’s Discretion

EARLY DISMISSAL AUTHORIZATION

Any student who wishes to leave school early on a given day must turn in a note to the Attendance Office before classes begin and then sign out at the appropriate time. Students with early dismissals must leave the building within 10 minutes of his/her last period and may return after the buses have departed or by signing in (attendance office) and returning to class. **ANY STUDENT WHO LEAVES SCHOOL WITHOUT SIGNING OUT IS CONSIDERED TRUANT AND CANNOT BE EXCUSED BY A NOTE OR PHONE CALL AFTER THE FACT.**

TARDINESS TO CLASS:

Any student, tardy to a class (but not to school), will be permitted to enter the class and will receive a consequence from the teacher.

CONSEQUENCE(S) for UNEXCUSED TARDY TO CLASS:

Frequency	Consequence
1 - 4	X ... Teacher detention/Parent contact
5 – 9	X ... Full day AEP
10+	XAdministrator’s Discretion

TARDINESS TO SCHOOL:

Any student who arrives late/tardy to school will be permitted to enter their class after signing in at the Attendance Office. **Students with ten (10) tardies will meet with administrator to review the tardy policy and parents/guardian will be contacted, i.e. email, phone call, letter.**

In order for a tardy to be excused (see excusable reasons below), the [tardy] student(s) must bring a note or the attendance office needs a phone call from the parent. An explanation is needed from a parent/guardian/doctor AND the student must sign in at the attendance office. Any student who is tardy without a note will be marked unexcused. Appointments require verification (doctor, dentist, etc.). If a note is not given to the Attendance Office within 24

hours, the tardy will be considered unexcused. **There will be no credit for makeup work and the building administrator may issue a consequence.**

EXCUSABLE REASONS FOR TARDY TO SCHOOL

1. Illness (self, or immediate family member)
2. Death in the family
3. School bus breakdown
4. Extremely bad weather
5. Involvement in an auto accident
6. Emergency at home (validity determined by administrator)
7. Medical or dental appointment (dr. note required), job interview (which cannot be done on student’s own time)
8. Driver’s license exam (which cannot be done on student’s own time)
9. Religious holiday
10. Emergency excused by an administrator

UNEXCUSABLE REASONS FOR TARDY TO SCHOOL

1. Car trouble (other than an auto accident)
2. Oversleeping
3. Missing the bus
4. Traffic jam
5. Staying out of school an unnecessary length of time for an appointment or job interview
6. Baby sitting in non-emergency situations
7. Running errands
8. Trips to the barber or beauty salon
9. Hitchhiking
10. Couldn’t get a ride
11. Staying up too late to work, study, socialize, etc.

IMMEDIATELY UPON ARRIVAL, ALL STUDENTS WHO ARE TARDY MUST SIGN IN AT THE ATTENDANCE OFFICE BEFORE GOING TO CLASS. IF STUDENT DOESN’T SIGN IN, TARDY WILL BE UNEXCUSED. A STUDENT IS TARDY TO SCHOOL IF THEY ARE NOT IN THEIR FIRST CLASS BY 7:30 a.m. (regular schedule) OR 9:05 a.m. (block schedule).

CONSEQUENCE(S) for UNEXCUSED TARDY TO SCHOOL

(per semester; after 7:30 a.m. (regular schedule OR after 9:05 a.m. (block schedule)

<u>Tardies</u>	<u>Detention</u>
5	X . . . Meeting w/ counselor to review tardies and counselor contacts parent.
10	AEP . . . Meeting with administrator to review tardy policy and attendance modules issued.
15	2X . . . Referral to Social Worker & Parking Permit may be revoked.
20	Administrator’s Discretion

TRUANCY

Truancy is defined as an absence without authorization or an excusable reason. The disciplining of truant students shall be in accord with Board policies and due process (as defined in Policy 5611) and the Student Code of Conduct.

A student of compulsory school age shall be considered a “habitual truant” by State law when he/she is absent without excuse for 30 or more consecutive school hours, 42 or more school hours in one month or 72 or more school hours in one school year.

If the student has been truant for 73+ consecutive school hours or for 15 or more total school hours, the Superintendent shall inform the student and his/her parents that the District will notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the child’s persistent absence unless the student or his/her parents wish to challenge the record. Parents will be notified that they may appear in the principal’s office at a scheduled date and time which shall be no earlier than three (3) or later than five (5) days after the date of the notification. The principal may grant an extension, if requested.

Notification will be sent within two (2) weeks after the Superintendent receives the information or the conclusion of the hearing and the attendance record is upheld. The student's name, address, birth date, school, district, and attendance record shall be sent to the Juvenile Judge (Ohio Revised Code 3321.04) in writing and to the Registrar of Motor Vehicles in the manner designated by the Registrar.

CONSEQUENCE(S) for SCHOOL TRUANCY: (absence without authorization or an excused reason):

<u>Frequency</u>	<u>Consequence</u>
1st	X – AEP and/or Administrator's discretion, initiate Attendance Modules
2 nd +	X – Meet with counselor, initiate TIP, and referral to RTI if necessary

EXCESSIVE ABSENCES (HABITUALLY TRUANT)

Excessive absences will be followed by a series of letters to parents in an attempt to keep the parent/guardian informed. Notification will be done according to the schedule listed below (excused or unexcused):

30 consecutive hours	Detention, meeting with counselor and 1st letter to parents. (Doctors note provided)
65 + hours	Referral to Attendance Intervention Team (AIT), 2nd letter & meeting with parents to review policy & implement TIP (Truancy Intervention Plan).
72 + hours	Parent meeting, 3rd letter to parents, and Juvenile Court filing (per Ohio Revised Code), if necessary.

PRE-PLANNED ABSENCES (Vacations, College Visitations, etc.)

Any student wishing to be excused from school for any anticipated reason must pick up a "Pre-planned Absence Form" from the Attendance Office, have teachers sign it, then parents, and finally receive an assistant principal's approval. *The school reserves the right to recommend rejection of these applications if it is deemed in the best interest of the academic progress of the student to remain in school.* All forms must be returned to the Attendance Office **three (3) school days** prior to the absence. Note: For pre-planned college visits, documentation from the college must be turned in upon return in order to be excused.

MAKE-UP WORK

Students who have an excused absence from school are expected to make up missed work. It is the student's responsibility to see their teacher(s) immediately upon return to arrange for the work missed. A student must be given, at least, the same amount of time to make up the work, as the student was absent from school. However, assignments given prior to an absence (including AEP, Out-of-School Suspension, and Pre-planned Absences) are due upon return to school. If absent when a major assignment is due, the student must send in that paper or call the teacher and advise him/her of its status. Tests missed due to an excused absence or an excused, pre-planned absence will be taken on the day of return. If an absence is unexcused, there is no make-up opportunity and zeros will automatically result.

Every reasonable attempt must be made to consult with the teacher before an early dismissal or immediately after a late arrival. Students have three (3) days to submit verification for absence (for absence to become excused).

Time missed from class due to an out-of-school or in-school (AEP) suspension is to be considered an excused absence and all work is due upon return to class.

If a student is absent, assignments may be requested directly from the teacher via e-mail or phone or by use of Progress Book. Any student absent for an extended time should contact their Guidance Counselor.

PROGRESS BOOK ATTENDANCE CODES

	Absence Code		Absence Code
Absent/Excused	A/EX	Medical	M
AEP	AEP	Sport	SPOR
AP Review	REV	Suspended	S
Pre-Planned Absence	P	Tardy/Excused	T-EX
Partial Absence	PAR	Unex-Tardy	UT
Unexcused Partial	UNPA	Testing	TEST
Emergency Removal	EMER	Truant	TR
Exc-Non Abs	E	Unexcused	U
Field Trip	F		

WITHDRAWALS FROM ORANGE HIGH SCHOOL

When a student plans to withdraw from Orange, parent(s) must sign a Guidance-office issued withdrawal form. After the classroom teachers have signed the form, and all others indicated on the withdrawal form, the student must return to the Guidance Office for processing of the request. After the student has cleared all financial obligations, the transcript will be forwarded to the new school.

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents *and in compliance with State law*. A student who withdraws from school without moving out of State, transferring to another Ohio school, being granted an age and schooling certificate, or enrolling in and attending an approved program shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver’s license.

C. SCHOLASTIC

GRADES

1. Grading periods are nine weeks in length with four periods in each school year. Interim progress reports are available in progress book at the mid-point of each grading period.
2. Grades, both for a grading period and for final marks, are one of the following: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, (failure). Other grades used are P (pass), I (incomplete), WP (withdrawal passing) and WF (withdrawal failing).
3. Grading trends: A teacher, with department head approval, may make an exception to the grading scale if a trend upward or downward is clearly discernible.
4. Students must initiate arrangements and complete work that has been classified as “Incomplete” within five (5) school days. Without medical reason, unresolved incompletes become a failing grade.
5. The Curriculum Guide furnishes detailed information concerning grades and is available on the Orange Website.

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	61-62
						F	Below 60
Grades are not rounded to the nearest point (i.e. 92.99 = A-)							

Quality Points

Grades	College Plus	Honors	Advance Placement
A+	4.33	4.83	5.33
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.67	2.17	2.67
D+	1.33	1.83	2.33
D	1.00	1.50	2.00
D-	0.67	1.17	1.67
F	0.00	0.00	0.00

SCHEDULE AND LEVEL CHANGES

Students are registered for the following year in February and March and are permitted to make changes until **APRIL 5th**.

Student's schedules will only be altered if they meet one of the following criteria:

1. Student does not have the minimum number of classes for each semester.
2. Successful completion of summer course work.
3. Without dropping any scheduled courses, a student may add additional course(s) where enrollment permits and without any alteration to the original schedule.

Dropping a Course: A student may withdraw from a class that is above the minimum requirement of 6 classes for all grades, without penalty, no later than the last Friday in September. Any student-initiated withdrawal after this time will result in a WF unless the withdrawal is necessitated by a long-term illness.

Adding a Course: Students will not be allowed to add a course to their schedule after the first full week of school for year-long courses. For second semester courses, students will not be allowed to add a course after the first full week of the third quarter.

Lowering a Level: Students will not be allowed to decrease levels (for example: Honors Physics to CP Physics) after the last Friday in September.

Overriding Recommendations: A teacher recommendation is required for all Honors and AP level courses. A student choosing to take a non-recommended Honors or AP course must complete a "Scheduling Risk Form". Download the "Scheduling Risk Form" at the Orange Guidance Website by clicking the following link and downloading "Scheduling Risk Form". <http://www.orangeschools.org/Downloads/SchedulingRiskForm3.pdf>

****ANY SCHEDULE ALTERATION IS CONTINGENT UPON COURSE AVAILABILITY AND CLASS SIZE**

GRADUATION REQUIREMENTS

To be eligible for graduation and to receive an Orange High School diploma, a student must have earned a minimum of 21 units (22 units for the Class of 2019 and beyond) and have passed all required state exams, as identified below. Seniors participating in Senior Project must complete all requirements of the Senior Project to be eligible for graduation.

STATE EXAM REQUIREMENT

Accumulation of 18 exam points

<u>Subject</u>	<u>Credits</u>
English	4
Science (must include Biology & Physical Science)	3
Mathematics (must include Algebra II or equivalent)	4
Social Studies (must include World History, American Century, Government*)	1
Fine Art	1
Health	½
Physical Education	½

*Financial Literacy is embedded within the Government Curriculum

Alternative Way to Meet the Testing Requirements

All students who graduate must take end-of-course exams:

1. Algebra I and Geometry or Integrated Math I and II
2. Biology
3. American History and American Government
4. English I and English II
5. AND, MEET ONE OF THE FOLLOWING CRITERIA:
 - a) Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.
 - b) Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The State of Ohio will pay for all 11th grade students in the Class of 2018 and beyond to take the exam free of charge.
 - c) Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

SENIOR PROJECT and SENIOR PROJECT EXIT PRESENTATION

PROJECT GUIDELINES

1. Self-designed Senior Project/Senior Project Exit Presentation is a graduation requirement.
2. The supervised project must be located within a 50 mile radius of the Orange campus.
3. Students must adhere to all the due dates for each assignment throughout the school year.

PROJECT ATTENDANCE

Attendance during Senior Project will be taken in accordance with the Senior Project Attendance Policy which states:

All absences during Senior Project must be reported to the following people:

1. OHS Attendance Office
2. The Community Sponsor
3. The Faculty Advisor
4. The Senior Project Advisors
5. Update the Senior Project Proposal: Timesheet, to reflect the absence.

Excused Absences from Senior Project are:

1. Post-secondary classes
2. A.P. tests and review sessions
3. Athletic contests at the district, sectional, regional, and state levels
4. Medical or legal appointments must be verified by a doctor, dentist or court and attached to timesheet

NOTE: All other absences are considered unexcused and the hours missed must be made up.

PROJECT COURSE WORK

At the time Senior Project begins, the following policies apply to all students.

1. Students must be passing all their classes (for the year in the case of a year-long course, and for the semester in the case of a semester course) including, but not limited to, courses at Orange High School, College Credit Plus courses, and/or night school courses.
2. A student who is deemed in academic flagrant decline may be required by the teacher of that course to remain in school until the course grade is raised to a satisfactory level.
3. A student must have passed all portions of state-mandated tests required for graduation.
4. A student must have earned or be enrolled in enough credits to graduate in June.
5. Students must attend all Senior Project classes that may be held on Wednesday mornings from 7:30 am to 9:00 am.
6. All students must prepare and defend their Senior Project orally to a committee, which can include the senior project advisors, faculty advisors, community sponsors, administrators and interested parents.
7. Students must complete all Senior Project assignments on time. Failure to adhere to the due dates may result in removal from Senior Project. Students must adhere to all due dates at any point during their senior year. Such assignments may include, but are not limited to:
 - a) Assignments where the student is to develop ideas for a Senior Project
 - b) Assignments where the student is to develop the goals and activities for a Senior Project
 - c) Assignments where the student is to revise or resubmit a form
 - d) Assignments where the student is required to obtain signatures
 - e) Assignments that require approval from OHS faculty
 - f) Assignments that are assigned via e-mail and/or posted on Google Classroom, Progressbook or any other platform used for group or individual communication
 - g) Assignments that are completed during the month of Senior Project; including, but not limited to: journals, thank you letter(s), timesheet and Community Sponsor Evaluation Form
 - h) Assignments that are part of “The Exit Presentation” component of Senior Project
8. Any student who is deemed ineligible to complete a Senior Project will remain in school to complete all required coursework and establish a modified Senior Project schedule.
9. Should a student fail to successfully complete all aspects of Senior Project, that student must submit an alternative project to the high school administration. The due date will be established by the administration.

PROJECT DISCIPLINE

Should a student be removed from Senior Project, remedial courses shall be taken in order to fulfill the requirement. As such, if remediation is required due to, but not limited to, a student being removed from Senior Project, the financial responsibility for any remedial course(s) shall fall with the student/family.

Though subject to change, the courses are currently offered through Brigham Young University. Orange City School District reserves the right to change the source of the online courses to provide the optimal educational experience. The courses selected match the philosophical beliefs of Orange High School Senior Project and Orange City School District.

These courses must be completed to the satisfaction of Orange High School academic standards. In addition, this coursework must be completed on campus. Students must also complete a Senior Project Exit Presentation that discusses the values of each course.

SPECIAL SENIOR RECOGNITION

The top ten percent of the graduating class, 4,000 students, students' receiving an honors diploma, and the valedictorian and salutatorian are determined at the middle of the senior year (seventh semester). The Curriculum Guide provides specific information about valedictorian and salutatorian.

NATIONAL HONOR SOCIETY

National Honor Society is an organization that recognizes students who have achieved excellence in the areas of scholarship, leadership, character, and service. It is an organization to which each member must earn entrance, and must fulfill minimum obligations to remain a member in good standing. These obligations include completing twenty community service hours per year and active participation in at least three NHS sponsored service projects each year. It also requires paying yearly dues, and mandatory attendance at monthly meetings.

Requirements to gain entrance to National Honor Society are:

1. Must be a sophomore or junior who has an unweighted GPA of at least 3.5.
2. Must earn a minimum score of 2.5 on a Character and Leadership Assessment completed by members of Orange High School faculty and staff. This rating is based on a scale of 0-3. Students who earn a 2.5 rating or higher move on to the final requirement. These students will be contacted with a congratulatory letter mailed to their home.
 - a. The highest and lowest scores will be eliminated in the determination of the final rating.
 - b. An additional rating must be completed by a club or activity advisor or coach (this can be an Orange activity or an outside organization).
3. Student Activity Form; this form documents the student's involvement in school and extracurricular activities that require leadership and service. On this form, students should list his/her activities and have the teacher/advisor sign and rate the student's involvement.

D. INTERSCHOLASTIC ATHLETICS (SCHOOL-SANCTIONED SPORTS)

The following information is pertinent to students and parents interested in interscholastic athletics at Orange High School.

ATHLETIC ELIGIBILITY

Orange follows the rules of the Ohio High School Athletic Association. Eligibility is the responsibility of the high school's principal's office, guidance department, athletic department and coaching staff. All coaches are responsible for ensuring the eligibility of their team(s). All coaches should review eligibility rules with their squads at the beginning of each season. The rules outlined below are not the entire set of rules governing eligibility, however they are the most widely used. Refer to www.ohsaa.org for the complete list of eligibility rules, Bylaws and General Sports Regulations.

Eligibility rules are as follows:

1. **AGE:** If the age of 19 is attained on or before August 1, the pupil shall be ineligible to participate in the interscholastic athletic program through the current year
2. **SEMESTERS:** After a pupil completes the eighth grade, he/she may be eligible for only eight (8) semesters of attendance, whether he/she participated or not. If more than two (2) semesters have been spent in the ninth grade or any subsequent grade, the extra semester or semesters must be counted as part of the eight semesters in senior high school
3. **SCHOLARSHIP:** To be eligible during any grading period, a pupil must have been in school and received credit during the immediately preceding grading period in subjects that earn a minimum of five (5) credits per year toward graduation: a student-athlete must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period (Note: Students taking post-secondary options must comply with these standards along with those participating via state law that permits home educated, non-public, community and STEM school students to participate at public schools in the district of residence of the parents).
4. **TRANSFER STUDENTS:** All students transferring into the district must meet with the Athletic Director to discuss their eligibility. *The OHSAA requires transferring students to sit out at least 50% of the*

maximum allowed regular season contests for that sport (this includes scrimmages & previews), unless the Athletic Director can secure an exemption from the OHSAA

5. **GPA REQUIREMENT:** Student athletes may be subject to minimum grade point averages (GPAs) and other academic standards as set by Orange High School and/or Orange City Schools. See District Sponsored Clubs and Activities Policy (2430).
6. **NON-INTERSCHOLASTIC PARTICIPATION:** Student athletes may not participate on any non-interscholastic teams while on a sanctioned “interscholastic” team. (i.e. Baseball player participating on an Orange High School team in not permitted to play on a travel baseball team- not associated with the school until after the completion of season)
7. **EQUIPMENT/UNIFORMS:** Student athletes may be issued district-owned equipment. It is their responsibility to return this equipment to the head coach upon conclusion of the season (or if the athlete ceases participating). Any equipment not returned can be charged to the student’s fees account. If an athlete has unreturned equipment, they may not be issued additional equipment for subsequent seasons

ATHLETIC PARTICIPATION REGULATIONS

Training regulations for the athlete are a necessary part of any successful program. Also, it must be a part of the individual's commitment to a sport and to athletics in general. They are not meant to be a punishment, but rather, a means of assisting an individual to improve his/her skills and performance. A healthy body performing to maximum efficiency is necessary if we are to attain our goals. The true athlete will not train for just one short season, but will endeavor to keep his/her body in shape throughout the year.

With the above thoughts in mind, the athletic department has established the following training rules:

1. No use of tobacco products or consumption of any alcoholic beverages
2. Use of drugs of any kind, unless specifically prescribed to that athlete by a physician is prohibited
3. All student-athletes must complete all required medical paperwork PRIOR to participating in any interscholastic sport or conditioning program (additional information is available from the Training Department and the Athletic Department)

**Violation of any of the above will result in prompt, appropriate, disciplinary action.*

ATTENDANCE POLICY FOR INTERSCHOLASTIC ACTIVITIES

Students must attend school for one-half or more of their scheduled classes for that day in order to attend and/or participate in athletic events or student activities on that day. The building principal has the right to make the final decision on all attendance decisions.

TEAM-RELATED INJURIES

The Orange Athletic Training Department oversees the health and wellness of athletes that are participating in school sanctioned sports. There is a shared responsibility between the coaching staff, student-athlete and training department to ensure the safety of all student-athletes. In order to meet this responsibility coaches, student-athletes and training department staff must meet the following requirements:

1. Injured athletes should immediately notify the athletic training staff of any significant injury sustained during a practice, training session, or contest*
2. Coaches must also ensure that their athletes are seeking proper treatment and that there is proper reporting of injuries to the athletic training staff
3. Student-athletes and coaches must seek out a certified trainer to evaluate any potential concussion or related head injury (for home and away contests). If a trainer is not available immediately, then arrangements should be made to have our staff evaluate as soon as possible
4. If there is a suspected concussion or related head-injury, there are specific Return-to-Play Protocols that must be followed (Back-to-Class Protocols are also implemented to ensure concussed athletes are returned to the classroom setting in the proper increments as dictated by their evaluation)
5. If a student-athlete sees an external physician (or appropriate, licensed medical professional) for any condition that may impact their athletic participation; he/she must provide a physician’s note that describes the physician’s diagnosis and suggestions and/or treatment plan.

**The Orange Athletic Training Department is NOT RESPONSIBLE for treating athletes that are injured during NON-INTERSCHOLASTIC team participation or for any other sporting-related injury that occurs outside of the scope district-offered interscholastic programs.*

CONDUCT POLICY AT GAMES

The Orange Schools encourage spectator participation at all school athletic events. It is the obligation of the school with the cooperation of the athletic departments to provide regulations for adequate crowd control for all athletic events. In order to maintain crowd control at these events the cooperation of the parents and youth is paramount.

Further, it is the obligation of the parents to provide adult supervision for all youth below high school age at high school athletic events. Experience has shown that young children unattended at athletic events many times present a control problem, safety problem, or general nuisance to other fans and to themselves. All youth under high school age will be admitted to high school athletic events only if accompanied by an adult who is willing to accept the responsibility of proper supervision of the youth at the event.

The Orange Schools have established the following regulations involving attendance at high school athletic events.

1. Any person may be removed from an athletic event if school personnel deems the person's behavior is presenting a control problem, safety problem, or otherwise a general nuisance to other fans, sport participants, or officials.
2. If the situation is of such magnitude as to cause concern for future attendance at this type of event, a person may be denied admission to a subsequent game.

DISCIPLINARY PROCEDURE

If an athlete is involved in a major violation of league, OHSAA and/or district policies, appropriate action will follow according to the rules and regulations of that organization. School disciplinary consequences may be issued on a case-by-case basis.

All participants in the athletic program are expected to follow the rules and regulations of the department and the sport in which they participate. Violation of any department or sport regulation will result in disciplinary action, which may include removal from a team.

The head coach will handle minor violations, individually. These could result in such actions as a conference with the student, conference with the parents, assignment of additional work, or some other minor action, which is in the best interest of all concerned.

CODE OF CONDUCT For Orange City Schools

In order to maintain a safe, orderly and academic atmosphere, intervention will occur if a student violates these tenets. Certain irresponsible acts can result in **student conferences, loss of privileges, community service, and removal from activities, detention, Saturday School, Alternative Educational Placement, parent conferences, emergency removal, suspension, expulsion, permanent exclusion and/or referral to Juvenile Court or other authorities.**

The Code of Student Conduct governs student behavior at all times, on school grounds, while riding school transportation, during all curricular, co-curricular and extracurricular activities in any location and on school related trips. Students may also be subject to discipline for violation of the regulations in this Handbook and the Code of Student Conduct even if the misconduct occurs on property not owned or controlled by the Board but is connected to activities or incidents that have occurred on District property and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

DISCIPLINE INFRACTIONS

The following infractions are clearly disruptive to any given school day or extra-curricular activity and may result in disciplinary action and/or police involvement. These infractions include, but are not limited to:

1. **Academic Integrity:** Include, but are not limited to, cheating, misuse of privileges, plagiarism, forgery and falsification of information.

For Cheating and Plagiarism

- a. The use/possession of electronic devices (including, but not limited to, cell phones and ipods) without teacher permission during an assessment will be considered an Honor Violation.
- b. The student will be given no credit for that entire piece of work.
- c. The teacher involved must meet with the student and must document this meeting.
- d. Following this conference, the teacher should call the parents to discuss the situation. If needed, a parent, student, teacher conference should be held. The appropriate guidance counselor and/or administrator may be included in the meeting at the teacher's discretion.
- e. If a second incident occurs, on an assessment) the student, teacher and principal will meet with notification to the parents. If necessary, a meeting of all parties will be arranged. The student will receive an "F" for the quarter in which they are presently enrolled or in which the occurrence took place.

For falsification of Information, Impersonation, Forgery and Misuse of Privileges:

- a. 1st offense: ½ Day AEP and Parent contact
- b. Repeat offenses: AEP full day and Parent contact

2. **Aiding or Abetting Violation of School Rules:** If a student assists another student in violating any school rule, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision- making regarding their behavior.
3. **Arson or Attempted Arson:** Setting fire to the property of another or the burning of one's own property or school property is strictly prohibited.
4. **Assault/Threats:** A student shall not physically attack nor cause harm to another person, nor shall a student threaten any such physical attack or harm.
5. **Assigned Discipline, Failure/Refusal to Serve:** A student shall serve assigned disciplinary action of teachers or administrators. Failure or refusal to serve will result in a more severe form of discipline.
6. **Bullying, Harassment, and Intimidation:** Bullying, harassment, and intimidation toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition applies to all activities in the District, including activities on school property or while en route to or from school, in a school vehicle, and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control. Harassment, intimidation, or bullying shall include electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment or violence within a dating relationship for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidation, menacing, coercion, name-calling, taunting, making threats, and hazing. The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and lifetime

inclusion on sexual offender registries. Retaliation for reporting concerns is a form of intimidation and/or harassment. The Board of Education's policy prohibiting bullying, harassment, and intimidation (Board Policy 5517.01) may be found in its entirety at the end of this handbook

7. **Bus Conduct Requirements, Violation of:** Activities which pose or tend to pose a danger to persons or property or to the safe operation of a school bus, including but not limited to failing to remain seated, throwing objects at passengers, the driver, or out of the bus, shouting or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention or the refusal to comply with the directives of the driver are not permitted. All sections of this Code of Conduct apply on buses, whether an Orange Schools bus, or another bus used for an Orange Schools function. In addition, violation of specific bus conduct rules may result in suspension or loss of bus riding privileges, in addition to referral for school discipline.

Bus Rules and Expectations: While on the school bus, you are under the direct authority of the driver. Violation of these rules can result in suspension of bus privileges temporarily or permanently.

- a. Board your bus only at the assigned location (a.m. & p.m.)
 - b. Be there five (5) minutes early
 - c. Board and unload in an orderly manner
 - d. Cross the street at least 10 feet in front of the bus upon the signal of the driver
 - e. Go immediately to your bus at the end of school. When discharged from the bus they should go directly home.
 - f. Sit in your assigned seat
 - g. Change seats only with the approval of the driver
 - h. Keep noise to a minimum on the bus
 - i. Be absolutely quiet at the railroad crossings and places of danger as required by the driver
 - j. Don't bring anything on the bus that will cause a disturbance
 - k. Keep your personal items with you at all times on the bus
 - l. Eating and littering are not permitted on the bus
 - m. Never throw anything in or from the bus
 - n. Keep your arms and hands inside the bus; don't hang any object from the windows
 - o. No animals are allowed on the bus
 - p. Positively no smoking is allowed on the bus
 - q. Repeated misbehavior may result in your being denied the privilege of riding the school bus
8. **Closed Campus Violation:** Each Orange School, individually, is a closed campus. Students are not permitted to leave the individual campus during lunch or at any other period of the day. Closed campus violations include:
 - a. Leaving the courtyard or its defined grassy boundaries
 - b. Going to the parking lot without a written authorization or pass from the office.
 - c. Leaving school property without written authorization from an administrator.
 - d. Students are prohibited from opening doors to let in students who are violating the closed campus policy.
 9. **Damage or Attempted Damage to Private Property** of students, teachers, or other persons.
 10. **Damage or Attempted Damage to School Property** such as, but not limited to, buildings, grounds, equipment or materials. Student will have to pay for repairs or replacements.
 11. **Disrespect/Use of Profanity:** The act of writing or verbally stating an obscene comment of insult, irreverence, or contempt. This includes abusive or degrading actions, gestures or expressions, as well as profane, racial, ethnic, or religiously offensive statements made to an individual or group of individuals. Profanity toward a staff member will result in a minimum of a two (2) day out-of-school suspension.
 12. **Disruptive Behavior:** A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, bullying, fear, passive resistance, obstruction, interference with classes or activities, horseplay, stunts, use of water balloons or food or any other conduct, cause, attempt or threaten to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Included in this prohibition are those students who assist or in any way participate in the violation of this rule.
 13. **Distribution of Unauthorized Materials in School or at School Related Activities:** Students are not permitted to distribute any type of written or printed material, or distribute or sell items to members of the student body without obtaining permission from his/her building Principal before dissemination.

14. **Dress Code Violation:** Dress Code: Students are expected to dress in a manner that is safe and appropriate for the standards of decency in a public school setting. During the school day, students are not permitted to have bare midriffs, strapless shirts, bare feet, sagging pants, see-through clothing, hats, hoods or head coverings of any kind (except for religious purposes). Any fashion that presents a safety risk or promotes illegal behavior (i.e. references to drinking, smoking, drug use, etc.) will not be permitted. Students' dress should not be revealing or overly exposing of the body (i.e. shorts, tops, etc.). Students who are representing the school at an official function or public event may be required to follow specific dress requirements. *Students' dress may be subject to administrator's approval.
15. **Driving/Parking (Motor Vehicle) Offenses:** Moving, non-moving, and parking violations are subject to disciplinary action. (See page 30.)
16. **Drugs, Drug Paraphernalia, and Alcohol Involvement with:** A student shall not possess, use, consume, transmit, buy, sell, or conceal any drugs of abuse or controlled substances as described in Board Policy 5530, or counterfeit drugs (defined as "look-alike substances intended to be treated, by the user or one to whom the substance is transmitted, as a drug of abuse or alcohol") or have used or consumed any drug of abuse so recently that the student is under the influence of a drug of abuse or controlled substance at school or at a school sponsored or related event. With regard to alcohol, a student is considered "under the influence" if there is any alcohol on the student's breath or in the student's bloodstream. If related to alcohol, a breathalyzer test will be given to verify "under the influence", i.e. bloodstream, admission of, or appearance. Further, a student shall not possess, use, transmit, buy, sell or conceal any drug related paraphernalia or counterfeit drugs of abuse or controlled substances at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to narcotic drugs, nicotine, vaporizers, e-cigarettes, over the counter drugs, look-alikes, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, inhalants, prescription drugs, or other substances that could modify behavior. Use of drugs authorized by medical prescription from a licensed physician is not considered a violation of this rule so long as the District guidelines for possession and use of medications in school have been followed. However, transfer of prescription drugs under any circumstances, or possession or use of prescription drugs where the student has not been written a prescription for that drug is prohibited. The first instance of the use, consumption, or possession of a drug of abuse by a student will result in suspension and chemical dependency assessment and the possibility of expulsion; the second use, consumption, or possession of a drug of abuse by a student will result in the recommendation for expulsion. Selling or transmitting drugs, drug paraphernalia and any item related to or associated with substance abuse to another student will result in a 10-day suspension and a recommendation for expulsion as well as a referral to the public safety force of record.
17. **Electronic Equipment and Wireless Communications Devices:** Students shall not use Wireless Communication Devices ("WCDs") or Electronic Equipment in a manner that violates School Board Policy 5136 or 5136.01. Students should refer to those policies for detail, but the following is an outline. Devices of concern include any personal electronic device with or without internet capabilities, televisions and lasers. Students are permitted to have electronic equipment that is used for educational purposes under the direction of a classroom teacher. Students may have WCD's at Orange High School, but shall not use them to send or receive text or email messages or telephone calls or connect to the internet during any class or school activity unless specifically permitted by the teacher, coach, or advisor.
 1. Students shall not use WCDs or electronic devices to disrupt the educational process. All WCDs and electronic equipment must be used in a responsible and legal manner.
 2. Students using their own WCDs and electronic devices are not permitted to access internet sites otherwise blocked to students at school.
 3. Students shall not record any student or staff member without that person's permission. Students shall not use any WCD or electronic equipment to violate the Bullying, Harassment and other forms of Aggressive Behavior Policy (5517.01), or the Anti-Harassment Policy (5517).
 4. Students shall not photograph or otherwise record any student or staff member in any situation where a reasonable expectation of privacy exists such as in bathrooms, locker rooms, and showers. Students should be aware that transmitting naked images of other students may subject sender to criminal prosecution.

5. Students shall not use WCDs or electronic devices to capture or transmit tests or other information in a manner that constitutes cheating, theft, fraud, or academic dishonesty.
6. No expectation of privacy exists in a WCD or electronic equipment brought to school, and your WCD or electronic equipment may be searched if a school official reasonably suspects the search is required to discover evidence of a violation of law or school rules.
7. Having WCDs and electronic equipment at school is a privilege, not a right. School officials may withdraw that privilege and WCDs and electronic equipment may be confiscated. The school assumes no responsibility for the security of any confiscated items.
18. **Endangerment:** A student shall not engage in any behavior that is harmful to himself/herself, other students, or staff members during the regular school program or related activities.
19. **Extortion:** Defined as any act, verbal, written or physical, (strong-arm or shakedown) whereby a student attempts to secure property from another person on school property or at any school-sponsored or related activity or event.
20. **False Fire Alarms and Bomb Threats:** A student shall not, through written or verbal means, cause false fire alarms and/or make bomb threats or any other threats which disrupts or threatens to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants.
21. **Fighting/Physical Misconduct:** Any overt display of physically inappropriate action(s) between two or more individuals is prohibited. Students shall not assemble to observe or encourage a fight or inhibit school personnel from intervening when a fight occurs.
A student shall not engage in sexual acts, nor shall they engage in simulated sexual acts on school premises, or while under school supervision for any school related function.
22. **Fireworks and other Explosives, Involvement with:** To include the possession, use, or threatened use thereof. Explosives, fireworks, and chemical reaction objects such as smoke bombs small firecrackers, poppers and other combustible materials, are forbidden.
23. **Gambling:** A student shall not participate in a game of chance for stakes.
24. **Hazing:** Acts of hazing are prohibited. Hazing is defined as any act coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or created a substantial risk of causing mental or physical harm. Permission, consent or assumption of risk by any individual subjected to hazing shall not lessen the prohibition contained in this code of conduct.
25. **Insubordination:** A student shall comply with directions of teachers or other authorized school personnel during any period of time when the student is under the authority of school personnel.
26. **Loitering on School Property:** Includes, but is not limited to, standing, sitting, or moving through areas of the building (inside or out) that have been designated as off limits or unsupervised, parking areas on the campus, and standing or sitting in the lavatories other than when specifically using these facilities as intended. Loitering is prohibited and this provision applies to all school facilities on a twenty-four hour basis.
27. **Public Display of Affection:** Students should refrain from showing affection toward other members of the student body while present on school grounds and/or at school-related functions.
28. **Repeated Violation of School Rules:** Students shall refrain from repeat occurrences of Code of Conduct violations.
29. **Recreational Equipment:** A student shall not bring recreational equipment, such as skateboards, roller blades, scooters, wheelies shoes or any recreational device that can disrupt school functions onto school property.
30. **Sexual Harassment:** A student shall not sexually harass another student or school employee during the regular school program or related activities. Sexual harassment includes physical contact and verbal or nonverbal conduct. Verbal sexual harassment includes but is not limited to the making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, and sexual propositions or threats to a member of the school district community. Nonverbal sexual harassment includes 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, or whistling to another member of the school district community. Physical contact may constitute sexual harassment when it consists of threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing or coerced sexual intercourse with another member of the school district community. Sexual harassment shall also include any speech or action that creates a hostile intimidating, or offensive learning environment. Some forms of sexual harassment of a student by another

student may be considered a form of child abuse, which would require the student-abuser to be reported to proper authorities in compliance with State law.

31. **Student Rights of Expression:** Students must have permission from the building principal to display or distribute non-sponsored, non-commercial written material and petitions; buttons, badges or other insignia; clothing, insignia and banners; and audio and video materials. Materials cannot be displayed if they are obscene to minors, libelous, pervasively indecent or vulgar, advertise any product or service not permitted to minors by law, intend to be insulting, intend to incite fighting or present a likelihood, either because of content or the manner of distribution or display, of disrupting school, a school event, a school regulation, or of law. (Administrative Guidelines 5723 in accordance with Policy 5722 and 9700.)
32. **Theft** is prohibited. This shall include but is not limited to intellectual property including tests, test scores, or answers, unauthorized private information from another's data bank, computer software, unauthorized hardware usage, etc.
33. **Throwing Objects:** Including all objects such as, but not limited to, snowballs, water balloons, food, or food items is prohibited.
34. **Lighters, Matches and Vaping Paraphernalia:** No student shall possess or use any matches and/or lighters or any products that contain tobacco, nicotine and/or any substance that can be a drug substitute or look-a-like.
35. **Trespassing:** A student shall not enter into the private property or school assigned property of another student, staff member or the public. This shall include, but is not limited to, unauthorized areas, lockers, automobiles, book bags, etc. A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after hours except with the express permission of the school principal of that building, or to attend or participate in a school sponsored event in which his/her regularly assigned school is involved where students from his/her regularly assigned school have been invited to attend and/or participate. A student already under suspension or expulsion shall not enter upon the grounds or premises of the student's regularly assigned school building without the express permission of the principal.
36. **Truancy, Class Cuts, and Tardiness:** Truancy is declared when a student is absent from school without school authorization and parent consent. Class cutting is declared when a student fails to report to a class or assignment. Being absent from class or classes, or any assignment without permission, is recorded as unexcused. The student who is unexcused will receive a "0" for the class work missed or due on the day of the unexcused absence (Unless otherwise determined by an administrator). Tardiness is declared when a student fails to report at a prescribed time and place.
37. **Violation of Board of Education Policies or School Rules and Regulations:** Such policies and rules and regulations will be posted on school bulletin boards and/or printed in the student handbook. Students are responsible for becoming familiar with those items. The on-line version of the District policy manual is on the Orange Schools' website (www.orangeschools.org) at "our district-policy".
38. **Violation of Local, State, or Federal Laws:** Police involvement.]
39. **Weapons, Involvement with:** A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon, look-a-like weapon, or dangerous instrument, at any time the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is intended to be used or is represented as capable of inflicting bodily harm or property damage, as well as endangering the safety of persons. Weapons include, but are not limited to firearms, guns of any type, including air and gas powered guns (whether loaded or unloaded), knives, razors, clubs, electronic weapons, metallic knuckles, martial arts weapons, ammunition, or explosives. This prohibition shall also include chemical agents. Students are required to report knowledge of dangerous weapons and/or threats of violence. Failure to report such knowledge may subject the student to discipline. [Always a police matter.]

DISCIPLINE ACTION

While suspended, expelled, or removed from school, the student (if he/she is 18 years of age or older) and/or the parents, guardian, or custodian are responsible for the conduct of the individual. While suspended, expelled, or removed from school under this policy, students are not permitted to attend curricular or extracurricular activities or to be on school property. If a student is expelled, suspended, or removed only from a particular class or activity, he/she may not attend the class or participate in the activity for the duration of that suspension, expulsion, or removal. The building Principal and/or Superintendent of Schools can make exceptions that are stated in this paragraph.

DETENTIONS may be assigned for violation of school rules and policies. Students are to be given a 24-hour notice on all detention assignments. **Teacher** issued detentions may be held after or before school or during unscheduled class time and at the direction (time/location) and convenience of the individual teacher. Failure to serve a “teacher issued” detention will result in an office referral. **Administrative** assigned detentions are held after school or during lunch periods. **After school detentions** are held in a designated classroom and are from 2:30 to 3:00 p.m. You must sign in, in order to receive credit for serving. If you were issued a **lunch period detention(s)**, the following rules must be followed:

- A. Bring your lunch to detention
- B. You must be at assigned detention room when bell rings to begin period
- C. You will remain in detention the entire lunch period
- D. Bring books, reading material, or assignments to work on after finishing lunch

EMERGENCY REMOVAL is defined as the exclusion of a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, taking place either within a classroom or elsewhere on the school premises in accordance with Policy 5610 and applicable law.

DISCIPLINARY REMOVAL is defined as the removal of a student from a class or participation in an extracurricular activity for less than 24 hours.

ALTERNATIVE EDUCATIONAL PLACEMENT (AEP) is defined as the removal of a student from regular classes due to disciplinary reasons. The student is confined in a self-contained classroom for a class period(s) of one day or several days depending on the severity of the infraction(s) of the Code of Student Conduct.

SUSPENSION is defined as the temporary exclusion of a student from the schools of this District, including school buildings, school campus and all District-related programs by the Superintendent, Principal, Assistant Principal, or any other administrator for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time the suspension is imposed; fewer than ten (10) days remain in the current school year.

EXPULSION is defined as the exclusion of a student from the schools of the District, including school campus and all District related programs and activities for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or one (1) calendar year for violations involving firearms, knives, bomb threats or violent conduct, or as otherwise provided by law in accordance with policy 5610.

PERMANENT EXCLUSION The Board may seek to permanently exclude any student sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for one of reasons set forth in Board Policy 5610.01 and applicable law (includes weapons, drugs, and violent offenses).

**Other disciplinary consequences may be assigned or changed by Administrator as deemed appropriate and/or necessary.*

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's Constitutional rights, particularly when subject to the district's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines, which are more fully addressed in Policy 5610-5611.

- A. Students subject to suspension: a student must be given written notice of his/her suspension and the reasons therefore, the opportunity to appear and respond to the charges against him/her prior to the suspension, and the opportunity to appeal the suspension.
- B. Students subject to expulsion: a student and his/her parent or guardian must be given written notice of the intention to expel and the reasons thereof, an opportunity to participate in a hearing regarding the intended expulsion, and to appeal the expulsion.

It should be noted that the above referenced due-process procedures do not apply to in-school restriction/alternative educational placement, Saturday School, removal from extracurricular activities and transportation privileges. Further information regarding these procedures can be found in Policies 5610-5611.

DRIVING AND PARKING:

Parking Without a Permit or Suspended/Denied Permit:

- 1st offense: warning
- 2nd offense & thereafter: vehicle ticketed, \$30.00 fine

Parking in Unauthorized Space (i.e.: teacher/staff or visitor space, on grass, beyond lined spaces, Pepper Pike, Senior Center, or Tennis lots):

- 1st offense: warning, must move vehicle
- 2nd offense: vehicle ticketed, \$30.00 fine for each and every time thereafter
- 3rd offense: vehicle ticketed, \$30.00 fine and permit confiscated for remainder of quarter
- 4th offense: vehicle ticketed, \$30.00 fine and permit confiscated for remainder of school year

Parking in an Illegal Space (i.e. fire lane, handicap space):

- 1st offense: possible police involvement to ticket vehicle
- 2nd offense: possible police involvement to ticket vehicle; permit confiscated for remainder of quarter
- 3rd offense: possible police involvement to ticket vehicle; permit confiscated for remainder of school year

Counterfeiting Permits and/or Falsifying Information:

- 1st offense: AEP ½ day
- 2nd offense: vehicle ticketed, \$30.00 fine

Transferring of Parking Permit:

- 1st Offense: Warning
- 2nd Offense: Loss of parking privileges for one (1) quarter

Warning: A sticker will be placed on window, driver's side

Parking Ticket:

- a. Pay fine of \$30.00 in the Student Services Office and get a receipt.
- b. If your car is towed, the student is responsible to pay the towing company directly.

DRIVING and PARKING Rules and Regulations:

- a. Seniors, juniors and sophomores are permitted to drive/park at Orange High School (space permitting).
- b. The purchase of a parking permit will be denied if an outstanding fee or fine exists.
- c. All cars driven by students on school property must be licensed and insured.
- d. All cars driven by students on school property MUST BE registered in the Student Services Office.
- e. All cars on school property MUST DISPLAY a parking permit, daily, in the front windshield. Legally registered students' who drive a different car to school for the day, MUST move their parking permit to the vehicle they are driving and have it displayed.
- f. All students must park in the areas designated for student parking (stadium lot and west lot for athletes in season only). ****Seniors only in the spaces that are yellow lined.*** Juniors and sophomores – first come basis.
- g. Handicapped, visitor, and teacher/staff areas are marked. Students are not permitted to park in these areas.
- h. Motor vehicles are not permitted on the campus sidewalks, courtyard areas, or grass. Students who wish to pick up or drop off materials at the school should first get permission from an administrator before driving onto those areas.
- i. Students are not permitted in cars during school hours without permission.
- j. Orange High School is not responsible or liable for damage to student vehicles. **PARK AT YOUR OWN RISK.**
- k. Reckless driving, speeding, squealing of tires, etc. are grounds for loss of parking privileges.
- l. Parking permits may not be used by, sold to, or transferred to another student.
- m. Student vehicles can be subject to search.

5517.01 – BULLYING, HARASSMENT, INTIMIDATION AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

This policy has been developed in consultation with parents, District employees, volunteers, students and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

This policy applies to all activities in the District, including activities on school property or while en route to or from school, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the schools' control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation.

Harassment, intimidation, or bullying shall be defined as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

Harassment, intimidation, or bullying shall include electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidation, menacing, coercion, name-calling, taunting, making threats, and hazing.

Reporting Harassment, Intimidation, Bullying and/or Aggressive Behavior Incidents

Every student is encouraged, and every staff member is required to report any situation that they believe to be harassment, intimidation, bullying, and/or aggressive behavior directed toward a student. Reports may be made to the school principal and/or other administrators.

In addition, a student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

Procedures for Reporting Harassment, Intimidation, Bullying, and/or Aggressive Behavior Incidents

Any student or student's parent/guardian who believes s/he has been or is the victim of harassment, intimidation, bullying and/or aggressive behavior regardless of whether it fits a particular definition, should immediately report the situation to the building principal or assistant principal, or the Superintendent so that an administrator can determine the appropriate course of action. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e. to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Procedure for Complaint Documentation

Students and/or their parents/guardians may file written reports regarding suspected harassment, intimidation, and bullying and/or aggressive behavior. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, bullying and/or aggressive behavior, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal or appropriate administrator for review, investigation, and action.

Students, parents/guardians, and school personnel may also make informal complaints of conduct that they consider to be harassment, intimidation, bullying, and/or aggressive behavior by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, bullying and/or aggressive behavior, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing including the information provided. The school staff member and/or administrator shall promptly forward this written report to the building principal or appropriate administrator for review, investigation, and appropriate action.

Investigation Procedures

All complaints about harassment, intimidation, bullying and/or aggressive behavior that may violate this policy shall be promptly investigated.

Upon completion of an investigation the building principal or appropriate administrator shall prepare a written report. Such report shall include findings of fact, and determination of whether acts of harassment, intimidation, and bullying and/or aggressive behavior were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and bullying and/or aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Intervention Strategies for Protecting Victims

Students, who make informal complaints, may request that the school staff member(s) and administrator(s) who receive the complaint maintain their name in confidence. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, bullying, and/or aggressive behavior.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Intervention strategies for protecting the complainant and/or victim are detailed in the administrative guidelines and include some of the following procedures for protecting a victim from additional harassment, intimidation, bullying, and/or aggressive behavior as retaliation following a report.

- A. Provide adult supervision during recess, lunch time, bathroom breaks and in the hallway during times of transition;

- B. Maintain contact with parents and guardians of all involved parties;
- C. Provide counseling for the victim if assessed that it is needed;
- D. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidation, bullying and/or aggressive behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- E. Check with the victim daily to ensure that there has been no incidents of harassment, intimidation, bullying and/or aggressive behavior type of retaliation from the offender or other parties.

Prohibition of Retaliation

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Complainant/Parent/Guardian Notification

The building principal or appropriate administrator shall notify the complainant of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of harassment, intimidation, bullying and/or aggressive behavior against a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, bullying and/or aggressive behavior.

If after investigation acts of harassment, intimidation, bullying and/or aggressive behavior by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the district web site. The list shall be limited to the number of verified acts of harassment, intimidation, bullying and/or aggressive behavior whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations of all school buildings and departments within the District and discussed with students as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, bullying and/or aggressive behavior promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student or volunteer determined to have made an intentionally false report about harassment, intimidation, bullying and/or aggressive behavior.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment, intimidation, bullying and/or aggressive behavior and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment, intimidation, bullying and/or aggressive behavior in general, will be age and content appropriate.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

To the extent that State or Federal funds are appropriated for these purposes the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

INDEX

Absence from School.....	12
Absence from School, Excusable Reasons.....	12
Absences, Notification Required for.....	13
Absences, Preplanned.....	15
Absences, Unexcused.....	13
Adding a Course.....	17
Aiding or Abetting Violation of School Rules.....	24
Alcoholic Beverages, Involvement with.....	26
Alternative Pathway for Eligibility for a Diploma.....	18
Arson or Attempted Arson.....	24
Assault.....	24
Assigned Discipline, Failure/Refusal to Serve.....	24
Athletic Eligibility.....	20-21
Athletic Training Regulations.....	20-23
Attendance Policy for Interscholastic Activities.....	21
Bomb Threats and False Alarms.....	27
Bullying, Harassment and Intimidation.....	24, 32-35
Bus Conduct Requirements, Violation of.....	25
Class Cuts.....	13, 28
Clinic.....	8
Closed Campus Violation.....	25
Code of Conduct.....	23
Commons.....	11
Conduct Policy at Games.....	22
Damage or Attempted Damage to Private Property.....	25
Damage or Attempted Damage to School Property.....	25
Delays.....	7
Disabilities, Students with.....	7
Disciplinary Procedures.....	22
Discipline Actions.....	29
Discipline Infractions.....	24-28
Disrespect/Use of Profanity.....	25
Disruptive Behavior.....	25
Distribution of Unauthorized Materials in School or at School Related Activities.....	25
Dress Code Violation.....	26
Driving/Parking (Motor Vehicle) Offenses.....	26
Driving/Parking Rules and Regulations.....	31
Dropping a Course/Withdrawal from a Class.....	17
Drugs and Drug Paraphernalia, Involvement with.....	26
Drugs, Selling of.....	26
Due Rights Process.....	30
Early Dismissal Authorization.....	13
Electronic Devices (non-academic) and Recreational Equipment (Owner and/or User).....	26-27
Emergency Closing/Delays.....	7
Emergency Contact and Medical Authorization.....	9
Endangerment.....	27
Excessive Absences.....	15
Excusable Reasons for Absence From School.....	12
Excusable Reasons for Tardy to School.....	14
Extortion.....	27
False Fire Alarms and Bomb Threats.....	27

Fees/Fines.....	9
Field Trips.....	9
Fighting/Physical Misconduct.....	27
Fire Drills.....	9
Fireworks and other Explosives, Involvement with.....	27
Food Service Program.....	7-8
Foreword.....	2
Free and Reduced Lunch Applications.....	8
Fundraising.....	9
Gambling.....	27
Grades.....	16
Graduation Requirements.....	18
Hazing.....	27
Honor Violation.....	24
Hotline, Safe School.....	3
Human Resources, Director of.....	3
Immunization.....	8
Insubordination.....	27
Internet and Email Rules.....	10
Interscholastic Activities, Attendance Policy for.....	21
Lockers.....	11
Loitering on School Property.....	27
Lost and Found.....	11
Lowering a Level.....	16-17
Make-Up Work.....	15
Media Center Guidelines.....	10
Medicines at School.....	8
Mission.....	2
National Honor Society.....	20
Notice of Non-Discrimination.....	3
Notification Required for Absences.....	12
Overriding Recommendations.....	17
Parking in an Illegal Space.....	31
Parking in Unauthorized Space.....	31
Parking Without a Permit.....	31
Parking Permit, Counterfeiting or Falsifying a.....	31
Parking Permit, Transferring a.....	31
Parking/Vehicle Ticket.....	31
Pre-Planned Absences (Vacations, College Visits, etc).....	15
Profanity, Use of; Disrespect/.....	25
Progress Book Attendance Codes.....	16
Protection and Privacy of Student Records.....	7
Public Display of Affection.....	27
Purpose.....	2
Recreational Equipment.....	27
Quality Points.....	17
Repeated Violation of School Rules.....	27
Safe School Hotline.....	3
Safety Drills.....	9
Schedule and Level Changes.....	17
Senior Project.....	17-19
Sexual Harassment.....	27-28
Special Senior Recognition.....	20

Student’s Records, Protection & Privacy of7

Student’s Right of Expression.....28

Students with Disabilities.....7

Study Hall Assignments.....11

Surveillance Cameras, Justification of.....11

Tardiness to Class13

Tardiness to School..... 13-14

Tardy to School, Excusable Reasons for 13-14

Tardy to School, Unexcusable Reasons for14

Theft.....28

Throwing Objects.....28

Tobacco, Lighters and Matches28

Tornado Drills9

Threats.....24, 27

Trespassing.....28

Truancy14, 28

Truancy, Class Cuts and Tardiness28

Unexcusable Reasons for Tardy to School14

Video Surveillance and Electronic Monitoring11

Violation of Board of Education Policies or School Rules and Regulations.....28

Violation of Local, State or Federal Laws28

Visitors7

Weapons, Involvement with28

Welcome2

Withdrawal from a Class (Dropping a Course)16

Withdrawals from Orange High School.....16