

# **WELCOME TO ORRVILLE HIGH SCHOOL**



## **MISSION STATEMENT**

The mission of the Orrville High School in partnership with parents and the community is to raise expectations, instill character, and challenge all students to become positive, productive citizens.

### **ORRVILLE HIGH SCHOOL BASIC BELIEFS**

- Students are the primary contributors to their own educational development.
- Students are entitled to a quality education in a safe environment that enhances learning.
- Student achievement can be attained when effective curriculum is aligned with quality teaching, quality assessment practices, and quality learner effort.
- Student education includes a foundation on Character Education.

## **RED RIDER RULES**

### **RESPECT YOURSELF**

Take care of yourself.

Be drug free.

Be honest in word and action.

Be wherever you are supposed to be on time.

### **RESPECT OTHERS**

Be weapon free.

Let others learn, minimize distractions.

Follow instructions.

Treat other people the way you would want to be treated.

### **RESPECT PROPERTY**

Treat school property with care.

## SAFE SCHOOL HELPLINE

**844-SaferOH – Ohio's new school safety tip line** – gives students, parents, teachers and school administrators a way to *anonymously* report student safety threats to school officials and law enforcement officers – whether they involve a potential incident of mass violence, a suicide threat or the bullying of a single student.

Research shows that in 81 percent of violent incidents in U.S. schools, someone other than the attacker knew something but didn't report it for fear of being identified. This is why Gov. Kasich asked Ohio's law enforcement and education leaders to establish the confidential SaferOH tip line.

The tip line will serve your community 24 hours a day, whenever a student or concerned adult senses a threat to student safety. **The call center guarantees the anonymity of the person who calls or texts.** Tip line workers may ask for additional information, but the one who calls or texts may remain anonymous or leave contact information for follow-up.

**Trained professionals at Ohio Homeland Security's Threat Assessment and Prevention (TAP) unit answer all calls and texts to 844-SaferOH.** When action is needed, TAP staff immediately forward information to the school staff member you designate. Local law enforcement agencies or others may be notified, if the situation warrants. Tip line staff will follow up quickly with the affected school and law enforcement agencies to make sure the incident was investigated and the outcome was tracked.



## **STUDENT CODE OF CONDUCT**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Orrville City School District Board of Education has zero tolerance for and will not tolerate violent, disruptive or inappropriate behavior by its students.

A student's conduct while attending Orrville City Schools and/or the WCSCC is expected to be of such a nature to contribute positively to the learning climate of the school. For this reason, certain rules and regulations are established so that each student in the Orrville City Schools will have the maximum opportunity for an education - both curricular and extracurricular. A violation of the following rules may result in disciplinary action including detention, in-school suspension, out-of-school suspension (one to ten days), expulsion or other disciplinary action to be determined by the administration (corporal punishment shall not be used as disciplinary alternative). No student shall be admitted during the period of his/her expulsion from another school.

- o **Rule 1. Violation of federal or state statutes on school premises or involving school activities. This includes a mandatory one-year expulsion under the Gun-Free Schools Act for possession (or bring) of a firearm or knife on school property, in a school vehicle, or to any school sponsored event (also see Rule 20 regarding possession and/or use of, or threatened use of, any weapon). The superintendent has the authority to reduce the expulsion requirement on a case-by-case basis in accordance with the law if, in the judgment of the superintendent, the presence of extenuating circumstances rendering the violation harmless exists.**
- o **Rule 2. Possession and/or use of narcotics, counterfeit drugs and related tools, alcoholic beverages, and other dangerous or illegal drugs.**
- o **Rule 3. Contributing to and encouraging disruptive behavior, including, but not limited to fighting.**
- o **Rule 4. Creating a disturbance.**
- o **Rule 5. Disobedience, disrespect, insubordination; and/or incorrigibility to faculty, staff, visitors, and other employees of the district.**
- o **Rule 6. Intentional, negligent or careless defacing, damaging or desecration of school or private property.**
- o **Rule 7. Intentionally giving incorrect information to faculty, staff or other employees of the district.**
- o **Rule 8. Gambling.**
- o **Rule 9. Use and/or possession of tobacco in any form, including alternative nicotine devices**
- o **Rule 10. Intimidation of faculty, staff, employees, visitors or students of the district.**
- o **Rule 11. Use of profane or vulgar language or gesture to faculty, staff, employees, visitors or other students of the district.**
- o **Rule 12. Theft**
- o **Rule 13. Cheating.**
- o **Rule 14. Truancy.**
- o **Rule 15. Tardiness.**
- o **Rule 16. Leaving school property or any assigned educational location prior to specified dismissal time without official permission.**
- o **Rule 17. Inattention in class, study halls or assemblies.**
- o **Rule 18. Throwing food, liquids, or any article in the cafeteria.**
- o **Rule 19. The unauthorized throwing of any object, including snowballs.**

- o **Rule 20. Possession and/or use of, or threatened use of, any weapon (firearms, knives and other dangerous weapons) on school property, in a school vehicle, or at any school-sponsored activity as also addressed in Rule 1. The definition of a firearm shall include any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any fireman muffler or firearm; silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes, but is not limited to, any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above. Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. The superintendent is also authorized to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined, but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or community members, may be subject to expulsion.**
- o **Rule 21. Commission of an immoral act.**
- o **Rule 22. Willful violation of the student responsibilities as established by the Orrville Board of Education.**
- o **Rule 23. Wrongly discharging an alarm system.**
- o **Rule 24. Failure to pay tuition or other approved charges.**
- o **Rule 25. Loitering, littering, or causing a disturbance on public or private property adjacent to or across from a school site, while either coming to or from school or school activities, during the school day, or during school activities.**
- o **Rule 26. Failure to serve assigned detentions.**
- o **Rule 27. Hazing and/or sexual harassment.**
- o **Rule 28. Public display of affection.**
- o **Rule 29. Being in an unauthorized school area.**
- o **Rule 30. Lack of preparation and materials.**
- o **Rule 31. Unauthorized uses, or use other than the specific assigned or approved purpose, of school voice, video and technology.**

#### **DETENTION**

Detentions may be assigned and administered by the regular classroom teacher or administration. Detention duration (30 minutes to 1 hour) and time (before school, after school, or during lunch) will be determined by the teacher or administrator. Failure to serve detention will result in further disciplinary action.

#### **ALTERNATIVE PLACEMENT (AP) or IN-SCHOOL SUSPENSION (ISS)**

Parents will be notified of AP or ISS (an alternative to out-of-school suspension) assignments by phone when possible. Students assigned to AP or ISS will receive a written notification of the procedures and expectations and must abide as stated.

#### **OUT OF SCHOOL SUSPENSION (OSS):**

- 1) OSS will be administered by principal/designee.
- 2) No OSS will exceed 10 days.
- 3) The student will be given written notice of intention to suspend and the reasons why.
- 4) The student will have the opportunity to appear at an informal hearing before the principal/designee and has the right to challenge the reasons for intended suspension or otherwise explain his/her actions. The hearing may take place immediately.
- 5) Written notification of a suspension will be mailed or otherwise presented to the parent, guardian, or custodian of the student and treasurer of the board within 24 hours of the suspension. Appeals to OSS may be made to the superintendent or his designee.
- 6) During an OSS the student shall not be permitted on school grounds, to participate in extracurricular activities, or attend any home or away events sponsored by the Orrville School District.
- 7) During OSS the student will be responsible for all work missed. Students will be responsible to request assignments from the teachers during suspension. All missed assignments are due the day the student returns to school from an OSS. Students will be given full credit for work turned in at this time. Credit for late work turned in after their return will up to the discretion of the teacher. It may not be possible to make up class participation activities. Upon returning, the student must make arrangements with their classroom teachers to complete any tests or quizzes.

#### **EXPULSION**

1. Expulsions will be administered by the superintendent.
2. The superintendent will give the student and his parent or guardian written notice of the intended expulsion and reasons for the intended expulsion. The student and parent or guardian will have the opportunity to appear before superintendent or his designee to otherwise explain the student's actions.
3. Written notice of an expulsion will be mailed or otherwise presented to the parent, guardian or custodian of the student and treasurer of the board within 24 hours of the expulsion.

**During an expulsion, the student shall not receive credit for, or be permitted to make-up class work missed. During the expulsion, the student shall not be permitted on any school grounds or attend home or away events sponsored by the Orrville School District.**

#### **EXPULSION AND SUSPENSION APPEAL TO BOARD**

1. A student, or his parent or custodian, may appeal his expulsion or suspension by a superintendent or principal to the board of education or to its designee. Such student or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against such suspension or expulsion.
2. A verbatim, word for word, record is required.
3. Procedures for the hearing to follow will be set by the board of education.
4. Formal action to affirm, vacate or modify the disciplinary action, on the appeal will be taken in public session.
5. The decision of the board may be appealed to the Court of Common Pleas under O.R.C. 2506.

## CELL PHONES/ELECTRONIC DEVICES

Cell phones are valuable and important communicative devices in today's world. However, use of cell phones during the instructional day seriously impedes and distracts from the learning process. Students will be required to turn off all electronic devices (including but not limited to iPods, MP3 Players, games and digital cameras, along with their corresponding ear buds or headphones) during regular school hours. All devices must remain in students' lockers or out of sight during the school day. It is the student's responsibility to make sure their locker is locked. Students failing to comply with this policy will face the following progressive discipline:

- 1<sup>st</sup> Offense: Student will be warned and device will need to be put away.
- 2<sup>nd</sup> Offense: Cell phone will be confiscated and student will receive 1 detention. Parent contact, phone picked up at end of the day.
- \*3<sup>rd</sup> Offense: Cell phone will be confiscated and student will receive 3 detentions. Parent contact, phone picked up at end of the day.
- 4<sup>th</sup> Offense: Cell phone will be confiscated and student will receive 1 day ISS. Parent contact, phone picked up at end of the day.
- 5<sup>th</sup> Offense: Cell phone will be confiscated and student will receive 3 days ISS. Parent will need to pick up cell phone at end of the day.

**\*After the 3rd Offense, student will be required to turn the phone into the office at the beginning of each school day, and may retrieve it at the end of the day.**

## STUDENT DRESS CODE

All teachers will assist in enforcing the dress code as adopted by the Board of Education. First period teachers will send all referrals to the office. Students in violation of the dress code will be required to change clothes. Multiple referrals will be considered insubordination.

1. Dress and Grooming – see diagram below
  - TORSO: Clothing must cover stomachs, backs, shoulders, chests, and undergarments
  - LEGS: Shorts, skirts, and dresses must be fingertip lengths. Undergarments must be covered.
  - FEET: Footwear must be worn at all times and be appropriate for the activity
2. Students should be clean and neat in person, wear school appropriate clothing at all times and hair should not cover the face.
3. The student council, or other school organization, may periodically request a theme or spirit day through the administration.
4. Some departments (e.g., Industrial Technology) may enforce more rigid dress and grooming regulations due to safety concerns within the lab.
5. Attire that has alcohol/drug/tobacco-related connotations, obscene material, or offensive, discriminating references will not be permitted.
6. Hats, bandanas/head coverings, ear wraps, hoods, and sunglasses are not permitted to be worn by male or female students during the school day.
7. No undergarments will be showing (male or female) whether standing or sitting.
8. Pants must be worn at the waist at all times and be free of excessive rips or tears.
9. Any other clothing or accessory deemed inappropriate by administration can result in dress code violation.

## Dress and Grooming



The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while at school

**TORSO:** Clothing must cover stomachs, backs, shoulders, chests, and undergarments

**LEGS:** Shorts, skirts, and dresses must be fingertip lengths. Undergarments must be covered.

**FEET:** Footwear must be worn at all times and be appropriate for the activity.

## JUNIOR/SENIOR PROM

The Junior/Senior Prom is open to all OHS students above the rank of Sophomore. OHS Juniors and Seniors may invite an alumnus or friend from another school who is above the rank of Sophomore or a current freshman or sophomore attending OHS. Guests may not be older than 20 years of age on the date of the prom.

The following dance regulations will be in effect immediately in an effort to make dancing more school appropriate. Failure to follow these regulations could cause you to be removed from the activity without a refund.

1. All purses/bags are subject to searches.
2. No food or drink from the outside will be permitted.
3. Dancing that involves contact between the buttocks and/or genital region of either dancer is NOT permitted.
4. Dancing that simulates or mimics sexual activities will NOT be permitted.
5. All songs played by the DJ will be pre-approved. No requests will be allowed during the dance.
6. Both school personnel and parents serving as chaperones have the authority to remove a student from the dance.
7. Please remember that the OHS dress code is in effect for all school functions. Students are reminded that the OHS Code of Conduct is in effect at all dances.

## STUDENT ACADEMIC GUIDELINES & PROCEDURES

### HONOR ROLL

There are three honor groups announced each nine-week grading periods:

|                    |                        |
|--------------------|------------------------|
| First Honor Group  | 4.0000 G.P.A.          |
| Second Honor Group | 3.5000 – 3.9999 G.P.A. |
| Third Honor Group  | 3.0000 – 3.4999 G.P.A. |

Students with incompletes at the end of a nine-week grading period will not be considered for the honor roll.

### **NATIONAL HONOR SOCIETY**

Any student in grades 11 and 12 in Orrville High School is eligible for consideration for membership in the National Honor Society. All membership selection is handled through the school's faculty council. NHS is more than just an honor roll. Our NHS chapter establishes rules for membership based upon a student's outstanding performance in the areas of scholarship, character, leadership, and service. These four criteria for selection form the foundation upon which our organization and its activities are built.

To show enthusiasm toward scholarship, a student must have a 3.6 cumulative GPA or higher to be considered for membership by the faculty council. Displaying character, another pillar of NHS, is shown through cooperation, honesty, reliability, respectfulness, and high standards of morality. Student leaders, another requirement for membership, are those who are resourceful promoters of school activities, idea-contributors, and a person who exemplifies positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others. The final purpose of NHS is to stimulate a desire to render service. Service, the most important pillar, is defined through voluntary contributions made by the student to the school or community, done with a positive, courteous, and enthusiastic spirit.

### **THE FOLLOWING ITEMS CAN BE FOUND IN THE BOARD-APPROVED COURSE DESCRIPTION HANDBOOK:**

- **GRADUATION REQUIREMENTS**
- **NCAA CLEARINGHOUSE**
- **HONORS DIPLOMA**
- **EARLY GRADUATION REQUIREMENTS**
- **SCHEDULE CHANGES**
- **COLLEGE CREDIT PLUS & WAYNE COUNTY SCHOOLS CAREER CENTER**

### **ACADEMIC DISHONESTY**

Academic Dishonesty demonstrates a lack of character that is inconsistent with the goals of the Orrville City School District. Cheating and plagiarism are forms of Academic Dishonesty which are defined as follows:

**Intentional Plagiarism** occurs when writers or researchers are aware that they are using someone else's words or ideas as their own. **Cheating** is the act of obtaining or attempting to obtain credit for academic work (papers/essays, projects, tests/quizzes) through the use of any dishonest, deceptive, or fraudulent means.

Some specific examples of intentional plagiarism and cheating include but are not limited to the following:

- Using pre-written papers from the Internet or other sources.
- Copying an essay or article from the Internet, on-line source, or electronic database without quoting or giving credit.



- Cutting and pasting to create a paper without quoting or giving credit.
- Using Cliff's Notes or a similar source without giving credit.
- Borrowing words or ideas from other students or sources without giving credit.
- Allowing someone else to write the paper or do the work.
- Presenting a technology-based foreign language translation as one's own work.
- Copying, in part or in whole, from another's test or other evaluation instrument.
- Submitting work previously presented in another course, if contrary to the rules of either course.
- Using or consulting during an examination sources or materials not authorized by the instructor.
- Altering or interfering with grading.
- Sitting for an examination for someone else or allowing it to happen.
- Stealing a test, quiz, etc.

**Unintentional Plagiarism** occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source. When in doubt, students must check with their teacher or writing lab monitor.

Some specific examples of unintentional plagiarism include but are not limited to the following:

- Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
- Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
- Citing poorly: omitting an occasional in-text citation or citing inaccurately.

Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

CONSEQUENCES: Before any formal action is taken against the student for the alleged violation, the student will be afforded due process. Parents will be informed at each step of the process.

In cases of **Intentional Plagiarism and Cheating**:

1. For the first offense, the student will receive an F on the assignment. The student will be provided appropriate intervention and an entry will be placed in Discipline Tracker.
2. For the second offense, the student will fail the course for the grading period, a notation will be placed in the permanent record, and the student will be considered insubordinate and receive the appropriate consequences.
3. For the third and subsequent offenses, the student will fail the course for the semester.

In cases of **Unintentional Plagiarism**: The student may opt for one of the following:

1. Redo the assignment within teacher guidelines for a reduction of no more than one letter grade for the assignment.
2. Receive an F on the assignment.

Subsequent offenses will constitute insubordination, therefore requiring disciplinary action

Although daily homework and in-class assignments are not covered under this policy, it does not negate the seriousness of cheating in any circumstance. Each teacher will have a policy about dealing with any other occurrences of cheating. Teachers will record these infractions through the building-wide Discipline Tracker. Repeat violations may result in further consequences.

### GRADING SYSTEM/SCALE

The grading scales shown are being used by the entire school. Grade point average (G.P.A.) will be calculated and updated each semester. Credit earned at the middle school in Algebra I and Spanish will be calculated in the G.P.A. unless the class is retaken in the 9<sup>th</sup> Grade year, at which time the new grade will replace the old grade.

| <u>Percentage Scale</u> | <u>Letter Grade</u> | <u>Points</u> | <u>College Credit Plus- 5 pt. Scale</u> |
|-------------------------|---------------------|---------------|---|
| 97-100                  | A+                  | 4.0           | 5.0                                     |
| 93-96                   | A                   | 4.0           | 5.0                                     |
| 90-92                   | A-                  | 3.7           | 4.7                                     |
| 87-89                   | B+                  | 3.3           | 4.3                                     |
| 83-86                   | B                   | 3.0           | 4.0                                     |
| 80-82                   | B-                  | 2.7           | 3.7                                     |
| 77-79                   | C+                  | 2.3           | 3.3                                     |
| 73-76                   | C                   | 2.0           | 3.0                                     |
| 70-72                   | C-                  | 1.7           | 1.7                                     |
| 67-69                   | D+                  | 1.3           | 1.3                                     |
| 63-66                   | D                   | 1.0           | 1.0                                     |
| 60-62                   | D-                  | 0.7           | 0.7                                     |
| 0-59                    | F                   | 0             | 0                                       |

### GRADING POLICY

A. Students must have an average of 60% or higher to receive credit for the course.

B. Incompletes: The number of school days a student may have to make up missed work will be equal to the

number of class sessions that have been missed. After this time, the grade for the assignment(s) is an automatic zero. There will be no incompletes given at the end of the year. Assignments not made up by the last day of regular class, (prior to exams) will automatically receive a zero. The teacher and principal will consider any extenuating circumstances on an individual basis.

### CLASS RANK

Class rank will be determined by G.P.A., which is calculated each semester using the "+/-" system.

### VALEDICTORIAN/SALUTATORIAN

Beginning with the Class of 2024, to be eligible as valedictorian or salutatorian for graduation purposes, a student must have also met the requirements for an Honors Diploma as defined by Ohio's State Board of Education.

## **STUDENT ACTIVITIES GUIDELINES & PROCEDURES**

The Orrville Board of Education, in compliance with the Ohio Revised Code, has established a minimum grade point average of 1.0 on a 4.0 grading scale to be eligible to participate in extra-curricular activities.

Those students with a 1.0-1.5 grade point average must complete 1 hour of tutoring each week to remain eligible. Failure to complete tutoring will result in the student being ineligible the following week and will continue until the student has completed the required tutoring.

The OHSAA has set standards for scholarship. Students must meet these standards in order to participate in a sport:

- Any student in grades 9-12 must pass a minimum of five 1 credit classes (or the equivalent) the immediately preceding grading period in order to be eligible for the following grading period.
- Scholastic eligibility is determined every nine weeks.
- The eligibility or ineligibility of a student begins on the 5<sup>th</sup> day after the end of the previous nine weeks.

**Students must be in attendance for 4 periods to participate in extracurricular activities.** If a student is absent for unacceptable reasons per the attendance policy, the Principal/designee may deny participation for that particular activity.

### **PARTICIPATION FEES**

Students participating on OHS athletic teams are required to pay a participation fee each year as determined by the Board. This participation fee covers a student's participation in one or more sports each year. Students are required to pay this fee by the end of the first week of practice. Students participating in OHS extracurricular organizations (Drama, Earth Science Club, Student Council, etc.) are required to pay a participation fee of \$10.00 per year. This participation fee covers a student's participation in one or more non-athletic, extracurricular organizations each year. Students are required to pay this fee by the end of the second meeting of the organization.

### **RANDOM DRUG TESTING**

Students participating in extra-curricular activities along with those purchasing a parking pass will be required to complete the Orrville City Schools Informed Consent Agreement form and undergo random drug screening throughout the school year.

## **ATTENDANCE**

All students enrolled must be in regular attendance as outlined in Ohio Law. Attendance is the legal responsibility of the parent. When a student is absent:

- 1) The parent will call the school by 8:30. The school will notify the parent if not called off.

- 2) The call should state the student's name and grade, reason for absence and who the caller is. If the absence reason is not obtained via the call or a note, the absence will be assumed unexcused.
- 3) The student will be responsible for all schoolwork missed. Please do not call the office after 12:30 to request homework being made available by the end of the school day.

**REASONS FOR EXCUSED ABSENCES**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

1. Personal illness of the student;
2. Illness in the student's family necessitating the presence of the child;
3. Quarantine for contagious disease, or
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not limited to absences due to documented medical appointments.

Reasons for which students may be non-medically excused include, but are not limited to:

1. Need at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to student over 14 years of age only);
2. Death in the family (applies to absences up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. Observance of religious holidays consistent with a student's truly held religious belief;
4. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
5. Absences due to a student being homeless, or
6. As determined by the Superintendent

**EXCESSIVE ABSENCE**

**HABITUAL TRUANCY**

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|--|--|
| <p><b>If a student is absent (excused or unexcused):</b></p> <ul style="list-style-type: none"> <li>• 38 or more hours in one school month, or</li> <li>• 65 or more hours in one school year</li> </ul> <p><b>Then the following step is taken:</b></p> | <p><b>Student is absent (unexcused) for:</b></p> <ul style="list-style-type: none"> <li>• 30 or more consecutive hours, or</li> <li>• 42 or more hours in one school month, or</li> <li>• 72 hours in one school year</li> </ul> <p><b>Then the following steps are taken:</b></p>   |
| <p>A written notice is provided to the parent within 7 calendar days of the triggering absence.</p> <p>School staff, in collaboration with the student and parents, will establish appropriate interventions toward improved attendance.</p>             | <ol style="list-style-type: none"> <li>1. Student is assigned to an absence intervention team within 7 school days of the triggering absence. At a minimum, the team is made up a parent, a principal and a guidance counselor.</li> <li>2. School will make 3 good faith attempts to secure participation of the parent. A failure to participate may warrant a report to Children Services.</li> <li>3. Within 14 school days of assignment, the team must develop an absence intervention plan.</li> <li>4. Within 7 school days of the plan's development, the school will provide written notice of that plan to the parent.</li> </ol> |

|  |  |
|--|--|
|  | If a student refuses to participate or fails to make satisfactory progress on the absence intervention plan, a complaint will be filed in the juvenile court (within 60 calendar days of plan implementation). |
|--|--|

### **FAMILY VACATIONS/PRE-EXCUSED ABSENCES**

Every effort should be made to plan family vacations during a time that will not require a student to miss school. In the event that this is unavoidable, the student/parent must complete a vacation notification form available in the school office prior to the vacation. In order to receive credit for all assignments, the students must turn those in the day he/she returns to school. Any tests given during this period will be administered to the student upon his/her return. Hunting trips fall under the same classification as family vacations. To be excused, the trip must be considered a family vacation.

### **COLLEGE VISITS**

Students should plan college visits on days when Orrville High School is not in session. This could be done on planned recess days and vacation days during the school year. In the event a student must miss school for a college visit, the following procedures must be adhered to:

1. Pre-arranged appointments at the college must be verified by the high school guidance counselor at least 48 hours in advance.
2. A college visitation form must be signed by all teachers and the guidance counselor at least 48 hours in advance. **College visitation forms must be picked up in the Guidance Office.**
3. Final approval will be made by the principal/designee.

### **LEAVING SCHOOL**

**UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO LEAVE THE BUILDING WITHOUT REPORTING TO THE OFFICE FOR PERMISSION AND SIGNING OUT. SCHOOL OFFICIALS WILL MAKE THE NECESSARY CALL TO PARENTS FOR PERMISSION AND ARRANGEMENTS FOR STUDENTS TO LEAVE. STUDENTS LEAVING THE BUILDING WITHOUT OFFICE APPROVAL WILL BE SUBJECT TO DISCIPLINARY ACTION.**

If a student becomes ill during the school day, he/she **must** report to the office. After a parent has been contacted, the student will be given permission to sign out and go home. Students who must leave during the school day for necessary and reasonable appointments (medical, dental, driver permit, funeral and court dates) must present a written excuse signed by a parent, explaining the nature of the appointment and the time to be excused from school. **The pre-excused note should be presented in the office before school on the day of the appointment or earlier.** Students failing to follow this procedure will have their absence marked unexcused. Students must report to the office and sign-out prior to leaving school. Time in/time out is recorded and the accumulation of time not in school is included in the hours calculation for attendance purposes.

### **TARDINESS TO SCHOOL**

Students who are late to school must report directly to the Main Office and sign-in. Tardiness is defined as any student arriving at school after the start of the school day. Time in (tardies) or time out (early dismissal) is recorded, whether excused or unexcused, and is included in the hours calculation for attendance purposes. Excessive tardies will result in administrative action.

## **TARDINESS TO CLASS**

The classroom teacher handles tardiness to class. If a student is tardy as a result of being detained by a teacher, the student should request a pass from the detaining teacher to explain the tardiness. Habitual tardiness to class will be referred to the office for appropriate action.

## **HARASSMENT, INTIMIDATION, BULLYING**

Harassment, intimidation, or bullying behavior by any student in the Orrville City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Harassment, intimidation, or bullying", in accordance with O.R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Any student or his/her parent who believes that she/he has been subjected to unlawful harassment, intimidation, or bullying on the basis of race, color, religion, national origin gender and/or disability may seek resolution of his/her complaint through the formal complaint procedures provided upon request. All complaints filed with the school district will be investigated in accordance with the complaint procedure. Students and parents should make every effort to file a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available. The formal complaint procedures are established to provide a prompt, impartial and thorough process for effectively and adequately resolving complaints of unlawful harassment.

Orrville City Schools is also committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, and illegal. This policy is implemented to inform both students and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment.

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- 1) Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.

- 2) Making or threatening reprisals after a negative response to sexual advances.
- 3) Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
- 4) Verbal conduct: making or using derogatory comments, epithets, slurs, jokes, or making sexually based remarks about another person's or one's own body.
- 5) Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- 6) Physical conduct: touching, assault, impeding or blocking movement.
- 7) This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current as well as legal usage.

When unwelcome activities previously described occur of a milder nature, the best thing to do is say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, students should notify a teacher, school counselor or principal.

The constitutional rights of individuals assure the protection of due process of law. Therefore, the system of constitutionally and legally sound procedures is developed with regard to administration of discipline. A student must be given an opportunity for a hearing if either his/her parents or guardians indicate the desire for one. A hearing shall be held to allow the student and his/her parents or guardians to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parents or guardians allege prejudice or unfairness on the part of the school district official responsible for the discipline. Every effort will be made on the part of the administration to apply the proper discipline to the infraction, keeping in mind that the administrator, through utilizing cooperation of school resources, parents and students, will handle each case with the student's welfare foremost.

## **ACCEPTABLE USE FOR COMPUTERS/ON-LINE SERVICES**

This section constitutes the Orrville City Schools Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. **Definitions.** For purposes of this Policy,
  - the term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users. Individual system computers, including mobile devices, are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet.

- the term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.
2. **Purpose and Use:** The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with a Building Principal to be informed whether or not a use is appropriate.
  3. **Users Bound by Policy in Accepting Access:** The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.
  4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform a Building Principal immediately. Any improper use of your account, even if you are not the User, is your responsibility.
  5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to a Building Principal. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute harassment, intimidation, bullying, sexual harassment, or a violation of the Student Code of Conduct, and other unacceptable uses of the Network as defined in this Policy.
  6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.
  7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.
  8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for



purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.
10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a Building Principal. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the Assistant Superintendent. You may be held financially responsible for the expense of any equipment repair or replacement.
11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:
  - **OFFENSIVE OR HARRASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
  - **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information. Recording, transmitting or posting photographic images or video of a person, or persons on school grounds during school activities and/or school hours, regardless of whether the User uses the Network or a personal or District-owned device, without the permission of a teacher, instructor, or school administrator, or unless assigned by a teacher or instructor as part of graded coursework.
  - **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting

data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.

- **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications ("apps") must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage through the Network is prohibited.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.
- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Orrville City Schools for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

## 12. **Specific Limits on Communication Over the District Network:**

- ***Expressing Opinion:*** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.

- **Large Group Mailings:** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
  - **Electronic Signatures:** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to a Building Principal.
13. **System Security and Integrity:** The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.
14. **Filters:** The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:
- a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
  - b. Procedures or guidelines that provides for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.
15. **Training Related to On-line Behavior:** Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors on line; (d) unauthorized

disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

16. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
17. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify a Building Principal or other person designated by the School District to receive this information.

## **SCHOOL OPERATING POLICIES & PROCEDURES**

### **BUS REGULATIONS/RULES**

Riding the bus is a privilege, not a guaranteed right. Continued participation in our transportation program carries the responsibility of each student to conduct himself/herself in a manner that follows the laws of the state as well as the rules of the school. Students will:

- Be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure the highway is clear both ways before crossing.
- Be on time at the bus stop in order to permit the bus to follow the time schedule.
- Sit in assigned seat. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in the classroom.
- Reach an assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
- Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
- Keep our buses clean - do not bring food or drink on the bus.
- Refrain from loud talking or laughing.
- Keep head, arms, and hands in the bus at all times.
- Be courteous to fellow students and to the driver.
- Treat bus equipment as one would treat valuable furniture in his/her home.
- Remain seated until the bus stops, wait for the signal from the driver, and cross in front of the bus.

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

If during the school year your family moves or a phone number changes, please notify the school and make changes in FinalForms <https://orville-oh.finalforms.com/> immediately. It is also important that the emergency medical form be updated in FinalForms. We need to be able to contact someone in case of an emergency.

### **COLLEGE ACADEMY**

Students participating in the College Academy program will be required to display their college identification badges. These students are to report to the designated College Academy area during their study time between classes or may leave the building and are to abide by the OHS code of conduct. Those students who qualify for open campus privileges will enter and exit the building through the main office doors.

### **DROP-OFF/PICK-UP**

Student drop-off and pick-up will occur in the North parking lot by the NE doors (main entrance). Student drop off/pick-up is prohibited in the east bus loop.

### **EMERGENCY DRILLS**

State law requires schools to hold periodic emergency drills relative to fire, storm, and other safety-related incidents. These drills are held so that in an emergency we are prepared to respond accordingly. It is imperative that students follow all procedures quickly and quietly. Any student apprehended for causing a false alarm is subject to suspension from school and subject to being reported to the appropriate law enforcement agency.

### **EMERGENCY SCHOOL CLOSING OR DELAYS**

The school utilizes the Blackboard automated system that calls and/or texts parent phone numbers as indicated in FinalForms. Please make sure to keep your number updated in FinalForms at all times. You may also check the following radio and television stations: WKYC Ch. 3 NBC/ WEWS Ch. 5 ABC / WJW Fox8News. Unless you receive a phone call or hear/see the closing in one or more of these ways, school will be in session as usual. Please refrain from calling the school to inquire about closings, as we need the phone lines to communicate and make decisions. Every effort will be made to provide for the safe transport of students to and from school. These are difficult decisions at times, and we will make every attempt to make them in a prudent and reasonable manner. Our intent is to keep you as fully informed as possible.

### **FINES AND FEES**

- A. Fees for certain courses are necessary to defray the cost of consumables.
- B. Fines may be assessed to the student when school property is damaged.
- C. All fines and fees must be paid before a student's transcript will be released; and/or the student participates in his/her Graduation ceremony.

## **GRADE & PROGRESS REPORTS**

Report cards are available in a pdf format in Parent Access (online account) one week after the end of the grading period. Parents of students who have a D or F on their report card will also receive a copy in the mail. Likewise, interim progress reports will be mailed home if a student has a D or F.

## **GUIDANCE SERVICES**

All students are encouraged to take advantage of the guidance office for educational, vocational, or personal concerns. Students are required to see the counselors during study halls or lunch periods unless it is an emergency.

## **HALL LOCKERS**

Each student is assigned to a locker with a combination lock. The locker combination is given only to the student assigned to the locker. Keep your locker locked at all times. If there is a problem with the locker or combination lock, report this information to the office. The school is not responsible for lost or stolen items from a student's locker. **Lockers are the property of the Orrville Board of Education. Student lockers are subject to random search by school officials.**

## **LIBRARY PROCEDURE**

The Library is a resource center to be used for investigation of sources to be used in class assignments. The following procedure applies when admitting students to the Library.

1. All students report directly to the Library and sign in on the register.
2. Students who need to use the Library when it is closed for class use must obtain a research pass from the classroom teacher.
3. Students should try to limit their use of the Library to their study hall and/or lunch periods.

## **MEAL CHARGE POLICY**

The purpose of this policy is to address the need for school food service authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which includes, the availability of an alternate meal. Such a policy ensures that the school food services department, school administrators, parents, and students have a shared understanding of expectations in these situations.

The goal of the Orrville City Schools is to provide students with healthy meals each day. However, unpaid meal charges place a financial strain on the food services department and the district. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment (charged meal), the Orrville City Schools provide this policy as a courtesy to those students who forget or lose their lunch money or parents/guardians with a temporary financial issue.

### **Meal Charge Policy Goals:**

- To establish a consistent district policy regarding meal charges and collection of charges
- To treat all students with dignity and respect in the serving line regarding meal accounts
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student with regards to their lunch account

**Meal Charge Limits:**

- When a student has reached the charge limit they will be given an **alternative** lunch until the negative balance is paid in full. They will not be served a breakfast.
- An **alternative** lunch will consist of a sandwich, vegetable or fruit, and milk.
- Students with a negative lunch account balance will not be permitted to purchase ala carte items.
- Parents/guardians will be notified of negative balances by letters sent home with the students (elementary school) or mailed home. Phone calls will be made to parents/guardians as students near the maximum limit for negative balances.
- End of the Year unpaid meal charges for underclassmen will be carried over to the next school year. Unpaid meal charges for Seniors will be added to any unpaid fees that they may have and will need to be paid prior to graduation.

**High School Meal Charge Limits:**

- Paid lunch status students may charge up to \$31.50 (equivalent of 7 lunches and 7 breakfasts)
- Reduced lunch status students may charge up to \$7.00 (equivalent of 10 lunches and 10 breakfasts)
- Student lunches are \$3.00 (\$0.40 reduced), Breakfasts are \$1.50 (\$0.30 reduced). Milk is \$0.50.

**Payment Options:**

- Parents/Guardians may pay in advance by sending in a check or money to be put on their child's lunch account.
- Parents/guardians may also use an on-line payment service made available to you called MySchoolBucks. This user-friendly system offers various options for parents/guardians to make on-line payments for lunch and breakfast purchases. For more information go to [myschoolbucks.com](http://myschoolbucks.com).

**Free/Reduced School Meal Applications**

- If your family has a financial hardship or change of income your child/children may qualify for free or reduced lunch status.
- Applications are available on-line or in the main office of your child's school. Applications can be turned in any time after July 1<sup>st</sup> prior to the new school year or during the course of the school year.

**Lunch Account Refunds:**

- A written request for refunds for a withdrawn or graduating student must be sent to the following:  

Orrville City Schools, Director of Operations, 815 North Ella Street, Orrville OH 44667
- Parents/guardians may request that remaining funds from a senior's account be transferred to a siblings account.

\*This institution is an equal opportunity provider.

## **PARENT – TEACHER CONFERENCES**

There are scheduled parent-teacher conferences during the school year. The schedule of times will be announced to parents. Informal conferences are urged when needed at the parent or teacher's request. These may be held before or after school or during a teacher's conference period. These must be prearranged with the individual teacher.

## **POSTINGS AND MESSAGE BOARDS**

The hall bulletin boards are to be used to display information of interest to the student body. No students are to put up posters/flyers without clearing them through the Principal's office. Generally, information concerning school and community activities will be permitted.

## **STUDENT PARKING**

All students who drive to school must register their vehicle and purchase a parking permit for \$10 in the office and consent to random drug testing. Students will use the **Northeast** parking lot (closest to Ella St.). The Northwest parking lot (closest to the stadium) is designated for staff only. Student athletes may park in the West parking lot closest to the Multi-Purpose Building. There is no student parking in the South parking lot. Students are expected to park their cars, proceed into school and not re-enter their car until they are leaving school grounds. Parking lot speed is 10mph. Reckless operation or violation of parking regulations or other code of conduct may result in suspension or revoking of the parking permit or other disciplinary action. **All vehicles are subject to random search by school officials.**

## **TELEPHONE**

Students may not use the office phone or classroom phones for personal calls, except in emergency and with staff permission. Only in the case of an emergency will a student be called from class for a phone call.

## **TEXTBOOKS/CHROMEBOOKS**

The Orrville Board of Education provides adopted textbooks and chrome books free of charge to students. Supplemental materials, which are required in classes, will be student purchased. Each student is responsible for the loss or damage of all textbooks and/or chrome books issued to him/her. The student will pay for lost and/or damaged textbooks or chromebooks.

## **TRANSCRIPTS**

Transcripts are available from the Guidance Office for the purpose of college admission, job placement, military enlistment, scholarships, etc. Official transcripts must be mailed from the Guidance Office. Transcripts require a 72-hour processing time.

## **U.S. ARMED FORCES**

Senate Bill 26 requires school districts to release to recruiting officers for any branch of the U.S. Armed Forces the names and addresses of students in grades 10-12. The information cannot be released if the student, or the student's parent, guardian, or custodian submits a written request that it not be released. If you do not want your child's name included on the list that may be requested by the armed forces, please send



the written request to the Principal, Orrville High School by October 1st.

### **VISITORS AND GUESTS**

The school policy is to accept only those visitors who have legitimate business at the high school. According to Ohio law, all visitors must report to the high school office.

### **WORK PERMITS**

The State of Ohio requires all students who are employed and under the age of 18 to hold a valid Ohio work permit. Work permit forms may be obtained in the Board of Education Office.

## **SCHOOL HEALTH SERVICES**

The school clinic is not to be used as an alternative to health care. It is intended to provide first aid care and Ohio Department of Health wellness checks to students while they are in the school building. Parents are not to ask staff if the RN can look at their child and diagnose what is wrong. The RN can only make nursing assessments and not diagnose or render treatment beyond their scope of practice.

### **Immunizations:**

The Ohio Revised Code (ORC 3313.671 and 3323.05) requires no pupil shall be admitted, at the time of his initial entry of each school year to an elementary, middle school, or high school or shall be permitted to remain in school for more than fourteen (14) days, unless such pupil has presented written evidence, that he has received or in the process of receiving immunizations by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code. A pupil whose parents/guardian presents a written statement and files the school exemption form declining to have the pupil immunized for reasons of conscience, including religious convictions, or medically contraindicated is not required to be immunized.

**The State Department of Education and the Ohio Department of Health requires each child before entering school to have the following immunizations:**

**DPT:** 4 doses or more (a 5<sup>th</sup> dose will be required if the 4<sup>th</sup> dose was administered prior to 4<sup>th</sup> birthday)

**Tdap:** 1 dose prior to entering 7<sup>th</sup> grade

**POLIO:** 3 doses or more (the final dose must be administered after the 4<sup>th</sup> birthday)

**MMR:** 2 doses

**HEP B:** 3 doses

**VARICELLA:** 2 doses (K-8) and 1 dose (9-12)

**MENINGOCOCCAL (MCV4)- NEW AS OF 2016-**

Grade 7 - 1 dose prior to entry

Grade 12 - 2 doses prior to entry (if first dose was given after the 16<sup>th</sup> birthday a 2<sup>nd</sup> dose is not required)

### **Lice Policy:**

Students with live lice found will be excluded from school and required to receive suitable treatment at home immediately. The school nurse or designated personnel has the responsibility to communicate to other schools where siblings or other close contacts of the infested person attend.

The student must remain out of school for a minimum of 12 hours to allow for treatment. They will be checked by the school nurse or other designated personnel the next school morning following treatment. The student may return to school the morning after initial treatment if the following conditions are met:

1. A parent must accompany the student- NO BUS RIDE to school the next day.
2. The parent must wait until the head check is completed.
3. The student is free from live lice.
4. The parent must show an obvious attempt to remove the majority of nits. Nits that are present are acceptable but if it takes longer than 10 minutes to remove nits from hair, the student will be sent home to remove excessive nits.
5. If the student has missed a significant number of school days because of lice infestation and does not have live lice, the student may return to class as long as monitoring of the progress of nit removal is made by the school nurse or designated personnel.
6. All students that have live lice will be checked in 7-10 days from initial treatment. In case of chronic, repeated infestations, the student may be rechecked as often as needed at the discretion of the school nurse or building administrator.

#### **Communicable Diseases:**

Any student suspected of or reported to have a communicable disease is to be examined by a school nurse or public health nurse. Upon the recommendation of the school nurse or public health nurse, the student may be excluded from school. Orrville City Schools follows the most up-to-date information of communicable diseases as set by the Ohio Department of Health. Readmission is dependent upon a decision by a physician, and with their written documentation stating a return date.

1. **Chickenpox:** Excluded from school until 6th day of rash appearing or until sores are dry.
2. **Common cold:** Feels well and has not had a fever for 24 hours
3. **Conjunctivitis (Pink Eye):** Physician's note required. Return 24 hours from start of treatment.
4. **Cough:** Cough is not severe or persistent; other symptoms of illness have stopped.
5. **Diarrhea:** 24 hours after the last occurrence without taking diarrhea medication
6. **Fever:** No fever greater than 100.0°F for 24 hours without taking fever medication
7. **Fifth Disease:** Physicians note required. Only excluded from school if currently having a fever; may still have rash.
8. **Hand/Foot/Mouth:** Physician's note required. Excluded if sores present in mouth, drooling weeping blisters on hands
9. **Head Lice:** Excluded from school until after treatment is applied & no live lice found
10. **Impetigo:** Physician's note required. Excluded from school until 24 hours after treatment has begun & all sores are dry.
11. **Pinworms:** Physician's note required. Excluded from school until after treatment is given
12. **Rash:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
13. **Ringworm:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
14. **Scabies:** Physician's note required. Excluded from school until 24 hours after application of scabicide.
15. **Strep Throat/Scarlet fever:** Physician's note required. Excluded from school until on antibiotics for 24 hours; no fever for 24 hours

16. **Vomiting:** 24 hours after the last occurrence without taking medication

**Medication Administration:**

Students needing medication are encouraged to receive the medication at home, if possible. If this is not possible and it is necessary for the student's attendance; administration of any medication will be done in compliance with the following:

Prior to dispensing any type of medication (to include natural/herbal), written permission must be received from the parent(s) and physician of the student and shall include:

- a. Medication Administration form filled out & signed by the physician indicating the exact dispensing instructions. The dispensing instructions cannot exceed the recommended dosage on the manufacturer's labeled package.
- b. Medication Administration forms must be completed for **each school year** regardless of life-long medication usage.
- c. New Medication Administration forms must be completed & signed when there is a change in any of the information originally provided by the physician, licensed individual, or parent (i.e. dosage, dispensing).
- d. Each medication must have their own Medication Administration form. Medication **cannot be** combined on the same Medication Administration form.
- e. The medication must be received from an adult (students cannot carry in medication) in the container in which it was manufactured or dispensed by the prescribing physician or others licensed to prescribe medication. The label on the prescription container must state the child's name and dispensing instructions. All medication tablets that must be split, needs to be done prior to the school receiving the medication.
- f. The school nurse or authorized trained designee has the right to refuse the dispensing of any medication based on questionable dosage and/or drug interactions. The student's physician may be contacted to verify dispensing of any medication.

**Metered dose inhalers & epi-pens (grade 3-12 allowed to self-carry)**

- a. Students have the right to possess and use a metered-dose inhaler or dry-powder inhaler to prevent or alleviate asthmatic symptoms. Students have the right to possess and use only in an emergency an epinephrine auto injector to prevent the anaphylactic response to a severe allergy.
- b. The right applies at school or at any activity, event or program sponsored by or in which student's school is a participant.
- c. The Authorization for Student Possession form must be on file in office in order for a student to possess an inhaler or epi-pen. This is a state law from the Ohio Revised Code (ORC3313.716/3313.14).
- d. Any student that has an inhaler or epi-pen at school must have an action plan on file with the school nurse.

**Vision and Hearing:**

Orrville School District routinely performs vision and hearing screening to identify students who have vision and/or hearing problems or those who might be at risk. The vision and hearing of the student is vital to classroom learning, so it is important to identify any barrier to learning that can be corrected. Screening will take place in the following grades:

*Upon enrollment to OCS, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> (vision only), 9<sup>th</sup>, 11<sup>th</sup>*

*Students may also be screened upon teacher referral or parent/guardian's request.*

A refusal letter must be provided to the school every year screening is required if the parent/guardian chooses to opt their student out of the required screenings.