

OLD FORT STOCKADERS

2016-2017

STUDENT HANDBOOK

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Office Hours

7:30 a.m. – 3:30 p.m.

Monday - Friday

This agenda/planner belongs to:

Student Name _____

Grade ____

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**Old Fort Local Schools
2016-2017 Calendar**

August

- 22 Staff In-Service
- 23 Staff Work Day
- 24 First Day of School

September

- 7 Labor Day – No School

October

- 21 1st Quarter Ends

November

- 1 Parent-Teacher Conferences (3:30 – 7:00)
- 7 Parent-Teacher Conferences (3:30 – 7:00)
- 23 Thanksgiving Break Begins – No School
- 28 School Resumes

December

- 21 2nd Quarter Ends/1st Semester Ends
- 22 Winter Break Begins – No School

January

- 3 Staff Work Day – No School
- 4 School Resumes
- 16 Martin Luther King Day – No School

February

- 6 Parent-Teacher Conferences (**K-6 only** 3:30-7:00)
- 20 President’s Day – No School

March

- 17 3rd Quarter Ends

April

- 13 Spring Break Begins – No School
- 18 School Resumes

May

- 25 4th Quarter Ends/2nd Semester Ends/Last day of School
- 26 Staff Work Day
- 28 Graduation
- 29 Memorial Day – No School

- 1st Quarter – 41 days
- 2nd Quarter – 39 days
- 3rd Quarter – 51 days
- 4th Quarter – 46 days

Make-Up Days (if necessary)
February 20, April 13, May 26, May 30,
May 31

MISSION STATEMENT

The mission of Old Fort Local Schools is to provide every student with the knowledge and skills needed to successfully pursue his/her life goals.

Nondiscrimination

The Board of Education will not permit discriminatory practices. To assure compliance with this policy the Board will:

1. Promote the rights and responsibilities of individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations;
2. Encourage positive experiences for children, youth and adults;
3. Work toward a more integrated society and enlist the support of individuals, as well as private and governmental groups and agencies, in such an effort.
4. Use communication and action techniques to aid and reduce the grievances of individuals and groups;
5. Consider the potential benefits or adverse consequences that the Board's decisions might have on the human relations aspects of the school community, and
6. Initiate a process of reviewing policies and practices of this school system in order to help achieve the objectives of this statement.

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

If you believe you have been discriminated against see the principal or guidance counselor for the grievance procedure.

SCHOOL SONG

We are here to cheer for Old Fort,
Proud as we can be.
See our brown and gold go flying
On to victory, RAH! RAH! RAH!
We are sports if we lose or win
You can tell that when we begin.
Rah, Rah for Old Fort School,
Marching onward to victory.

FIGHT SONG

Onward Old Fort, onward Old Fort,
Fight with all your might.
Show your vigor, show your spirit,
Show that you're all right
Rah, Rah, Rah.
Onward Old Fort, onward Old Fort,
Fight on for your fame.
Fight Old Fort, fight and we will
Win this game.

THE STAR SPANGLED BANNER

Oh, say can you see by the dawn's early light
What so proudly we hailed at the twilight's last gleaming.
Whose broad stripes and bright stars thru the perilous fight,
O'er the ramparts we watched were so gallantly streaming.
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
Oh, say does that star-spangled banner yet wave
O'er the land of the free and the home of the brave

CREDIT REQUIREMENTS

	<u>Ohio Core</u> ¹
English/Language Arts	4 units
Social Studies	3 units ²
(must include 1/2 unit of Am History, 1/2 unit of World History& 1/2 unit of Government)	
Science	3 units ³
(must include 1 unit each of biological & physical science)	
Mathematics	4 units ⁴
Health	1/2 unit
Physical Education	1/2 unit
Fine Arts (Art, Music)	1 unit ⁵
Consumer and Personal Finance	1/2 unit ⁶
Electives	5 1/2 units ⁷
Total	22 units

Although foreign language is not required to graduate, a minimum of two (2) years of the same language is required for entrance to most 4-year colleges.

Permission to be graduated with fewer than four (4) full years may be granted providing the student follows the guidelines outlined in the Early Graduation Policy.

All students are required to be enrolled in six (6) classes per semester.

Certain courses may not be taken unless you have the prerequisite course. It is strongly recommended that you should have earned at least a "C" or better in the prerequisite course. (See course descriptions for the prerequisite course(s), available in the guidance office.) Classification to the next higher grade is based upon the total number of credits earned.

Grade 9	Completion of Grade 8
Grade 10	5.5 units
Grade 11	11 units
Grade 12	16 units
Graduation	22 units

A student will not be classified to a higher grade if he or she does not have sufficient credits. The student should plan his/her schedule so there are **no more than two (2) study halls**.

¹ The Ohio Core are requirements for high school graduation found in Ohio Revised Code (§3313.063). Beginning with students who enter ninth grade for the first time on or after July 1, 2010, the requirements for graduation are designed to prepare students for the workforce and college.

² Shall include 1/2 unit of American history, 1/2 unit of World History and 1/2 unit of American government.

³ With inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information, which shall include physical science, life science, and advanced study in one or more of the following: chemistry, physics, advanced biology, anatomy & physiology, etc.

⁴ Which shall include one unit of Algebra II or the equivalent of Algebra II.

⁵ Career-technical students are exempt from the fine arts requirements.

⁶ Instruction in financial literacy will be integrated into this course.

⁷ Fine Arts requirement can be applied as an elective.

DIPLOMAS

Students graduating by 2017 who complete the high school curriculum academic requirements and pass all parts of the Ohio Graduation Test will be awarded a regular

diploma. No student graduating by 2017 will receive a high school diploma in the state of Ohio who does not pass all required parts of the Graduation Tests and all credit requirements of Old Fort High School. Effective for graduation in 2018 and beyond, students must accumulate a minimum of 18 points from scores on the next generation assessments as required by the state and meet the high school curriculum academic requirements to become eligible for a diploma.

In order to be recognized as one of the "top 10%" students in the class, a student must be enrolled at Old Fort High school for five (5) consecutive semesters.

Valedictorian and Salutatorian designation will be determined at the end of the seventh semester of high school.

DIPLOMA WITH HONORS

High School Academic Diploma with Honors requirements pre-suppose completion of all high school requirements in Ohio Revised Code including:

- ½ unit physical education
- ½ unit health
- ½ unit American history
- ½ unit in government

Students need to fulfill only 7 of the 8 criteria:

- Earn four (4) units of English
- Earn four (4) units of mathematics including Algebra I, Geometry, and Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
- Earn four (4) units of science including physics and chemistry
- Earn four (4) units of social studies
- Earn three (3) units in foreign language (including at least two (2) units for which credit is sought)
- Earn one (1) unit of fine art
- Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
- Obtain a composite score of 27 on the ACT or an equivalent composite score, currently 1210, on the SAT. Writing sections of either standardized test should not be included in the calculation of this score.

Career-Technical Diploma with Honors requirements pre-suppose completion of all high school requirements in Ohio Revised Code including:

- ½ unit physical education
- ½ unit health
- ½ unit American history
- ½ unit in government

Students need to fulfill only 7 of the 8 criteria:

- Earn four (4) units of English
- Earn four (4) units of mathematics including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
- Earn four (4) units of science including physics and chemistry
- Earn four (4) units of social studies
- Earn four (4) units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post secondary credit
- Maintain an overall high school grade point average of at least 3.5 on a four point scale up to the last grading period of the senior year
- Achieve the proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or the equivalent

- Obtain a composite score of 27 on the ACT or an equivalent composite score, currently 1210, on the SAT. Writing sections of either standardized test should not be included in the calculation of this score.

GRADES

Student grades are computed on a percent basis and the appropriate letter grade is assigned according to the grading scale below:

A+	100 – 99	4.00	C+	82 – 81	2.33
A	98 – 94	4.00	C	80 – 76	2.00
A-	93 – 92	3.67	C-	75 – 74	1.67
B+	91 – 90	3.33	D+	73 – 72	1.33
B	89 – 85	3.00	D	71 – 67	1.00
B-	84 – 83	2.67	D-	66 – 65	0.67
			F	64 – 0	0.00

Plus and minus grades will be issued to ALL students based on the scale above.

MIDTERM GRADE CARDS- Midterm grades can be accessed through Progress Book midway through each nine week grading period. Parents/guardians are permitted access to ProgressBook (an online grade book) in order to monitor the grades of their child(ren). The district's technology coordinator should be contacted in order to receive this access.

SEMESTER EXAMINATION - Semester exams will be given in all high school classes and may be given in junior high classes. Semester exams cover material for the particular semester in which they are given. When figuring the semester grade for each student, the semester exam is to count 1/5 and each nine weeks grade 2/5. If no semester exam is given, each nine weeks grade shall count as 1/2 of the semester grade.

REPORT CARDS- Report cards will be distributed one week after the closing date of each nine week grading period. Parents are encouraged to request conferences with teachers, the school counselor, or the principal at any time concerning their child's work in any subject.

INCOMPLETE - If work has not been made up within two (2) weeks, the grade will revert to an "F"

HONOR ROLL

The honor roll is computed at the end of each quarter based on the grades of that quarter. Students receiving all A's for a quarter will be listed on the Principal's list. Students receiving all A's and B's will be listed on the Honor Roll. Grade marks in the C, D, or F range will exclude a student from being listed on the Honor Roll.

The following award system will be used to recognize academic achievement. An award will be presented to a student who is on the Principal's List or Honor Roll for each of the first three quarters of a school year.

		<u>Award</u>
Grade 7 or 8		Gold Medallion: Principal's List all three quarters
		Silver Medallion: Honor Roll or Principal's List all three quarters
High School	1 st Occurrence	Academic Letter
	2 nd Occurrence	Lamp of Learning
	3 rd Occurrence	Scroll Bar
	4 th Occurrence	Pen

CREDIT FLEXIBILITY

A more detailed explanation of Old Fort's Credit Flexibility procedure must be obtained from either the building principal or guidance counselor. Following is some general information:

1. There is no cap or limit to the number of courses or credits earned through Credit Flexibility. A student receiving credit via credit flexibility must still meet all the graduation requirements in order to be awarded a diploma.
2. Testing-Out
 - a. To test-out of any course for the following school year, the request must be made on the appropriate form (available in either the guidance office or high school office) and submitted to the building Principal by April 1.
 - b. To test-out of any year-long course for the second semester of a school year, the request must be made on the appropriate form (available in either the guidance office or high school office) and submitted to the building Principal by October 1.

A student who does not complete the testing-out requirements may appeal, in writing, to the building Principal for a 30-day extension.

3. On-line Courses
 - a. In order for any on-line course to be considered for credit it must be pre-approved by the building Principal. The building Principal's decision may be appealed, in writing, to the Superintendent.
 - b. A student may participate in on-line course(s) during the school day. Any fees associated with any on-line course are the responsibility of the student. Computer access will be granted to a student for on-line learning during his/her scheduled study hall.
 - c. The grade achieved through on-line coursework that occurs during the school day will appear on a student's transcript and impact his/her class rank. On-line learning completed exclusively outside of the school day may be submitted to the school for inclusion on the student's transcript.
 - d. It is expected that courses completed on-line are exclusively the work of the enrolled student.
4. Educational Options
 - a. Other educational option requests of the school to grant credit must be submitted, in writing, to the Principal prior to the curricular-related activity. The building Principal's decision may be appealed, in writing, to the Superintendent.
 - b. If the request is approved, the building Principal, in consultation with the student, an appropriate classroom teacher and guidance counselor, will determine the learning outcomes, the method of assessment, deadlines, and Carnegie unit credit equivalency. Each of the previous elements will be used in developing a personalized learning plan.
 - c. Each request of the school will be evaluated on its own merit.
 - d. The building Principal will evaluate the assessment(s) along with the learning outcomes and personalized learning plan and then issue the grade. A student must receive a grade of 'C' (80%) or above on the assessment(s) in order to be awarded the equivalent credit.
 - e. Credit may be awarded as an elective credit, as a core credit, or a combination of both.
5. A student may not receive academic credit for participation in Old Fort High School extra-curricular activities including but not limited to clubs, band, and athletics.

6. The Ohio High School Athletic Association bylaw governing student eligibility will be consulted prior to determining the eligibility of a student participating in Credit Flexibility.

EARLY GRADUATION POLICY

Course offerings at Old Fort High School are designed to prepare the student for graduation upon successful completion of four (4) years of state and local requirements. Since Old Fort is a sequential four year (4) high school, it is highly recommended that students attend all four (4) years (eight semesters).

A student, regardless of age, who desires to complete his/her graduation requirements prior to the eighth semester, must follow the procedures listed below.

1. Apply in writing to the guidance counselor:
 - a. For graduation at the end of the sixth semester (junior year), the application should be submitted during the fifth semester with deadline extending to February 15.
 - b. For graduation at the end of the seventh semester (senior year), the application should be submitted during the sixth semester with the deadline extending to June 15.
2. Meet with the guidance counselor, high school principal, and his/her parents following receipt of the application to discuss:
 - a. Reasons for request.
 - b. Future plans and goals.
 - c. Problems that might be encountered due to and following a granted early graduation.
3. Students requesting to graduate early must not exceed the units of credit criteria listed below:
 - a. All units of credit may be from Old Fort High School or another accredited high school (normal school year credits).
 - b. Summer school credits – As approved by building Principal
 - c. Correspondence school credits – limited to one (1) unit during the student's high school career.
 - d. Tutoring credits – As approved by building Principal
4. Students must understand that the following regulations are in effect if early graduation is granted.
 - a. Certain year-long courses require the full year before credit is earned. (Example: Vanguard students)
 - b. Students should take courses in the proper sequence.
 - c. Students will be allowed to participate in school affairs, banquets, dances and other activities as long as they follow Old Fort High School Code of Conduct.
 - d. The student may participate in commencement exercises if he or she desires. The decision to do so must be made upon completion of required course work.

Once the above procedure has been followed satisfactorily, the name of the student will be submitted to the Board of Education for their approval at their next regularly scheduled meeting.

COMMENCEMENT

Commencement will be held May 28, 2017, at 3:00 P.M. at Old Fort High School. According to Board regulations, no student will be permitted to graduate or to participate in the Commencement exercise without first having fulfilled the requirements for graduation established by the State Department of Education and Old Fort Local Board of Education. All students must attend graduation practice in order to participate in graduation ceremonies. Students may be excused from participation in rehearsal due to extenuating circumstances with permission of the high school principal. School

sponsored cap and gown is the official dress for graduation except for the sashes and/or cords for honors awards.

The graduation ceremony is a privilege not a right. Specific guidelines will be distributed to seniors prior to graduation. A student may be denied participation in the ceremony due to academic and/or testing deficiencies and violation of the Student Discipline Code. **All fines and/or fees that are due must be paid prior to practice for Commencement.**

WIRELESS COMMUNICATION DEVICES

During the school year, students of Old Fort High School will be able to use their privately owned technology to access the Old Fort wireless network. **Use of personal devices in the classroom and on specific projects is for school use only or at the discretion of the teacher/supervisor.** Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered completely off (i.e. not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers) or vehicles, or stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, Blackberries/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time of delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property to access and/or view Internet websites that are otherwise blocked to students at school.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or

academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. With school employee permission, students may use school phones to contact parents/guardians during the school day.

Using a cellular telephone, WCD or other ECD in an unauthorized manner or in violation of the policy, will result in the following disciplinary action (offenses accumulate throughout the school year):

1 st offense	Device returned to the student at the end of the school day.
2 nd offense	Device must be picked up by the parent of the student.
3 rd offense	Device will be placed in a secured area for the remainder of the semester and will be released to the parent of the student.
4 th offense	Device will be placed in a secured area for the remainder of the school year and will be released to the parent of the student.

Any disciplinary action will be based upon the offender's previous offense(s) even if the device is owned by another (for example, if student A has a device confiscated for a 3rd offense and the device is owned by student B, then the device will be placed in a secured area for the remainder of the semester even if student B has no offenses). Referral to law enforcement will be made if the violation involves an illegal activity (e.g. child pornography). A student is responsible for the use of their cellular telephone or ECD, even if the device is used by another student. Contents of cell phones may be searched if there exists reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

CURRICULAR ACTIVITIES

These activities are those which are included in the curriculum, i.e., course of study adopted by the Board of Education and approved by the State Department of Education and for which credit is given. The following activities are recognized as curricular in Old Fort School:

Band, Marching Activities, Chorus
Future Farmers of America (FFA)

POLICIES OF EXTRA-CURRICULAR ACTIVITIES

Old Fort School recognizes the value of extra-curricular activities for its students to give enrichment to the curricular program and to provide students with responsibilities and activities outside the regularly scheduled day in the classroom. Another important value is to increase school spirit and participation.

This handbook of extra-curricular activities is designed to set general policies. However, individual clubs or groups may need to have more stringent policies depending on their nature. Policies must be documented by the advisor of the particular group. Policies developed by groups may not be less stringent than handbook policies.

All clubs should have a constitution and by-laws, which must be approved by the Board of Education.

Most clubs and organizations meet after school or in the evenings.

No extra-curricular activity other than games is to be scheduled after 6:30 p.m. on Wednesdays.

EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular activities are those activities not included in the regular course of study and for which no credit is given. The following activities are recognized as extra-curricular in Old Fort School:

Sports	Class officers
Class Plays and/or Musical	Art Club
Officers of Band or Chorus	Musical groups other than band and chorus, i.e. Pep Band
National Honor Society	Quiz Bowl Team
Student Council	
Science Club	

STUDENT CONDUCT/ACTIVITIES

Any time a student is wearing the uniform of Old Fort High School, he/she is the direct representative of the school; therefore, he/she is expected to display proper conduct.

A student is expected to maintain average grades in all subjects, be a good school citizen, be cooperative with faculty and staff members and to be in school and classes regularly. At the discretion of the advisor, certain rules may be established.

To be eligible to participate in any of the above activities, a student must be in attendance for two (2) afternoon periods unless excused by the office in advance.

Old Fort High School will reserve the right to remove any student from active participation should the administration feel his/her personal, social, or academic behavior is in question.

DANCES

All school rules apply to those in attendance at all dances sponsored by Old Fort. Violation of these rules will result in the Old Fort student (and guest, if applicable) being removed from the dance and their parents being notified.

For the safety and security of Old Fort High School students and guests, we require that our students bringing a guest to a school-sponsored dance from outside the school complete a "Dance Guest Form" and return it to the high school office at least one day in advance of the dance.

In addition to school rules, the following items apply for each dance:

1. Old Fort High School students are permitted to bring one (1) guest of high school status. Guests that have graduated from high school are permitted to attend special events such as Prom or Homecoming. Guests who are 20 or older will not be admitted.
2. Old Fort Junior High School students are not permitted to bring guests who do not attend Old Fort to any dance.

3. When a student brings a guest, he/she is expected to accompany the guest throughout the evening. If either the student or the guest leaves the dance early then the other individual will be required to leave also.
4. No guest will be admitted the night of the dance without a "Dance Guest Form" being on file.
5. No guest will be admitted if he/she is a high school dropout.
6. Students and guests arriving late may be denied admission.
7. Upon arrival at the dance, students and guests must enter the building and remain inside until they leave the dance.
8. Each guest may be asked to show his/her driver's license or ID prior to admittance.
9. Once a student and his/her guest have left the location of the dance, they will not be permitted to return.
10. There will be no smoking at the location of the dance or on school grounds.
11. Any student or guest shall not possess, use, transmit, sell or be under the influence of any drug or alcoholic beverage of any kind before the dance, during the dance, at the location of the dance, or on school property.
12. The Old Fort school staff or administration reserves the right to remove any student and/or guest from the dance, the location of the dance, or from school property.
13. The administration reserves the right to deny entrance to any student and/or guest.
14. It is understood that attendance at a dance sponsored by Old Fort High School is a privilege and not a right.
15. It is understood that law enforcement officials and/or school officials will enforce these rules, regulations, policies, and procedures.
16. Additions or exceptions to these guidelines may be made at the discretion of the Principal.
17. All chaperones must be 21 years or older. (No children permitted)

OFFICER ELIGIBILITY POLICY

The recognized officers will be: President, Vice-President, and Secretary. Each year, before election of officers takes place, those names submitted for nomination must meet Old Fort eligibility criteria.

ACADEMIC ELIGIBILITY FOR ACTIVITIES

1. Eligibility rules are applicable for students in grades 7-12 participating in extra-curricular and athletic activities.
2. Grades are checked weekly beginning at mid-term and continuing each week to the end of the nine-weeks. Students must maintain a GPA of 1.4 or above and have no more than one F to be eligible for participation in extra-curricular activities. Semester average and yearly average have no effect on eligibility.
3. When an athlete is ruled ineligible for a week, the athlete may practice but may **not** travel with the team, dress for a contest, or participate in a contest during the week of ineligibility.
4. Students are ineligible for one week (MONDAY through SUNDAY) if the above standards are not met from midterm on to the end of the nine-week grading period.
5. A student becomes eligible to participate in the next week or any ensuing week when the above standards are met and maintained.
6. Students under out-of-school or in-school suspension will not be allowed to participate in any extra-curricular activity until the day following the last day of suspension.
7. Students ineligible for the nine-week period may begin practicing two weeks before the end of the of the nine-week period if the student has all passing

grades and a C and D average in all subject areas. (A student with all D's would not be eligible because their GPA would be below a 1.4)

8. According to The Ohio High School Athletic Association (Bylaw 4-4-1), in order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. Furthermore, during the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation.
9. According to The Ohio High School Athletic Association (Bylaw 4-4-5), a student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.
10. At the end of the nine-week grading period, a student-athlete will be determined ineligible if:
 - o his/her grade point average is less than 1.4 and/or
 - o he/she is in a grade 9-12 and is not passing a minimum of five (5) one-credit courses OR he/she is in 7th or 8th grade and is not passing a minimum of five of those subjects in which the student received grades.

ADMINISTRATIVE PROCEDURES

1. In the event a student is declared ineligible, the coach and student will be notified. An eligibility sheet will be distributed to the coach.
2. Eligibility standards will be reviewed annually as directed by the superintendent. Any necessary revisions will be proposed to the Board of Education.
3. The eligibility standards will be effective for the ensuing years or until such time as they are modified; i.e., the last nine weeks grades will be used to determine eligibility for extra-curricular activities for the first nine weeks of the next school year.

ADULT STUDENTS

Old Fort High School accepts students up to age eighteen (18) in accordance with State Statute and guidelines. Students enrolled at Old Fort High School, regardless of age, are subject to regulations and procedures governing student behavior, attendance, and control.

BOOK BAGS – BACKPACKS – PURSES

Students may use book bags, backpacks, and purses to transport school supplies and related items between school and home. Students are to place their book bags, backpacks, and purses inside their locker upon their arrival to school. Students are not allowed to carry book bags, backpacks, and purses inside the school building during the school day.

ENTERING THE BUILDING

Students are not permitted to enter the hallways, classrooms, or offices until 7:45 A.M. unless he/she has permission of a staff member or the principal. Students who enter the building early must wait in the commons area until 7:45 A.M. After the 8:00 A.M. bell has rung, all outside doors to the building are locked. Any student arriving after 8:00 A.M. may enter door 'A' by using the buzzer or use the buzzer system at the student parking lot/gymnasium door (door 'D') and then proceed to the office immediately in order to sign-in. Repeated failure to sign-in or follow this proper procedure will result in discipline being assigned.

A student who leaves during the school day and uses his/her own transportation to attend a Career Center or PSEO will not be permitted back into the school building until 3:00 P.M. A student who checks in at the high school office and receives permission from an administrator may be permitted in the building prior to 3:00 P.M.

FEES

Fees are payable on the day the students obtain their schedule. Students new to the school during the school year will pay their fees prior to being scheduled. These fees will be pro-rated depending on date of enrollment.

All fees should be paid by the fourth Friday in November. Please pay fees with either a check or money order – change for cash payments is not kept in the office. If you choose to pay by cash, please submit the exact change.

Lunches

- The daily cost for a lunch is \$2.60.
- A student may purchase a full lunch and/or a-la-carte items using his/her cafeteria account.
- Each student is only permitted to debit one lunch per day on his/her cafeteria account (provided this debit does not cause a negative balance). Any additional full lunches must be purchased with cash.
- No student is permitted to carry a negative balance on his/her account with the cafeteria.
 - o A student will be warned by the employee at the register when his/her account balance falls below \$5.00.
 - o A student will not be permitted to debit a lunch if that debit will cause a negative balance on the account.

FOOD OR DRINKS

No food or drinks are allowed to be consumed in the hallways. Students may purchase items from the cafeteria up to 3rd period and during their lunch time. Food and drinks may be allowed in the classroom with teacher permission only.

GUIDANCE SERVICES

The Old Fort High School guidance function is to assist students in exploring their interests, abilities and aptitudes, and aid them in achieving maturity and adjusting to life situations. Guidance counselors do not solve problems; they help individuals help themselves.

Students who would like to see a counselor for any reason should report to the Guidance Office before school or between classes to schedule an appointment. If they have an emergency problem, they will be seen immediately. For routine matters, appointments will be scheduled during study halls or with the permission of academic teachers. Parents who wish to speak with a counselor regarding their student are encouraged to call the Guidance Office to schedule an appointment.

HALL PERMITS

Students must carry their agenda book in order to receive permission for a hall pass. There is a section in the agenda book where the teacher or administrator must sign. If permission is not secured through the agenda book, the student should not be in the hall, and will be considered truant.

HOMECOMING

Traditions are an important part of life at Old Fort High School. Therefore, guidelines for Homecoming should establish high standards for these activities. It will be the Student Council advisor's responsibility to verify eligibility.

Candidates for the Homecoming Court (male & female) must meet the following criteria:

1. They must be fully qualified members of the class they represent.
2. They must have no suspensions the previous or current semester.
3. They may have missed no more than 8 days of school without a doctor's excuse at the time of the vote for King and Queen.
4. They must have a minimum of 2.5 G.P.A.
5. Students who serve as candidates their freshmen, sophomore, or junior year may not be eligible again to be a candidate until their senior year. This means a student may be an underclass attendant only once, but all girls and boys are eligible their senior year.

Each class will nominate and vote for its attendants, but all students will vote for the King and Homecoming attendants will be chosen as follows:

1. Queen.
2. King and Queen candidates and their court will be introduced at an assembly.
3. Ballots will be voted on during school time.
4. King and Queen will be crowned between the reserve and varsity basketball game.
5. Dress for attendants and escorts must meet the advisor's prior approval.
6. Candidates must attend all Homecoming activities.

INCLEMENT WEATHER

Old Fort High School will generally operate on a normal schedule. However, should inclement weather exist, we suggest you listen to your local radio stations and Toledo area TV stations, who will announce school closing.

WTTF – Tiffin – 1600 AM, 103.7 FM

WFRO – Fremont – 900 AM, 99.1 FM TV CHANNELS 11, 13, & 24

In addition, parents and students have the capability of receiving a One Call initiated by the school. Contact the school if you are not receiving these alerts.

LOCKERS (STUDENT)

Lockers will be assigned. Each student will be assigned a separate locker; you should not share your locker or the combination with any other student. Students are strongly encouraged to use lock on their lockers.

Although school authorities will respect the rights of students in their locker and property, student lockers, desks, cabinets, and similar property are the property of the Old Fort Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the student who occupies them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning. **Students are reminded that for the safety of the contents, it is important to keep your lockers locked at all times.** These regulations cover the lockers in the physical education area as well as the hall lockers.

LOST AND FOUND

There is a "Lost & Found" box in the office. Students should check periodically with the office to see if the lost article has been turned in.

MEDICINES, ADMINISTERING TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. School personnel will administer medication after receiving a two-part form (*Request for the Administration of Prescribed/Non-Prescribed Medication at School*) that has been completed and signed by both the prescribing physician and the parents. Forms are required for all medications, including over-the-counter medications. The completed form is valid for the entire school year if medication is required on an as-needed basis. **Reminder: students are not to carry any type of medication on them (purses, pockets, book bags, in lockers) except asthma inhalers prescribed by a doctor. This includes over-the-counter medicines like Tylenol, Advil, aspirin, cough drops, etc.**
2. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer a drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
3. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Prescription Medications

1. The school nurse or appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
3. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.

Non-prescribed (Over-the-counter) Medications

1. No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the high school office. Physician authorization is not required in such cases.
2. If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.
3. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The prescriber's written approval must specify at least the following information.

1. student's name and address;
2. names and dose of the medication contained in the autoinjector;
3. the date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the epi-pen appropriately and has provided the student with training in the proper use of the epi-pen;
5. circumstances in which the epi-pen should be used;
6. written instruction that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that:
 - a. the student may experience that should be reported to the prescriber or
 - b. that may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. at least one emergency telephone number each for contacting the prescriber and the parent and
9. any other special instructions from the prescriber.

MISSING CHILDREN

The Old Fort Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A pupil, at the time of his/her initial entry to school, shall present to the person in charge of admission a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the student does not present copies of the required documents, the principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child.

MUSICAL INSTRUMENTS – STORAGE

A space is provided for all musical instruments to be stored during the school day. The Old Fort Local Schools will not be responsible for musical instruments damaged, stolen, etc. when the instrument is left in the instrument room.

NATIONAL HONOR SOCIETY

The Stockader Chapter of the National Honor Society follows the guidelines set forth by the national organization.

Membership is open to sophomores, juniors, and seniors who have attended OFHS for at least one semester and have a cumulative grade point average of 3.25. Students academically eligible also need to have demonstrated outstanding performance in leadership, service, and character. Eligible students support their candidacy by completing the Student Activity Information Packet which must be signed by both student and parents.

Faculty Council evaluates potential members after semester grades and makes recommendation for membership. The advisor is not a voting member of the Faculty Council. However, the advisor will collect and warn students of academic and/or behavior concerns. Dismissals are based on the decisions of the Faculty Council, which will meet periodically as the need arises. For severe violations no warning is necessary. Once a member is dismissed, he/she is never eligible for membership again.

PERMANENT RECORDS

A Student's permanent record is a cumulative representation of achievement from grades one through twelve or as many years as they have spent in the Old Fort Local Schools. In addition to grades, the records show results of standardized achievement and College Board tests, as well as, attendance records. Information may be released only to other educational institutions and to those authorized to receive it through written release by the parent or the student if he/she is 18.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

The President's Educational Awards Program, established by the Ohio Department of Education, replaces the Presidential Academic Fitness Awards.

Selection Criteria: This award was established to encourage students to achieve high academic standards by recognizing and rewarding them for educational excellence.

Grade Point Average: Students are to earn a grade point average of 3.5 on a 4.0 scale through the fall semester of the senior year.

Standardized Achievement Test: Achieve in the 85th percentile or higher in math or reading. (High School seniors may use college admission examinations such as the SAT or ACT.)

SCHEDULE CHANGE POLICY

Because students and their parents choose the courses for which students enroll, schedule changes should not be necessary. Following completion of the pre-registration process, schedule changes will only be made for schedule errors or change of a student's educational program. It will be required that parents schedule a conference with the counselor in order for a change of program to be made for anything other than failure of a prerequisite. This is done in an effort to reduce the great expenses associated with the construction of a student selected master schedule. **Classes dropped after the first week of a semester will have an "F" recorded on the permanent record.** Schedule changes must be approved by the principal. Note: Please refer to the course description book for further details.

SCHOOL EQUIPMENT, MATERIAL AND/OR SUPPLIES

School equipment, material and/or supplies furnished by the Board of Education are the property of the school and must remain within the building. Any student defacing such property will be referred to the principal, and in addition to discipline, will be responsible for the financial replacement of property.

SCHOOL TRIPS (including athletic contests)

Students will be released after an event only to a parent or guardian, unless prior approval has been obtained from the principal. **Note: All school rules and regulations apply.**

SCHOOL VISITORS

It is the policy of the school not to encourage visitors other than parents of students. Authorized visitors must obtain a VISITOR'S PASS from the office. Friends or relatives enrolled in other schools may not visit classes at Old Fort while we are in session. All doors will be locked during school hours.

SENIOR CLASS TRIP

The senior class trip must be approved by the class advisor, the principal and the superintendent. It shall then be presented to the Board of Education for approval at the October board meeting. Monies earned by a student through class projects, activities and fundraisers are to go toward the senior trip. Money earned by a student who does not participate in the senior class trip may be donated to another student to pay the balance of that student's trip cost. Otherwise, money earned by a senior not going on the senior trip will remain in the senior class account and be used to help pay graduation expenses.

Students must earn 25% of the cost of their trip by participation in class fundraisers. A senior student who has received out-of-school suspension between the beginning of the school year and the day the students leave on the class trip may be denied participation on the class trip based on the seriousness of the suspension. The administration will be responsible for determining the seriousness of the offense and will make a final recommendation as to whether the student(s) will be allowed to participate. All funds earned by that student will be redistributed at the advisor's discretion in consultation with the building Principal. A student may also be denied participation in the class trip if he/she has accumulated an excessive number of absences or tardies. If a student does not go on their class trip, they are expected to be in school and not take another vacation at that time. Any absence by a senior student not on the class trip will be considered UNEXCUSED unless an excuse from a physician or the court is presented; these unexcused absences will also result in an in-school reassignment for each unexcused absence.

A senior student may only participate in one school-sponsored trip (i.e. a student may not participate in Old Fort's senior class trip AND a senior trip sponsored by a career center).

SENIOR CLASS DONATION

Each year, the senior class must conduct a vote, prior to graduation; to determine the disposal of any funds left after all class expenses have been paid. Such funds may only be used for class or school purposes. If the senior class fails to have this vote prior to graduation, the money will automatically revert to the general school activity fund. The principal and superintendent reserve the right to reject or question any disbursement.

SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all students. Although school authorities will respect the rights of students in their locker and property, student lockers, desks, cabinets, and similar property are the property of the Old Fort Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them, this includes: purses, book bags, camera phones, etc. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student with or

without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules.

School officials are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage.

The Old Fort Board of Education also authorizes the use of canines, trained in detecting the presence of drugs, when the school officials have reasonable suspicion that illegal drugs may be present in school. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

A search in the absence of student notification may be made in cases where a suspected item(s) poses a clear and present danger to health and safety and the time required to notify would be crucial to the health and safety of people.

Items that may be used to disrupt or interfere with the educational process may be removed from a student's possession.

Search and seizure by law enforcement officers may be made on presentation of a search warrant describing the item(s) to be seized, or with the valid consent of the students, and/or parents or legal guardians who have been advised of their rights and of the legal consequences of the search. In the case of a student of legal age, valid consent shall be defined as consent given by the student.

STUDENT GROUPS

Student groups meeting in the school building or on the school grounds are limited to groups recognized as part of the school program. These groups must have a faculty sponsor and must have meetings calendared one week in advance. School officials have the authority to restrict or cancel any program, meeting, or activity that is a threat to the health and welfare of others or are a potential disturbance to the educational process.

STUDENT ORGANIZATIONS (GRADES 7-12)

Method of Organizing Groups and Conducting Business:

An organization is to elect a president, a vice-president, secretary, treasurer, and reporter. Each grade shall also elect a student council representative. No business shall be transacted without the approval of that group advisor. Correspondence or any written matter shall be signed or counter signed by the advisor. Agreements with outside entities must be initiated by the advisor. All activities must be approved by the administration. **All school-sponsored activities must be chaperoned by the Advisor or a School Board approved designee.** The principal must approve all moneymaking activities.

Elections of Class Officers:

The election of class officers will be held during May for the upcoming year. Prior to the class elections, applications will be given to students who wish to run for a class office. Candidates running for an office must complete applications and write a statement that will appear on the ballot. The class will vote for their officers. In the case of a tie, the class will revote for the top two candidates.

STUDENT PUBLICATIONS

Publications such as the yearbook, classroom projects, announcements, and other literary publications, including commencement addresses are connected to the overall school program and are subject to editorial control by the school district's administration.

WORK PERMIT REGULATIONS

1. Students must have a job before applying for a work permit.
2. Applications for work permits are available in the Main Office. For summer employment, it is best to acquire a work permit before the end of the school

year. There is not a secretary in the office every day during the summer, therefore, please call ahead to be sure someone will be there to assist you if you need a work permit after school has dismissed for the summer.

3. Completed forms are to be presented to the school office where the permit will be processed.
4. In order to assure that a work permit can be submitted to the State of Ohio, you must give the **completed** work permit application to the office 3-4 days before you start to work.

The Ohio Department of Commerce, Division of Labor & Worker Safety states (regarding minor labor law):

When school is IN session minors age 14 & age 15 cannot be employed before 7:00 A.M. or after 7:00 P.M.; work more than three (3) hours on any school day; work more than eighteen (18) hours in any school week; work during school hours, unless employment is incidental to bona fide vocational training program.

When school is NOT in session minors age 14 & age 15 cannot be employed before 7:00 A.M. or after 9:00 P.M.; work more than eight (8) hours per day; work more than forty (40) hours per week.

When school is IN session minors age 16 & age 17 cannot be employed before 7:00 A.M. (before 6:00 A.M. if not employed after 8:00 P.M. the previous night); or after 11:00 P.M., Sunday through Thursday. There is no limitation in hours per day or week.

When school is NOT in session minors 16 & 17 have no limitation as to the starting and ending time and no limitation in hours per day or week.

Minors aged sixteen or seventeen who are to be employed during summer vacation months after the last day of the school term in the spring and before the first day of the school term in the fall, in nonagricultural and non-hazardous employment or in other employment not prohibited to minors age sixteen or seventeen by law, shall not be required to provide an age and schooling certificate as a condition of employment. In order to be hired for employment during summer vacation months, such minors shall provide the employer with the following:

- (1) Evidence of proof of age, such as a birth certificate or driver's license.
- (2) A statement signed by the minor's parent or guardian consenting to the proposed employment during the summer vacation months. For the purpose of this section, in the absence of a parent or guardian a person over eighteen years of age with whom the minor resides may sign such statement.

Information regarding employment of minors and the 'Parent or Guardian Consent Form' (for the summer months for anyone age 16 and age 17) is available at www.com.ohio.gov/laws/.

STATE DEPARTMENT OF EDUCATION - SCOPE OF JURISDICTION-STUDENT CODE OF CONDUCT

Senate Bill #1 of 1999 added the following language to the Ohio Revised Code Section (O.R.C.) 3313.66:

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

- 1) *misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and*
- 2) *misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.*

**HARASSMENT – INTIMIDATION – HAZING – THREATENING STATEMENTS/
BULLYING**

Sexual Harassment

- A. Verbal
The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. Nonverbal
Causing the placement of sexual suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexual suggestive or insulting gestures, voyeurism, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- C. Physical Contact
Threatening or causing unwanted touching contact, or attempts at same, including de-pantsing, patting, pinching, pushing the body, or sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment

- A. Verbal
Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
- B. Nonverbal
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- C. Physical Contact
Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Hazing and Bullying

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or 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.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately.

All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report of the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State Law.

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual. ATTENDANCE POLICY

TARDINESS

Students arriving to class after 8:00 a.m. but before 9:36 a.m. (end of 2nd period) will be considered tardy. Excuses will not be accepted for car failure, flat tire, stuck in snow, etc. The school provides bus transportation for those students who are district residents. If students choose to use other means of transportation to get to school, it is their responsibility to be here on time. Students will be warned on their first three unexcused tardies to school. For the fourth tardy and all subsequent tardies following, the student will serve an after school detention. Excessive tardiness may result in some form of suspension. Students tardy to classes other than first period will be assigned a detention for each three (3) times tardy during a 9-week period. Students who open enroll and/or travel greater distances are not exempt from our tardy or attendance policy.

ABSENCES

Children between the ages of six (6) and eighteen (18) are compelled under Ohio law to attend school unless properly excused. In accordance with this and other applicable Ohio law and Ohio Board of Education standards, the following prescribes the manner in which any child may be excused for absence from school for good and sufficient reasons.

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to be in regular attendance. The following are considered valid reasons for excused absence from school:

- Illness of student
- Serious illness in the home
- Quarantine of the home
- Observance of religious holidays
- Legal obligation
- Death in the family

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State of Ohio. Students who are truant will not receive credit for the work missed during their truancy.

Absences or passes from school will be considered unexcused for such activities as (but not limited to): luncheons with parents or friends, leaving after or during an assembly, leaving from class or study hall during exam time,

hair appointments, senior pictures, prom dress or tuxedo fittings and other non-emergency reasons. Truancy is defined as a student's absence from any portion of the school day without previous permission and knowledge of the parent/guardian, or principal.

Students who have reached the age of majority (18) must submit, like all other pupils, to all the normal rules and regulations of the school including the rules pertaining to regular school attendance. Failure of such students to comply with all normal rules and regulations of the school may be grounds for school officials to withdraw such pupil from school membership.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. Parents are asked to call the high school office, 419-992-4291, prior to 8:00 A.M. When a student returns to school the parent/guardian will provide a written note. If a note is forgotten, one day's grace period will be granted. After three days, if no note is provided, the absence will be considered unexcused.

Requests for release from school for professional appointments must be made in writing and must list the physician or dentist's name for all appointments. Students are expected to return to school if possible.

The principal or their designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

Seniors who have completed graduation requirements during the first semester and are officially enrolled for the second semester are required to attend school as required for all other students. Refusal to do so will result in: 1) failing grades for the second semester work; 2) removal from all senior end-of-year activities including scheduled trips; 3) possible removal from the graduation ceremonies.

In order to participate in extra-curricular activities, including games and practices, a student must be in school the day of the activity by 9:36 A.M. and remain in school the rest of the school day. The exception to this rule is if the student has a doctor's appointment or participating in a college visit – the student must bring a note to school from the physician or college. A student who is eighteen (18) years of age and older may not write his/her own excuse for an absence. Students arriving after 9:36 a.m. or leaving before 2:15 p.m. will be counted one half day absent.

EXCESSIVE ABSENCES

All absences accumulate from the beginning of the school year. The absence for any student who attends Old Fort for only ½ day will be equivalent to a full-day absence since all instruction is missed.

1. When a student is absent for five (5) days, the parent/guardian will receive a written notice after the fifth day of absence.
2. When ten (10) days of absence are accumulated, excused or unexcused, another written notice will be sent and a parental conference may be requested.
3. Any absence after the tenth day must be accompanied by an excuse from a physician or from the court in the event of a legal proceeding.
4. After fifteen (15) days of absence, excused or unexcused, the student may be referred to the County Attendance Officer.
5. If a student attains twenty (20) absences, excused or unexcused, the student may be required to make up the excess absence with a

properly licensed/certified tutor (one hour per class missed outside of the regular school day).

6. Court action will be pursued if a student accumulates five (5) unexcused absences in a row or seven (7) unexcused absences in a month (thirty (30) day period, does not have to be a calendar month) or twelve (12) unexcused absences in a school year.
7. After ten (10) days of unexcused absence per semester, a student may fail the class.

CAREER CENTER ATTENDANCE

When Vanguard and Sentinel are open and Old Fort is closed, and Old Fort does not provide transportation to the Career Center, a student is not required to attend unless the student has been issued a parking permit from Vanguard or Sentinel. If Old Fort does provide transportation to the Career Center, attendance is required. Students not in attendance will be given an unexcused absence. If the Career Center a student attends is closed and Old Fort is open, each afternoon Career Center student must attend his/her Old Fort classes in entirety.

PRE-PLANNED ABSENCES

For a family vacation:

1. Maximum total of five (5) days per school year may be granted.
2. No approval will be granted during semester exams or mandated state testing.
3. This absence DOES count as excessive absence days.

For a college visit:

1. Each Junior and Senior student is limited to three (3) excused absences each school year for the purpose of a college visit.
2. A signed note from the college admissions office – written on their letterhead – stating the date and time of the student's visit must be returned to the guidance office following the visit.
3. This absence DOES NOT count as an excessive absence.

PROCEDURE TO OBTAIN SCHOOL APPROVAL:

1. Student obtains form from the office and parent/guardian completes.
2. Student submits form to each of his/her teachers.
3. Student returns form to office in search of approval.
 - i. Family Vacation – ONE WEEK (seven (7) calendar days) prior notice to the office is required
 - ii. College Visitation – TWO (2) DAYS prior notice to the office is required
4. Student is responsible for obtaining all work and completing assignments. Assignments must be completed and returned to the teacher upon return to class to receive credit.
5. A failing grade in any class may cause the Pre-Planned Absence to be disapproved.

HOMEWORK DURING ABSENCES

When a student is absent from school for one (1) day, **he/she** should contact the teacher on returning to school to get the assignments they missed.

When a student is absent from school for **two (2)** or more days, parents may contact the office and request the homework assignments for the period of absence. Please allow one (1) day for these assignments to be collected.

MAKE-UP WORK

The following conditions apply to the make-up of tests and other assignments missed during any absence – excused or unexcused.

1. When an absence falls within any one or more of the (6) categories described as Excused Absence, students may make up tests and assignments within a reasonable time limit provided arrangements for such make-up are **requested by the student** within two (2) school days of his/her return. IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE TEACHER FOR THIS MAKE-UP WORK. Full credit will be given. *Note: The time limit on make-up work is one day for each day missed. All work NOT made up will revert to an "F" at the end of the allotted time. Worked missed due to a field trip is to be made up.*
2. When a student has an unexcused absence or is truant, no credit will be granted for assignments missed during the unexcused absence.

STUDENT DRESS CODE

The Old Fort Local Board of Education affirms that its primary concern is the provision of educational opportunities for students of the district and that the major responsibility for students' appearance rests with their parents. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. Students should conform to the following guidelines:

Acceptable dress includes:

- Skirt and dress hems must come to top of knees while standing.
- Dress shorts that meet the top of the knees while standing and are worn at the waist or hips.
- Jeans and pants fit properly and be worn on the student's waist or hips.
- Shirts and sweaters that cover the body modestly and extend below the beltline and no exposed cleavage.
- Sweatpants that have pockets, un-cuffed ankles, and are loose fitting.
- Piercing in ears only. (all others must be covered)
- Leggings, yoga pants, jeggings, or stretch pants that are covered by a skirt or dress.

Unacceptable dress includes:

- Hats, head coverings, hoods, or sunglasses.
- Athletic, running, or boxer shorts.
- Excessively worn, frayed, or holed clothing that exposes skin.
- Shirts that are see-through, plunging necklines, sleeveless shirts, openings that reveal underarms or undergarments, bare midriffs, tank tops, halter tops, cropped tops or muscle shirts.
- Clothing, jewelry, or tattoos with obscene, profane, gang related, pro drug/alcohol, pro tobacco, racial, hate, sexual implications, distracting, or themes of death/ violence.
- Any jewelry or clothing which may present a safety hazard or otherwise inappropriate as deemed by administration.
- Wallet chains, heavy or oversized jewelry.
- Pajama pants, flannel pants, spandex/bicycle pants.
- Coats or jackets worn in class.
- Undergarments visible.
- Unnatural hair color, unusual make-up, (type, color, amount).

All clothing should be clean and fit appropriately. Footwear must be worn at all times.

For safety considerations, all footwear must be adequately secured to the foot. Shoes that cover the whole foot must be worn any time a student is in a class/classroom situation where something could be hazardous to their feet.

**** Many times a situation results in a "judgment call" by the school administration that shall remain the final arbiter.**

CLOTHES WORN MUST BE APPROPRIATE FOR THE ACTIVITY.

Students are encouraged to leave expensive clothing that might be stored in a locker, at home.

Students who do not comply will be subject to the following procedure:

- a. The student may be required to change the attire. (Administrator's decision.)
- b. The principal will issue a written warning.
- c. Subsequent offenses may result in detention and/or suspension:
 1. Detention for the offense following the first written warning
 2. Three (3) days for the offense following the first suspension.
 3. Five (5) days following the second suspension and possible recommendation for expulsion.
- d. If cooperation has not been obtained by this procedure, the case will be referred to the superintendent and the Board of Education.

BUS RULES AND REGULATIONS

The safety of all pupils on our busses is of utmost importance. Every precaution must be taken to see that they arrive at their destination safely, efficiently, and economically. Bus driving is a difficult task and anything that happens on the bus to divert the driver's attention affects the safety of everyone on the bus. It is, therefore, absolutely necessary that students riding on the bus conduct themselves in the best manner possible. Your cooperation is earnestly solicited.

The Old Fort Board of Education, as part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, shall utilize video cameras on a rotating basis on all school vehicles transporting students to and from curricular and extracurricular activities.

Video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The videotapes are student records subject to school district confidentiality, board policy, and administrative regulations. The video cameras will also be used as instructive aids to district bus drivers to improve individual bus discipline, when warranted.

All busses will unload between the elementary and high school each morning. **Upon arrival at school, students are to exit and proceed directly into the school building.** At the close of school, students will have approximately five (5) minutes after the dismissal bell to reach their bus. Students missing the bus must find their own transportation home.

The driver of the bus will have complete charge of the conduct of all students as they enter, leave, or ride his/her bus. Any persistent irregularity of any major act of improper conduct will result in referral to the principal for discipline.

Students will be expected to obey the following rules and regulations.

Each student must:

1. Not participate in any activity that draws the driver's attention away from safely operating the school bus.
2. Show respect to and obey the bus driver at all times.
3. Be at the bus stop on time. The driver has been instructed not to wait. The driver shall operate the bus on the approved time schedule and shall wait for students if ahead of schedule.

4. Always cross in front of the bus both when loading and unloading. Wait for the bus driver to signal it is safe to cross.
5. Stand at the residence side designated place of safety before the bus arrives and not approach the bus until it has come to a complete stop.
6. Not disembark from the bus and go to a mailbox. A student must wait until after the bus leaves before going to the mailbox (state law).
7. Must board or leave the bus only at designated locations unless there is both parental and administrative authorization to do otherwise.
8. Enter the bus in an orderly manner using the handrail to board the bus.
9. Remain seated and in the same seat at all times with all body parts inside the bus while the bus is in motion.
10. Sit in a position that will provide maximum protection by the barrier (no feet in the aisle or on the seats).
11. Carry onto the bus only items which can be held in the student's lap.
12. Maintain a clear pathway to the exit doors (no feet in the aisle).
13. Not eat or drink on the bus, except with a medical excuse that is on file in the office.
14. Keep noise to a minimum. **Absolute silence is required at all railroad crossings.**
15. Not use profane or obscene language or make improper gestures.
16. Not smoke, cause an open flame, fight, wrestle, use a flash camera, use a laser pointer, possess trading cards, possess buttons, etc. on the bus.
17. Not leave paper or litter on the floor or seats of the bus.
18. Not bring any animal on the school bus, except one intended for special needs assistance.
19. Not possess alcohol, tobacco, or drugs on the bus except prescription medication required for the student's welfare.
20. Not possess firearms, ammunition, weapons, explosives (including aerosol cans) or other dangerous materials or objects on the school bus.
21. Possess only audio equipment with headphones on the bus. Violation of above rules and regulations shall result in notification of parents, in writing, by the school administration and may require a parent-school conference. Violation may also result in suspension and/or expulsion from school or bus privileges.

The following guidelines also apply to school bus transportation:

1. The bus driver may assign a seat to any student.
2. Parents are responsible for their child's conduct at the bus stop and will be liable for any damages done to the bus by their child.
3. The bus driver will follow the established route at all times so far as possible.
4. School busses have the right away at all times on school property.

BUS PRIVILEGE SUSPENSION

Continued disorderly conduct or refusal to submit to the authority of the bus driver shall be sufficient reason for a bus referral. Any referral may result in suspension of bus service. The school administration shall notify parents of a discontinued service with full explanation of their action.

BUS ACCIDENT PROCEDURE

Level 1 – Minimal bus damage - No injuries – Notification of school administration.

Level 2 – Minor bus damage – Students jostled, but no injuries – Notification to parents.

Level 3 – Minor/moderate bus damage – Student injured with bumps and bruises – Parents called (two attempts) and given option to seek medical attention with follow-up written notification.

Level 4 – Major bus damage with student injuries – All parents called.

Anytime EMT's are required at the scene, parents will be called.

DRIVING REGULATIONS

Driving privileges will be granted to seniors, juniors, and sophomores with a valid Ohio Driver's License.

1. Old Fort High School parking stickers must be purchased for each car driven. This must be displayed on the front window and must match the sticker number on file in the office.
2. The cost will be \$3.00 per school year, which is non-refundable.
3. A new permit must be purchased each school year.
4. Any student driver or guest, found in a car, or leaving the school parking lot between the opening of school in the morning and close in the afternoon, without a school pass, will be subject to loss of driving privileges. Students should not arrive at school before 7:50 A.M.
5. Students **not** parking appropriately in designated parking spots may lose driving privileges.
6. Excessive tardiness to school may result in loss of driving privileges.
7. Reckless operation of a vehicle, on or around school premises, will void driving privileges.
8. According to Ohio Law, the passenger limit for 16-year-old drivers is one (1) non-family member except when the teen driver is with a parent or guardian.
9. School busses have the right of way at all times on school property.

STUDENT DISCIPLINE CODE

This code meets the intent of HB 421 which required each board of education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students learn in an environment conducive to learning. Students in a school system have the responsibility to act in such a way as not to interfere with the rights of others to the proper educational opportunity. By accepting the right to participate in school programs on and off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs. Students are subject to the discipline code while attending athletic events, all other school functions, while on field trips and to and from field trips.

The Student Discipline Code describes: (1) the types of conduct that will lead to certain disciplinary action, and (2) the procedures to be employed in removals, suspensions, and expulsions of students. The Student Discipline code shall be made available to all students and posted in a central location within each school building.

METHODS OF DISCIPLINE

The building principal is charged with the proper enforcement of discipline in the total school setting. The principal has the discretionary authority to use or authorize other certified personnel to use the following disciplinary measures to correct pupil behavior:

Assign detention; deny privileges; issue in school suspension; suspend from school and/or extracurricular activities; recommend to the superintendent for expulsion; refer for citation to Juvenile Court; arrange pupil or parental conferences; removal from class, extra-curricular activities, or the premises; call juvenile authorities and/or notify police; emergency removal; suspend driving privileges as they relate to school property; prescribe other disciplinary measures; referral to Seneca County attendance officer; community or school service.

A violation of any of the following rules may result in disciplinary action as prescribed above.

- Rule 1 *Disruption of School.* A student shall not by use of violence, force, coercion, threat, harassment or intimidation cause the disruption or obstruction of the educational process, including all curricular and extracurricular activities. Some examples of disruption would include unusual dress and appearance, fighting, bomb threats, arson, the setting off of fire alarms, strikes or walk outs,

continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class. (This MAY RESULT IN SUSPENSION AND/OR EXPULSION.)

Rule 2 *Fighting*. Any student starting or participating in a fight will be suspended from school and will not be allowed to make up missed work. When a student is suspended for fighting, charges may be filed.

First Offense: Three (3) days suspension.

Second Offense: Ten (10) days suspension and a recommendation for expulsion.

Rule 3 *Aggressive Physical Contact*. Any student placing his/her hands or feet on another student or teacher for any reason will be subject to a form of suspension.

Rule 4 *Harassment – Intimidation – Hazing – and/or Threatening Statements/Bullying*. The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. Harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, threatening or offensive learning environment. This includes situations brought to school from websites or blogs. Please refer to sections on harassment and intimidation under Code of Conduct. (MAY RESULT IN SUSPENSION AND/OR EXPULSION.)

Rule 5 *Narcotics, Alcoholic Beverages and Drugs*. The school has a Drug Free zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, trafficking, manufacturing, possession, and distribution of drugs, alcohol, fake drugs, steroids, inhalants, drug paraphernalia, or look alike drugs is prohibited. This would also include the use of nonalcoholic beers and wines, and the misuse of prescribed or non prescribed drugs. Students are not permitted to attend school, or school sponsored events and activities, under the influence of any narcotics, drugs, or alcohol.

Students violating the above rule are subject to the following consequences.

- Suspension from school for ten (10) days with recommendation for expulsion
- Parental notification and referral for an alcohol/drug assessment, and/or recommendation for expulsion.
- Police notification. Many drug abuse offenses are also felonies.

Students suspected of being under the influence are subject to the following consequences.

- Suspension from school three (3) to ten (10) days.
- Parental notification and referral for alcohol/drug assessment, and/or recommendation for expulsion.
- Suspension days may be waived by agreement of school administration and parents, upon proof of completed intervention procedure.

Rule 6 *Possession of Tobacco Products*. Student smoking and possession of tobacco products (including electronic cigarettes or similar devices) is prohibited before school, during school, and after school in the building, on the grounds, on the busses, and in any area that a student waits at dismissal time.

Any student who violates the above rule will be dealt with as follows:

First Offense: Three (3) day in-school suspension.

Second Offense: Five (5) day in-school suspension.

Third Offense: Ten (10) day out-of-school suspension, recommendation for expulsion.

A student is in violation of the smoking policy if any of the following exists:

1. A student is seen with a tobacco product in his/her mouth.

2. A student is seen throwing any tobacco product.
 3. Smoke is seen coming from a student's mouth or nose.
 4. Any tobacco product is seen in a student's hand.
 5. Any tobacco product found on a student's person, book bag or locker.
- Rule 7 *Possession of a Weapon – Explosives.* A weapon includes conventional objects like guns, firearms, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, laser pointers, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon may subject to expulsion. Under Federal law, a firearm is defined as any weapon (including a starter gun) which will or 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 firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other similar device. This also includes fireworks. A knife is defined as any cutting instrument consisting of at least one sharp blade. This will result in a ten (10) day suspension with recommendation for expulsion. Police report filed.
- THE SUPERINTENDENT MAY EXPEL A STUDENT FOR AN ENTIRE CALENDAR YEAR FOR THE USE OF, OR POSSESSION OF, WEAPONS AT SCHOOL, ON SCHOOL PROPERTY OR AT SCHOOL ACTIVITIES. THIS ALSO INCLUDES STUDENTS WHO INFLICT SERIOUS PHYSICAL HARM TO PERSONS OR PROPERTY AT SCHOOL, ON SCHOOL PROPERTY OR AT A SCHOOL ACTIVITY.
- Rule 8 *Insubordination.* A student shall not disregard or refuse to obey reasonable directions given by school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violation of any rule, directive, or discipline procedure shall constitute insubordination. (May result in suspension and/or expulsion.)
- Rule 9 *Assault/Attempted Assault.* **Physically assaulting or attempting to assault a staff member/student/person associated with the district. Includes written or verbal threats about a staff member/student/person associated with the district.** Physical assault or attempting an assault on a staff member, student, or other person associated with the District which may or may not cause injury. Any statement or non contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening tone. Injury to a staff member may result in charges being filed, and subject the student to expulsion. The assault may result in a ten (10) day suspension with recommendation for expulsion. Police report filed.
- Rule 10 *Truancy and Tardiness.* Truancy is declared when a student is absent from school or any portion thereof without school authorization and parent consent. This includes unexcused absences from a study hall, library, class or any other properly assigned activity. Repeated violations of tardiness shall be considered as violation of Rule #7. (May result in suspension and/or expulsion).
- Rule 11 *Extortion.* Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law. (May result in suspension and/or expulsion.)
- Rule 12 *Falsification of School Work, Cheating, Identification, and Forgery.* Falsification and cheating on one's school work and forgery of hall/bus passes and excuses as well as false I.D.'s are forms of misrepresentation and are not acceptable. A student shall not refuse to provide identification to authorized school personnel.

Cheating may result in a "0" on class work and may result in detention, suspension or expulsion.

Rule 13 *Refusing to Accept Discipline.* The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action. (May result in suspension and/or expulsion.)

Rule 14 *Theft – Unauthorized Possession of School or Personal Property.* A student shall not take or acquire the property of others without their consent. This could also include property of the school. Students will be subject to a suspension for up to ten (10) days and a police report may be filed. (May result in suspension and/or expulsion.)

Rule 15 *Student Disorder Demonstration.* Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity. (May result in suspension and/or expulsion.)

Rule 16 *Aiding or Abetting Violation of School Rules.* If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior (May result in suspension and/or expulsion.)

Rule 17 *Possession of Electronic Equipment.* Using a cellular telephone, WCD or other ECD in an unauthorized manner or in violation of the policy, will result in the following disciplinary action (offenses accumulate throughout the school year): This is per user and **NOT** per device.

1st offense Device returned to the student at the end of the school day.

2nd offense Device must be picked up by the parent of the student.

3rd offense Device will be placed in a secured area for the remainder of the semester and will be released to the parent of the student.

4th offense Device will be placed in a secured area for the remainder of the school year and will be released to the parent of the student.

Any disciplinary action will be based upon the offender's previous offense(s) even if the device is owned by another (for example, if student A has a device confiscated for a 3rd offense and the device is owned by student B, then device will be placed in a secured area for the remainder of the semester even if student B has no offenses). Referral to law enforcement will be made if the violation involves an illegal activity (e.g. child pornography). A student is responsible for the use of their cellular telephone or ECD, even if the device is used by another student. Contents of cell phones may be searched if there exists reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. In addition, students are not allowed to wear headphones or any other media device in the classroom or school building, unless authorized by a teacher or administrator. This may also include cameras and video recorders not approved by school personnel. Laser pointers are prohibited. The property will be confiscated.

Rule 18 *False Alarms and False Reports.* A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law. This includes any communication that implies a threat to one's person or property that has a connection to school, or the process of schooling. Police will be notified. This may result in a ten (10) day suspension and a recommendation for expulsion. This is a federal offense.

Rule 19 *Trespassing.* Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been

- removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal. (May result in expulsion.)
- Rule 20 *Attempting to or Purposely Setting a Fire.* Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. This may result in a ten (10) days suspension with recommendation for expulsion.
- Rule 21 *Gambling.* Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Gambling devices, dice, playing cards, etc. are prohibited in school. (May result in suspension and/or expulsion.)
- Rule 22 *Damage to School Property.* A student shall not cause or attempt to cause damage to school property including building, grounds, equipment, or material. Marking, defacing, or damaging school property is forbidden. Violators of this rule will be required to pay for repair or replacement according to the laws of the State of Ohio and may face disciplinary action. If the student is a minor, his/her parents/guardians, are, by law, financially responsible. (May result in suspension and/or expulsion.)
- Rule 23 *Damage to Private Property.* A student shall not cause or attempt to cause damage to private property on school premises, or at any of the school activities on or off school grounds. (May result in suspension and/or expulsion.)
- Rule 24 *Open Flames, Lighters, Matches.* A student shall not have in his/her possession a lighter, matches, or any flammable materials or not light a lighter or match in the school building, on the school bus, or on the school grounds. (May result in suspension of up to ten (10) days with possible recommendation for expulsion.)
- Rule 25 *Public Display of Affection.* Any excessive show of affection between individuals that attracts undue attention to them shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing, and like actions. Violations will be subject to disciplinary action. (May result in suspension and/or expulsion.)
- Rule 26 *Violation of Bus Rules.* Please refer to Bus Rules and Regulations. (May result in suspension and/or expulsion from school or bus privileges.)
- Rule 27 *Leaving School Grounds/Building.* No student is to leave the school building/grounds without first being signed out in the main office by parent, guardian, or person listed on their emergency card. (May result in suspension)
- Rule 28 *Computers.* Students are not to use anyone's password or access. If a student is caught using someone else's password or accessing another student's files or materials, they will be subject to disciplinary action. This includes a student accessing the school's computer network or school related files without proper permission. Further, any student who uses school equipment or their own computer to try and access the school's computer system will be subject to privilege loss and all disciplinary measures. This also includes improper use of the internet. (May result in suspension and/or expulsion.)
- Rule 29 *Profanity.* A student shall not use any form of profanity in the school building, on school grounds, at school activities or the school bus. This would include, but not be limited to, obscene gestures, signs, letters, pictures, etc. This shall include obscene or inappropriate words or pictures on clothing. (May result in suspension and/or expulsion.)
- Rule 30 *Gross Misconduct.* A student's conduct in the classroom, school building, property, and during extra-curricular activities is of utmost importance to the process of education. A student's behavior shall not interfere with the ability of school district personnel to perform the job of teaching or obstruct another student's right to a free and appropriate education. A student shall not intentionally or non-intentionally display misconduct in classrooms, hallways, cafeteria, restrooms, busses, grounds, parking lots, or on school property.

Some examples of misconduct are insubordination, generating loud and unauthorized noise, running, profanity, inducing panic by word or action, aggressive behavior directed at students, staff, or property, or continuously buying and/or selling sponsored items on school property. This also includes any communication that implies a threat to one's person or property that has a connection to school, or the process of schooling (May result in suspension and/or expulsion.)

- Rule 31 *Tampering with Food/Drink.* A student shall not tamper with any other person's food or drink. Tampering shall refer to altering, adding a foreign substance, placing a foreign object in, or contaminating food or drink in any manner. Tampering may result in injury/illness or having the potential to cause injury or illness (May result in suspension and/or expulsion.)
- Rule 32 *Endangerment.* A student shall not engage in any activity or action that may result in the endangerment of another person's health and/or safety. Such actions include, but are not limited to: throwing objects, tripping another student, placing a sharp object on a chair, spitting at another person, etc. Endangerment may result in suspension and/or expulsion.
- Rule 33 *Entering Another Student's Locker.* No student shall open another student's locker, either by use of his/her combination number or by forcing the locker open, without specific permission from the student assigned to that locker. Entering another student's locker may result in suspension and/or expulsion.
- Rule 34 *Disregard for Student Code of Conduct.* Disregard for the Student Code of Conduct, as evidenced by repetitive violations of school rules and/or policy, could result in suspension with possible recommendation for expulsion.
- Rule 35 *Skateboarding is not permitted on school property.*

DETENTION / STUDY TABLE/THURSDAY SCHOOL

3:15 P.M. – 4:15 P.M. (Tuesday, Thursday)

3:15 P.M. – 6:15 P.M. (Thursday School – Assigned by Administration)

Detention will be assigned for minor infractions. **Study Table** will be assigned when a student requires motivation to complete classroom assignments. **Thursday School** will be assigned at the discretion of Administration for more severe or repeated infractions. When a detention, Thursday School or study table has been assigned to a student, a notice will be sent home with the student to notify the parent. Failure to serve detention, Thursday School or study table may result in a suspension. Students who receive an excessive number of detentions, Thursday School will receive more severe penalties.

REMOVAL FROM CLASS, BUILDING, BUS OR SCHOOL GROUNDS

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then an administrator or district employee may remove the student from class. This also includes all areas of the school building and school grounds. The student is then to report to office, where school administrators, or their designee, will monitor the situation. Students may then be removed from the premises by order of school administration, or their designee, by way of suspension or emergency removal. The removal may be accomplished by the student's parent/guardian or representative of said parent/guardian. (Removal may also be made by law enforcement officials to facilities under their jurisdiction.)

REMOVAL FROM EXTRA/CO-CURRICULAR ACTIVITIES

A teacher, coach, advisor, or district employee may prohibit students from participating in extra/co-curricular activities they are in charge of supervising. An administrator may prohibit students from participating in any school sponsored extra/co-curricular activity. The student may be removed from any extra/co-curricular activity if his/her presence poses a continuing danger to persons or property or an ongoing threat of disruption of the said extra/co-curricular activity. Extra/co-curricular activity is defined as any school

sponsored activity within or after the school day. Some examples of these activities are, but not limited to: athletics, choir, band (marching, concert, pep, etc.), graduation, homecoming, prom, dances, field trips, National Honor Society, cheer leading, honor/recognition programs, clubs-organizations, quiz bowl. The removal may be accomplished by the student's parent/guardian or representative of said parent/guardian. (Removal may also be made by law enforcement officials to facilities under their jurisdiction.)

IN-SCHOOL REASSIGNMENT (I.S.R)

The I.S.R. is an alternative to out-of-school suspension. The I.S.R. will allow a student to do work and receive credit. Their assignment is based upon their agreement on the guidelines listed below.

1. The I.S.R. room is located in the high school.
2. Hours for the I.S.R. are the same as a regular school day: 8:00 A.M. to 3:00 P.M.
3. Students are responsible to bring all books and materials to the I.S.R. room for the duration of their reassignment. Students may bring appropriate reading material that can be used when school assignments are completed.
4. Students are to remain in the room, in their seat, quietly working on school assignments.
5. Lunch: Students will eat lunch in the commons when the I.S.R. supervisor takes their lunch.. They may bring their own lunch from home or purchase a brown bag lunch through the school cafeteria.
6. Students will use the restroom as the supervisor designates.
7. Students are responsible to ask for school assignments prior to assignment in I.S.R. Students are also responsible for returning finished work to I.S.R. supervisor. Following completion of assignments, the I.S.R. supervisor will return them to the office. Teachers will give appropriate credit for work completed. The student will receive no credit for work not completed.
8. While in attendance, each student shall observe the Student Discipline Code and the rules for the I.S.R. classroom. Any violations while attending the I.S.R. classroom will lead to additional days being assessed.
9. Students are not allowed on any other school property during the reassignment period. If a student must be on school property during the reassignment, the I.S.R. supervisor will make the arrangements.
10. Absence/Tardy: Any student absent from the I.S.R. will make up the day missed.
11. Tests may be sent to the I.S.R. teacher to administer. Tests not sent by the classroom teacher will be made up following the suspension.
12. Assigned days not served at the end of the school year may be carried over to the next school year.
13. The high school administration will coordinate placement and work with the I.S.R. supervisor.
14. No extra-curricular activities for students assigned to I.S.R.

PROCEDURES FOR SUSPENSION

The superintendent, principal, or designee may suspend a student from school for not more than ten (10) days. No student shall be suspended unless prior to the suspension such superintendent or principal:

1. Give the pupil written notice of the intention to suspend and the reason for the intended suspension.
2. Provides the student an opportunity to appear at an informal hearing before the superintendent, principal, or designee and to challenge the reason for the intended suspension or otherwise to explain his/her actions. (It should be noted that the informal hearing is not an adversary hearing and the student has no right to counsel.)

3. If the student is to be suspended, he/she will be told of the suspension and its length.
4. The superintendent or principal shall within twenty-four (24) hours after the time of the student's suspension, notify in writing the parent, guardian or custodian of the student, and the treasurer of the board of education of such suspension. The notice shall include:
 - a. the reason for the suspension.
 - b. the right of the student or his/her parent, guardian or custodian to appeal such action to the board of education or its designee.
 - c. the right to be represented in all such appeal proceedings.
 - d. the right to a hearing before the board of education or its designee in order to be heard against such suspension.
 - e. the right to request that such hearing be held in executive session.

Students who have been suspended shall not be eligible to participate in any school function for the duration of such disciplinary action and not be allowed on school property. At the principal's discretion, students suspended from school may receive credit for assignments missed.

PROCEDURES FOR EXPULSION

Only the superintendent may expel. Due-process shall be afforded the student by the building administrator before such administrator recommends expulsion to the superintendent.

Prior to the intended expulsion, the superintendent must enact the following procedures:

1. Gives the pupil and his/her parents, guardian or custodian written notice of the intention to expel. That notice will include reasons for the intended expulsion, must advise the pupil and his/her parent, guardian, custodian or other representative of their right to appear in person before the superintendent or his designee to challenge the reasons for the expulsion. That notification must carry the time and place of the hearing which must take place not earlier than three (3) days and no later than five (5) days after the notice is sent. The superintendent may grant an extension of time, upon request, provided all parties involved are notified.
2. Conduct a hearing when practicable under appropriate guidelines of hearing procedures within the above stated period.
3. Within twenty-four (24) hours of the expulsion, the superintendent must notify the parent, guardian, custodian and the clerk of the Board of Education of the action to expel the pupil. The notice must include the reasons for the expulsion and the right of the parent or custodian to appeal to the Board of Education or its designee and the right to be represented at the appeal and to request the hearing to be held in executive session.

APPEAL TO THE BOARD OF EDUCATION

A student and his/her parent or guardian may appeal his/her expulsion or suspension by a superintendent or principal to the Board of Education or its designee. Such student or his/her parent, guardian or custodian may be represented in all such appeal proceedings and shall be granted a hearing against such suspension or expulsion.

PERMANENT EXCLUSION

The board may seek the permanent exclusion of a student sixteen (16) years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function.

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of bulk amount of a controlled substance or the sale of a controlled substance.

2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition, felonious sexual penetration, if the victim is a district employee.

In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at a school function, may also be the basis for permanent exclusion.

COMPUTER TECHNOLOGY AND NETWORKS

Acceptable User Policy

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and student to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, schools hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student

Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program **regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety** before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues. Use of the Network to engage in cyberbullying is prohibited.

"Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MYSpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

- 1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
- 2. Sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;

3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;
4. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

G. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

H. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or designee if they identify a possible security problem. Students

should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All Copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board's hard drives is prohibited without prior approval from the teacher, principal, technology coordinator or superintendent. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or their designee before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, superintendent or principal.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind; either expresses or implied that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- R. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the school district. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class or instruction-related purpose. The following hierarchy will prevail in governing access to the Network:
1. Class work, assigned and supervised by a staff member.
 2. Class work, specifically assigned but independently conducted.
 3. Personal Correspondence (checking, composing, and sending Email)
 4. Training (use of such programs as typing tutors, etc.)
 5. Personal discovery ("surfing the Internet").
 5. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or superintendent or their designee.
- S. Game playing is only allowed with permission from the teacher.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

STUDENT ASSESSMENT

Unless exempted, all students graduating in 2018 and beyond must take the next generation assessments as required by the state. All student graduating by 2017 must pass all portions of the state-mandated OGT tests as a requirement for graduation.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the Guidance Office.

ATHLETICS

Philosophy of Old Fort Athletic Department

Athletic participation is a privilege and not a right. Utmost importance shall be the stress of good citizenship, behavior on and off the athletic field. In relation to citizenship we also exhibit good sportsmanship and good taste in our athletes, our coaches, our student body and our fans.

Winning is only one measure of success. Old Fort's Athletic Program will be measured by winning, but it must also be measured by such intangibles as improvement (both team and individual) in performance and the hard, but necessary, experience of losing with dignity.

Students that go out for a sport and quit after the first day of practice are not eligible to participate in another sport during the same season.

Athletics Dual Participation

A student in grades 7-12 may participate in two sports during the same season providing a 'Dual Participation Agreement' form is completed and on file in the Principal's office. The form must be submitted within the first week of practice during the season. A form may be obtained from either the Principal or Athletic Director. Following are the guidelines for participation:

- State Tournament contest* in Primary Sport takes precedence over practice or any contest in Secondary Sport.
- State Tournament contest in Secondary Sport takes precedence over practice or regular-season contest in Primary Sport.
- Regular-season contest in Primary Sport takes precedence over practice or regular-season contest in Secondary Sport.
- Regular-season contest in Secondary Sport takes precedence over practice in Primary Sport.
- When a conflict occurs between scheduled practices, it will be the responsibility of the coaches to arrange for adequate practice for each Sport.
- Any unresolved conflicts between Sports will be resolved by the principal in consultation with the Athletic Director. The Principal's decision is final. The presence of continued unresolved conflicts may result in the cancellation of this agreement and the student-athlete becoming a full-time member of the Primary Sport.

* State Tournament contest is defined as Sectional, District, Regional, or State competition (students in 7th and 8th grades do not participate in State Tournaments).

Sportsmanship Code

We believe that good sportsmanship, like good character, is developed by conscious effort. We believe that this development is an important part of the school program. In that belief, the athlete will:

1. Consider visiting fans, officials, and athletic opponents as guests and will treat them as such.
2. Accept all decisions of officials.
3. Be modest in victory.
4. Strive to win fairly.
5. Support my team with enthusiasm
6. Remember that I represent my community, my school, as well as myself.
7. Respect and cooperate with my cheerleaders.
8. Respect the authority and judgment of the coach.

9. Not boo opponents or officials.
10. Not ridicule opposing players or schools.
11. Not criticize the players or coach for a defeat.

Scholastic Eligibility

See Academic Eligibility for Activities on pg. 15.

Student Participation and Physical Examination Form

All students in grades 7-12 must submit a completed student participation form and pass a physical examination before they may practice for a school sport. Check with your school principal or athletic director for the procedure to follow. Physical examination cards are valid for one calendar year.

Equipment

1. All equipment issued to players is to be worn only at practice sessions or scheduled games involving that particular sport.
2. Each athlete is responsible for all equipment issued. Keep it clean and in its best possible condition. Old Fort School is not responsible for lost or stolen property.
3. All athletic equipment and supplies are the legal property of the Board of Education. Therefore, school equipment may not be taken from the school building for the use of outside organizations or for personal use. The athletic director must grant any exception to this.
4. All equipment issued to an athlete by the coach or the school for a specific sport is to be returned at the end of that season in the same condition that it was issued. The athlete is responsible for all equipment issued to them and must pay for the equipment that is not returned.

Parent/Coaches Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to the children. As parents, when your child becomes involved in our programs, you have a right to understand what expectations are placed on your child. This begins with a clear communication with the coach.

COMMUNICATION

This should be followed whenever a parent has a concern and needs to contact a school official.

Communication Expected From the Coach:

- Philosophy of the coach
- Location and times of practices and contests
- Requirements to earn a letter
- Discipline that results in a denial of your child's participation:

Communication Coaches Expect From Parents

- Concerns expressed directly to the coach
- Notification of any scheduling conflicts well in advance
- Specific concerns in regard to expectations or philosophy

Appropriate Concerns to Discuss With a Coach

- The treatment of your child, mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior

Issues Not to be Discussed With the Coach

- Playing time
- Team strategy
- Play calling

- Other student athletes

PROCEDURES to follow if you have a concern with a coach

It is very difficult to accept that your child is not playing as much as you may hope. Coaches are professionals. They make judgment decisions on what they believe to be best for **all** athletes involved.

There are situations that may require a conference between parent and coach. These are to be encouraged. It is important that both parties involved have a clear understanding of each others position. When a conference becomes necessary, the following procedure must be followed to promote a resolution to the issue of concern.

- Call and set-up an appointment with the coach. The school number is 419-992-4291.
- If the coach cannot be reached, call the athletic director and he will set-up the appointment for you.
- The reason for the meeting **must** be stated.
- Do not attempt to confront the coach before or after a practice or contest. These can be emotional times for both parent and coach. Meetings of this nature do not promote resolution.

The Next Step

What can a parent do if the meeting does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and better understanding. If the parent desires further communication, please follow the chain of command below.

Chain of Command

The Old Fort Local Schools in conjunction with the Athletic Department follows the chain of command listed below. We ask that you observe this line of communication if you elect to pursue any concern you may have in regard to the athletic programs.

1. Assistant Coach or Jr. High Coach (if applicable)
2. Head Coach
3. Athletic Director
4. Principal
5. Superintendent
6. Board of Education

ATHLETIC CODE

Athletes must conduct themselves in such a way as to reflect favorably on our school and community. All school regulations apply. The Student Conduct Code is in effect for all school and school-related activities including athletics whether at home or away.

The power of school authorities over athletes does not cease when they leave the school premises or when school is not in session. Violations of any athletic regulation outside of school hours or off school property, whether in season or out of season, including summer, shall subject the athlete to school discipline. **Athletes eighteen (18) years of age or older are not exempt from any school rules or regulations.**

Violations of any athletic regulation by a student will result in disciplinary action such as: assignment of additional work, social probation, parental contact, detention, counseling, denial of participation and/or removal from practice, games, or team. When a student has been denied the right to participate, the student will not be permitted to practice or play in the game. The athlete will be required to attend all games and sit on the team bench unless directed otherwise by the head coach.

Use of tobacco, alcohol, or other illegal drugs is strictly prohibited.

Any athlete violating this rule will be subject to the following:

- A. First Offense

1. Denial of participation for 30% of all scheduled contests for that sport, effective following a hearing. The denial will carry over to the next sports activity until suspension is fulfilled.

OR

2. Athlete will be denied participation of 15% of all scheduled contests which are played if the athlete agrees to:
 - a. Receive professional assessment by an out of school agency and follow the appropriate treatment recommended by the evaluating agency. This alternative will be confirmed by a written agreement.
 - b. Proof of treatment will be submitted to the head coach and the athletic director.
 - c. Student will be responsible for paying for said treatment and assessment.
- B. Second Offense – Denied participation for at least one calendar year.
- C. Third Offense – Loss of eligibility for the remainder of their high school years.
- D. In all denial of participation cases, the student will be afforded a hearing prior to the decision. A student and/or a parent has the right to appeal the denial of participation to the high school principal.

Students participating in athletics must vacate the building 15 minutes after the conclusion of an athletic event or practice.

Cheerleaders must follow all established rules and regulations in the Student Conduct Code, any rules established by the advisor and conduct themselves as described at the beginning of the violation section above.

AWARDS POLICY

The award system at Old Fort High School is structured to honor participation and performance in athletics. If an athlete quits or is removed from a team, that athlete relinquishes his/her right to receive an award for that sport.

Freshmen:

All participating freshmen receive numerals of their graduation year.

Reserve or Jr. Varsity

First and subsequent awards: certificate of participation

Varsity

Non-letter winner: certificate of participation

First Award: 7-inch letter/insert and bar

Second Award: plaque and bar

Third Award: plaque and bar

Fourth Award: plaque and bar

- A varsity athlete will only receive one 7-inch letter. There will be special awards in all varsity sports.

REQUIREMENTS TO EARN A LETTER

- Completion of season required, unless an injury has occurred
- Return all uniforms

Baseball, Basketball, Soccer, Softball, and Volleyball:

- Must participate in one-half of the quarters, innings, or games including tournaments
- Consideration of the coach

Cross-Country

- Must be in top 7 runners for Old Fort in one-half of meets
- Be a league or district champion
- Consideration of coach

Track & Field

- Score 10 points 1st year
- Score 20 points 2nd year
- Score 30 points 3rd year
- Score 40 points 4th year
- Place in league or district meet
- Consideration of coach

Golf

- Must be in top 5 golfers for Old Fort in one-half of matches
- Compete in league or district tournament
- Consideration of coach

SCHOLAR ATHLETE AWARDS

Two scholar athlete awards will be presented at senior graduation. They are the Armed Services National Scholar Athlete Award and the Ohio High School Athletic Association Scholar Athlete Award. Minimum requirements are:

National Scholar Athlete Award (1 male and 1 female)

- 3.50 GPA
- 8 varsity letters

OHSAA Scholar Athletic Award (1 male and 1 female)

- 3.00 GPA
- 4 varsity letters



2016-17 Edition

Eligibility Guide For Participation In High School Athletics

Published by the Ohio High School Athletic Association (revised 5/17/16)

Ohio High School Athletic Association Overview

Participating in your school's interscholastic athletics program will provide some of your most memorable and enjoyable moments ever. Since your school is a member of the Ohio High School Athletic Association, there are standards that must be met in order to be eligible to compete.

The essential eligibility requirements in this publication are **only a summary** of some of the regulations affecting student eligibility. OHSAA eligibility requirements are published in the *OHSAA Handbook*, which can be found in the offices of your principal and athletic administrator and is posted on the OHSAA website (www.ohsaa.org). Your school district also has the authority to establish additional eligibility standards, including academic and codes of student or athletic conduct.

Any questions you have concerning the OHSAA standards or your athletic eligibility should be reviewed with your school principal or athletic administrator. You should also meet with these administrators **EVERY TIME** before you change your course schedule or drop a course. If you are a transfer student, you must ensure that you and your school administrators have submitted all proper forms to the OHSAA Office in Columbus.

The eligibility regulations of the OHSAA have been adopted by the member schools and were accepted by your school when it became an OHSAA member. You are urged, as a student-athlete, to study these standards carefully since you are responsible for compliance with these standards.

Best wishes as you learn the valuable lessons that come with your participation in interscholastic athletics!

Student-athletes and parents have the opportunity to ask school administrators and/or coaches questions on OHSAA and school eligibility requirements, the school's Athletic Code of Conduct policy and other issues during preseason meetings that the OHSAA requires schools to hold no later than two weeks after the beginning of each sports season. Meetings should include showing a presentation prepared by the OHSAA that reviews key student eligibility issues, healthy lifestyles, sporting behavior and concussion management.

OHSAA Regulations On Scholarship

In order to be eligible for the first grading period upon entrance into grade 9, you must have received passing grades in a minimum of five (5) of the classes in which you were enrolled in the immediately preceding grading period.

In order to maintain eligibility for grades 9-12, you must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period.

In addition:

- Summer school and other educational options, including College Credit Plus, may not be used to bring a student into compliance with scholarship bylaws, nor can they be used to compensate for lack of courses taken in the preceding grading period.
- Your semester or yearly grades have no effect on OHSAA eligibility (although they could, depending upon your school's official grading periods). OHSAA eligibility is dependent upon grades received in the immediately preceding grading period.
- Those taking postsecondary school courses, including College Credit Plus, must comply with OHSAA scholarship regulations.
- The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. **Note:** Check with your principal or athletic administrator for the exact date that eligibility will be determined.

OHSAA Regulations On Semesters

After establishing ninth-grade eligibility, you are permitted only eight (8) semesters of athletic eligibility.

- The semesters are taken in order of attendance once ninth-grade eligibility has been established.
- Semesters are counted toward eligibility whether you participate in interscholastic athletics or not.
- There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

OHSAA Regulations On **Age**

When a high school student (grades 9-12) turns 20 years of age, he/she becomes ineligible for interscholastic athletics.

- There is an exception to this regulation, so please arrange a meeting with your principal or athletic administrator to review this exception.

OHSAA Regulations On **Residence**

If your parent(s) or legal guardian live outside of Ohio, you are ineligible unless one of the exceptions to the residence regulation is met. These exceptions to the out-of-state residency rules are found in Bylaw 4-6.

OHSAA Regulations On **Non-Enrolled Students**

Legislation now permits non-enrolled students (home educated, non-public, community school, STEM students) to have participation opportunities at the public high school that the student would be entitled to attend under the tuition statute, i.e., the school located in the parents' residential district. If you are participating via this legislation, note that the language says you shall be given the "same opportunities" to participate – not greater opportunities – and that you must meet the same eligibility requirements as other students. In addition, once you establish eligibility at a high school, a transfer to a different high school may mean you will lose eligibility for interscholastic athletics for a period of time at your new school.

For more information on participation opportunities for non-enrolled students, go to the Eligibility section of the OHSAA website (www.ohsaa.org).

OHSAA Regulations On **Transfers**

Once your eligibility is established at a high school, a transfer to a different high school may mean you will lose eligibility for interscholastic athletics for a period of time at your new school. For the specifics on the period of ineligibility, visit www.ohsaa.org.

- If you are new to this school as a transfer student, all required paperwork must be submitted to the OHSAA by your school administrator, and, depending on your situation, the state office may have to grant approval for eligibility. Immediate eligibility will be granted only if one of the exceptions to the OHSAA transfer regulation has been met or you have not participated in the sport within the past 12 months.
- To see if you qualify for an exception or you have other questions on these regulations, arrange a meeting with your principal or athletic administrator. If questions remain, ask them to contact the OHSAA.

OHSAA Regulations On **Awards**

You may receive awards valued at \$400 or less as a result of athletic participation in interscholastic athletics from any source. You may never accept cash awards, however.

OHSAA Regulations On **Amateurism**

You will lose your amateur status and forfeit your eligibility if you:

- Compete for money or other compensation.
- Capitalize on your athletic fame by receiving money, merchandise or services.
- Sign a contract or make a commitment to play professional athletics.
- Receive services, merchandise or any form of financial assistance from a professional sports organization.
- Compete with a professional athletics team even if no pay is received.
- Enter into an agreement with a sports or marketing agent.

Expenses for travel, meals and lodging may be accepted provided they are available to all participants and they are not contingent upon your team's and/or your finish. A form to record this information is available at www.ohsaa.org that must be submitted to the OHSAA.

OHSAA Regulations On **False Information**

If you compete under a name other than your own or provide a false address, you may immediately become ineligible.

OHSAA Regulations On **Open Gyms**

School officials may designate open gyms/facilities, the sport to be played, the grade levels involved and may also limit participants to those from your school. You may participate in open gyms/facilities, but remember:

- No one from the respective school may be excluded from participating;
- No one may be required to attend;
- No school officials may invite selected students or determine the teams;
- No school officials may transport students to or from either school or non-school facilities;
- No timing or written scoring may be kept, and
- No coaching or instruction may be provided.

The OHSAA may impose penalties against you, your school and/or your coach for violating these regulations.

OHSAA Regulations On Instruction

There are restrictions on the instruction you can receive from school coaches outside of your season. Some of these regulations are also different for team sports vs. individual sports. Before receiving instruction outside the season from your school coaches, visit www.ohsaa.org, go to the General Sports Regulations and review the section on Individual Skill Instruction to ensure all regulations are being followed. Some other key notes on these regulations:

- Besides during the season of your sport, school coaches may also provide team instruction for a maximum of 10 days between June 1 and July 31. This would include such activities as volleyball, field hockey, soccer, basketball, ice hockey, lacrosse, baseball or softball teams competing in tournaments or 'shootouts,' football teams participating in 7-on-7's, or coaches conducting or taking teams to instructional camps.
- Between August 1 and May 31 and outside defined "no contact periods," school coaches may also provide individual instruction outside the season of play. There are restrictions for team sports and some individual sports, so review the OHSAA's Individual Skill Instruction regulations to ensure all standards are being followed.
- Individual skill instruction from non-school coaches may be received in any sport by a squad member at any time in individual or group lessons *provided* that this instruction does not violate any Board of Education, school administrators' or coaches' policies.
- It is a violation if a coach suggests your participation in instructional programs is mandatory.

OHSAA Regulations On Non-School Teams

If you compete on a non-school team or in non-school competition as an individual in the same sport during your school team's season (example: non-school soccer during the school's soccer season), you will lose eligibility. There are also certain restrictions regarding tryouts, practices and competitions with non-school teams before, during and after the school season. Before participating with a non-school team, visit www.ohsaa.org, go to the General Sports Regulations and review the sections on Non-School Programs/Teams to ensure all regulations are being followed. Some other key notes on these regulations:

- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, football, ice hockey, lacrosse, soccer, softball and volleyball) may not participate in an athletic contest, tryouts or any type of team or group training or practices on or with a non-school squad in the same sport during the school's interscholastic season. ***This would include college teams and/or college tryouts.***
- In the individual sports of bowling, cross country, golf, gymnastics, swimming and diving, tennis, track and field and wrestling, however, you may practice and try out for a non-school team but **may not compete in a contest during your school season.**

- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, ice hockey, lacrosse, soccer, softball and volleyball) may try out, practice and compete on non-school teams before and after the school season from August 1 to May 31 (there are exceptions for baseball and softball) provided: The OHSAA's '50 percent limitation' regulation is maintained, meaning the number of students from the same school team on the roster of the non-school team is limited to five (5) students in the sports of soccer, field hockey, ice hockey and lacrosse; four (4) students in the sports of baseball and softball; three (3) students in the sport of volleyball, and two (2) students in the sport of basketball. ***School football team members are prohibited from competing on non-school teams except from June 1 to July 31. All football activities during the June 1 to July 31 period must be non-contact and the only football equipment permitted are helmets and cleats.*** Note: Seniors are exempt from these limitations after the conclusion of their sport season.
- There is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.
- Check the OHSAA Sport-by-Sport Regulations (available at www.ohsaa.org) for the date you must cease participation on non-school teams in order to be eligible for OHSAA tournament competition along with penalties for non-compliance with this date.

OHSAA Regulations On Recruiting

You will be declared ineligible if you are recruited by a person or group of persons to transfer to or enroll in a high school for athletic purposes. This may include your transferring to a school at which one of your school coaches has been hired. In addition, any attempt by you to recruit a prospective student-athlete for athletic purposes is also prohibited. A violation may also affect the eligibility of the school team.

OHSAA Regulations/Guidance On Alcohol, Tobacco, Drugs and Steroids

The OHSAA does not permit the use of any form of alcohol, tobacco or illegal drugs at the site of any interscholastic contests. Besides the health risks involved, use of any of these items will result in you being disqualified from contests and likely facing additional school and legal penalties. There are additional issues related to illicit drugs, such as anabolic steroids and some prescription drugs used with the goal of aiding performance. If you use anabolic steroids or other performance-enhancing drugs, you are ineligible for inter-

scholastic competition until medical evidence indicates that your system is free of these drugs.

Another prominent issue is the use of supplements. The increased availability of these items allows student-athletes access to a wide variety of products aggressively marketed in fitness and strength training magazines and websites. Often their marketing campaigns include promises, endorsed by faulty research claims, of extraordinary weight loss, explosive power or tremendous strength gains. It is important for coaches, athletic administrators and parents to educate themselves about what substances your student-athletes may be using and about the potential risks involved with uneducated supplement use.

The OHSAA website, www.ohsaa.org, offers a wealth of information for parents, coaches and students about these topics and other healthy lifestyles/sports medicine issues.

OHSAA Regulations On Preparticipation Evaluations and Consent Forms

Before the season's first practice, each student must have had a physical examination within the past year and an examination form signed by a medical examiner must be on file at your school. Ask your athletic administrator or licensed athletic trainer about the new electronic preparticipation evaluation, the PrivIT Profile, that the OHSAA has launched.

- Physical examinations are valid for one year from the date of the exam except for those that take place from May 1-June 1. Those exams are valid for one year plus through the end of the next school year's spring sports season.

In addition, no student will be eligible unless that student and his or her parents have signed the OHSAA Authorization Form and the OHSAA Eligibility & Authorization Statement, both of which must be on file at your school.

OHSAA Regulations and Expectations On Concussion Management

It is everyone's responsibility to take the necessary precautions to reduce the likelihood of brain injuries. This is not just a problem in football . . . concussions can happen in just about any sport!

A concussion is a traumatic brain injury that interferes with normal function of the brain. "Dings" and "bell ringers" are serious brain injuries, and you do not have to have loss of consciousness for it to be considered serious. Young athletes are at increased risk for serious problems.

In Ohio, any athlete who exhibits signs, symptoms, or

behaviors consistent with a concussion, such as loss of consciousness, headache, dizziness, confusion or balance problems, shall be immediately removed from the contest or practice and shall not return to play that same day. Thereafter, the student shall not return to practice or competition until cleared with written authorization from a physician or health care provider approved by the local board in accordance with state law.

Each school is required to review its concussion management protocol with students and their parents. In addition, each student and his or her parents must review and sign the Ohio Department of Health's "Concussion Information Sheet" prior to participation and are highly encouraged to review a short presentation on concussions available at no cost at www.nfhslearn.com.

OHSAA Regulations and Expectations On Sporting Behavior

The OHSAA's vision for positive sporting behavior is built on expectations. It calls on the school community – administrators, teachers, coaches, students, parents and fans – to strive for positive sporting behavior in everything they do by teaching the value of ethics, integrity, equity, fairness and respect.

As a student-athlete, you are expected to accept the responsibility and privilege of representing your school and community while participating in school sports. You are expected to:

- Treat opponents, coaches and officials with respect, and
- Ensure your actions do not incite fans or other participants or attempt to embarrass, ridicule or demean others.

The OHSAA has established a policy for students ejected for unsporting behavior or flagrant fouls. If you are ejected:

- You will be ineligible for all contests for the remainder of that day, and
- You will be ineligible for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection (one contest in football).

If you are ejected a second time in a season, you are subject to additional, stiffer penalties, including a maximum penalty of suspension from play for the remainder of the season in that sport.

As a participant in school sports, you are expected to act with dignity, speak with courtesy and play with pride. In short, Respect The Game!

Note: The complete OHSAA ejection policy for unsporting behavior can be found in the *OHSAA Handbook* and is posted at www.ohsaa.org.

Interscholastic Athletics

Why We Play The Games

For many of you, playing on your school teams may be the last time you will participate in competitive athletics. As a participant, you should work hard, have fun and strive to be the best. But just as important, you should also strive to be the best students, teammates and members of your community in preparation for the next phase of your life as a responsible adult and productive citizen.

The purpose of interscholastic athletics is to enrich your high school experience; promote citizenship and sportsmanship; instill a sense of pride in community; teach lifelong lessons of teamwork and self-discipline, and help you grow physically and emotionally. In short, interscholastic athletic programs are educational in nature and therefore complement a student's school experience.

Other sporting organizations promote free player movement, are primarily designed to promote athletic development of the individual, and provide a showcase for the athletic talents of those individuals. However, these organizations do not share the primary educational purposes of OHSAA member schools and therefore cannot provide the unique type of competition created by the OHSAA through our member schools.

Statistics show that students who participate in interscholastic athletics programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than the general student population. Statistics also show that only one percent of all high school participants will earn a Division I college athletic scholarship and approximately five percent will play collegiately in any division. Unlike major colleges and professional sports teams, interscholastic athletic programs do not exist to entertain spectators.

As your parents can attest, high school goes by in a blur, but your memories of participating in school sports will stay with you for a lifetime. The OHSAA wants to make sure your time as a high school student-athlete is meaningful and memorable.

The privilege of participating in educational athletics is one of the most exciting experiences of your life. Please maintain the proper perspective in this journey and remember why we play the games.

A Look At The

Ohio High School Athletic Association

Participating in your school's interscholastic athletics program is not only a privilege, but also provides memorable experiences. The role of the OHSAA is to:

- Help ensure students are provided a positive environment for athletic participation;
- Ensure all rules, regulations and decisions are fair and equitable for all schools and participants;
- Ensure athletes play under safe conditions, and
- Ensure school sports programs remain a vital part of your educational experience.

Like the other 825 public and non-public high schools and approximately 800 7th and 8th grade schools, your school has volunteered to become a member of the OHSAA. Ohio is one of the top ranked states in the country in regards to participation with over 350,000 high school students competing in 26 sanctioned sports.

The OHSAA Commissioner and his staff are based in Columbus and their primary responsibilities are to:

- Interpret the rules and regulations for member schools;
- Conduct tournaments for high schools including sectionals, districts, regionals and state tournaments, and
- Serve as educators for officials, coaches, administrators and student-athletes and their parents.

As a member of the OHSAA, administrators and coaches annually affirm they will follow the OHSAA regulations that are approved by the membership. Any changes to those regulations must be approved by a majority vote of member school principals.

The OHSAA does not charge schools any membership fees or tournament entry fees. Schools are provided rulebooks, educational materials and other printed items along with catastrophe insurance coverage for all participants at a cost of approximately \$600,000 annually. Additionally, schools are reimbursed for many of their tournament expenses and have the opportunity to keep a portion of receipts from the sale of tournament tickets.

Other key programs and initiatives of the OHSAA include:

- Providing annual scholarships totaling over \$100,000 to students who excel in athletics and academics;
- Licensing, registering and training nearly 17,000 contest officials, and
- Ensuring coaches are certified to work with student-athletes through an on-going coach education program.

Ohio High School Athletic Association Eligibility Checklist

For High School Students Enrolled In OHSAA Member Schools (Updated 5/17/16)

Before you play, you must be eligible. Please review the following checklist with your parents. Unchecked boxes will likely mean you are **NOT** eligible. For questions, see your principal or athletic administrator.

- I am officially enrolled in an OHSAA member high school or participating in accordance with state law.
- I am enrolled in at least five one credit courses or the equivalent, each of which counts toward graduation.
- I received passing grades in at least five one credit courses or the equivalent, each of which count toward graduation, during the immediately preceding grading period.
- Both of my parents live in Ohio (or the parent with custody, due to divorce or having never been married, lives in Ohio).
- I have not changed schools without a corresponding move by my parents or legal guardian or by qualifying for one of the exceptions to the OHSAA transfer regulation.
- If I have changed schools (transferred), I have followed up with my new school to ensure that all proper forms (if applicable) have been submitted to the OHSAA Office.
- I have not been enrolled in high school for more than eight semesters.
- I understand I will become ineligible once I turn 20 years old.
- I have not received an award, equipment or prize valued at greater than \$400 per item per source.
- I am competing under my true name and have provided my school with my correct home address.
- I have not competed in a **mandatory** open gym/facility, conditioning or instructional program.
- I have not been coached or provided instruction **by a school coach** in a team sport other than during my sport season, during an instructional period approved by the OHSAA or for no more than 10 days between June 1 and July 31.
- I am not competing on a non-school team or in non-school competition as an individual **during my school team's season** in the same sport.
- I have not been recruited for athletic purposes to attend this school.
- I am not using anabolic steroids or other performance-enhancing drugs.
- I have had a physical examination within the past year and it is on file at my school.
- My parents and I attended a preseason meeting at my school which the OHSAA requires to be held no later than two weeks after the beginning of each sports season. We viewed a presentation prepared by the OHSAA to review key eligibility issues, healthy lifestyles and sporting behavior.
- My school also reviewed with my parents and me its concussion management protocol, we reviewed and signed the Ohio Department of Health's "Concussion Information Sheet" prior to participation and, we reviewed a short presentation on concussions available at no cost at www.nfhslearn.com.
- My parents and I have signed the OHSAA Authorization Form and the OHSAA Eligibility and Authorization Statement, and they are on file at my school.

Student Printed Name

Parent/Guardian Printed Name

Student Signature

Parent/Guardian Signature

Student Date

Parent/Guardian Date

NOTE: This form has been provided as a service to the OHSAA membership for schools to utilize with student-athletes and their parents/guardians. Use of this form is at the sole discretion of each member school.



2016-17 Edition

Eligibility Guide for Participation In 7th-8th Grade Athletics

Published by the Ohio High School Athletic Association (revised 5-17-16)

Ohio High School Athletic Association 7th-8th Philosophy

The purpose of seventh and eighth grade education-based athletics is to provide rich and wholesome activities for as many students as possible. As a result, students will develop to the greatest degree talents and skills such as leadership, teamwork and discipline, which will enable them to become responsible citizens in our society while demonstrating good sporting conduct.

We believe in interscholastic athletics as an integral part of the total school program reflecting the needs of the school, the community and the student.

We believe the potential values to the student and coaches to be very essential. Competition under prescribed regulations and policies provides adolescents with the opportunity to develop ideas and habits of health, fair play, initiative, achievement, emotional control, good sporting conduct, social adaptability and good citizenship. Athletics foster team and school spirit and a sense of community.

We believe each coach should make every effort to provide an opportunity for participation for all students involved in a sport. The students shall be taught the fundamental skills necessary for further growth and improvement in their respective sports. These skills are to be taught by an educated/trained coach. We believe that high quality skill development for students at the seventh and eighth grade level is of utmost importance.

OHSAA 7th-8th Grade Summary of Facts

- A student who turns 15 before August 1 of the school year in which he/she desires to participate is not eligible for seventh and eighth grade athletics (although there are two limited exceptions to this regulation).
- The physical examination must be completed and in school files prior to the first day of practice.
- The minimum scholastic requirement for the OHSAA is students must be enrolled in at least five classes and must have received passing grades in at least five classes the previous grading period. Districts may establish criteria more stringent than the OHSAA.
- In matters of academic eligibility, please refer to your district administrator for more specific school academic policies.
- If a seventh and eighth grade student is ineligible, the district's policy will determine if he/she can practice but not dress during middle school contests. The OHSAA does not stipulate practice regulations.

- There are no size and weight requirements for any seventh and eighth grade sport, with the exception of wrestling.
- Designated dates for the start and end of each 7th-8th grade school athletic season can be found in the General Sports Regulations of the *OHSAA Handbook*, which is posted at www.ohsaa.org.
- A seventh and eighth grade athlete cannot practice, compete or scrimmage with or against athletes in grades 9-12 during the school sports season.
- Seventh and eighth grade students cannot participate with non-school teams or in non-school competition as an individual during the same sports season (example: non-school soccer during the school's soccer season).
- Seventh and eighth grade students can attend seventh and eighth grade or high school summer sports camps. School coaches can have 10 contact days with a team from June 1 to July 31. See the *OHSAA Handbook* for coaching restrictions from August 1 to May 31.
- Between August 1 and May 31 and outside defined "no contact periods," school coaches may also provide individual instruction outside the season of play. There are restrictions for team sports and some individual sports, so review the OHSAA's Individual Skill Instruction regulations to ensure all standards are being followed.
- Recruitment is defined as the use of influence by any person connected or not connected with the school to secure a prospective student-athlete (OHSAA Bylaw 4-9-2) after enrolling in the seventh grade.
- The transfer bylaws apply to all students enrolled in grades 9-12. It does not apply to students enrolled in grades 7 and 8.
- The OHSAA bylaws and sports regulations apply to all participants in interscholastic athletic contests involving students in grades 7-12 and include matters of eligibility, contracts, qualifications, responsibility and behaviors of various personnel (OHSAA Bylaw 1-1-1).
- A complete listing of information regarding interscholastic athletics can be found on-line at www.ohsaa.org. Parents are also encouraged to talk with their child's coaches and school and athletic administrators with questions regarding specific sports regulations.

7th-8th Grade Regulations Overview

The essential eligibility requirements in this publication are **only a summary** of some of the regulations affecting student eligibility. OHSAA eligibility requirements are published in the *OHSAA Handbook*, which can be found in the offices of your principal and athletic administrator and is posted on the OHSAA website (www.ohsaa.org). Your school district also has the authority to establish additional eligibility standards, including academic and codes of student or athletic conduct.

OHSAA Regulations On **Scholarship**

In order to maintain eligibility for grades 7 and 8, you must be currently enrolled in a member school or be participating in accordance with state law, and you must have received passing grades in a minimum of five (5) of the classes in which you were enrolled in the immediately preceding grading period.

- Summer school and other educational options may not be used to bring a student into compliance with scholarship bylaws, nor can they be used to compensate for lack of courses taken in the preceding grading period.
- Your semester or yearly grades have no effect on OHSAA eligibility (although they could, depending upon your school's official grading periods). OHSAA eligibility is dependent upon grades received in the immediately preceding grading period.
- In order to be eligible for the first grading period upon entrance into grade 9, you must have received passing grades in a minimum of five (5) of the classes in which you were enrolled in the immediately preceding grading period.

OHSAA Regulations On **Semesters**

After you complete the sixth grade and before entering ninth grade, you are permitted athletic eligibility for a period not to exceed four semesters taken in the order of attendance, whether you participate or not. This regulation relates in concept to the eight-semester limit regulation that is in place for high school students.

OHSAA Regulations On **Age**

A student who turns 15 before August 1 of the school year in which he/she desires to participate is not eligible for seventh and eighth grade athletics.

- There are exceptions to this regulation, so please arrange a meeting with your principal or athletic administrator to review these exceptions.

OHSAA Regulations On **Residence**

If your parent(s) or legal guardian live outside of Ohio, you are ineligible unless one of the exceptions to the residence regulation is met. These exceptions to the out-of-state residency rules are found in Bylaw 4-6.

OHSAA Regulations On **Non-Enrolled Students**

Legislation has recently changed that now permits non-enrolled students (home educated, non-public, community school, STEM students) to have participation opportunities at the public school that the student would be entitled to attend under the tuition statute, i.e., the school located in the parents' residential district. If you are participating via this legislation, note that the language says

you shall be given the "same opportunities" to participate – not greater opportunities – and that you must meet the same eligibility requirements as other students. In addition, once you establish eligibility at a high school, a transfer to a different high school may mean you will lose eligibility for interscholastic athletics at your new school for a period of time.

For more information on participation opportunities for non-enrolled students, go to the Eligibility section of the OHSAA website (www.ohsaa.org).

OHSAA Regulations On **Transfers**

The transfer bylaw is not applicable for seventh and eighth grade students. However, after completing eighth grade and establishing ninth-grade eligibility, a transfer to a different high school will mean you may lose eligibility for interscholastic athletics at your new school for a period of time. For the specifics on the period of ineligibility, visit www.ohsaa.org.

- There are several exceptions to this regulation. To see if you qualify for an exception, you and your parents should arrange a meeting with your principal or athletic administrator.

OHSAA Regulations On **Awards**

You may receive awards valued at \$400 or less as a result of athletic participation in interscholastic athletics from any source. You may never accept cash awards, however.

OHSAA Regulations On **Amateurism**

You will lose your amateur status and forfeit your eligibility if you:

- Compete for money or other compensation.
- Capitalize on your athletic fame by receiving money, merchandise or services.
- Sign a contract or make a commitment to play professional athletics.
- Receive services, merchandise or any form of financial assistance from a professional sports organization.
- Compete with a professional athletics team even if no pay is received.
- Enter into an agreement with a sports or marketing agent.

Expenses for travel, meals and lodging may be accepted provided they are available to all participants and they are not contingent upon your team's and/or your finish. A form to record this information is available at www.ohsaa.org that must be submitted to the OHSAA.

OHSAA Regulations On **False Information**

If you compete under a name other than your own or provide a false address, you may immediately become ineligible.

OHSAA Regulations On Open Gyms

School officials may designate open gyms/facilities, the sport to be played, the grade levels involved and may also limit participants to those from your school. You may participate in open gyms/facilities, but remember:

- No one from the respective school may be excluded from participating;
- No one may be required to attend;
- No school officials may invite selected students or determine the teams;
- No school officials may transport students to or from either school or non-school facilities;
- No timing or written scoring may be kept, and
- No coaching or instruction may be provided.

The OHSAA may impose penalties against you, your school and/or your coach for violating these regulations.

OHSAA Regulations On Instruction

There are restrictions on the instruction you can receive from school coaches outside of your season. Some of these regulations are also different for team sports vs. individual sports. Before receiving instruction outside the season from your school coaches, visit www.ohsaa.org, go to the General Sports Regulations and review the section on Instructional Programs to ensure all regulations are being followed. Some other key notes on these regulations:

- Besides during the season of your sport, school coaches may also provide team instruction for a maximum of 10 days between June 1 and July 31. This would include such activities as volleyball, field hockey, soccer, basketball, ice hockey, lacrosse, baseball or softball teams competing in tournaments or 'shootouts,' football teams participating in 7-on-7's, or coaches conducting or taking teams to instructional camps.
- Between August 1 and May 31 and outside defined "no contact periods," school coaches may also provide individual instruction outside the season of play. There are restrictions for team sports and some individual sports, so review the OHSAA's Individual Skill Instruction regulations to ensure all standards are being followed.
- Individual skill instruction from non-school coaches may be received in any sport by a squad member at any time in individual or group lessons *provided* that these individual skill instructions do not violate any Board of Education, school administrators' or coaches' policies.
- It is a violation if a coach suggests your participation in instructional programs is mandatory outside the school season.

OHSAA Regulations On Non-School Teams

If you compete on a non-school team or in non-school competition as an individual in the same sport during your school team's season (example: non-school soccer during the school's soccer sea-

son), you will lose eligibility. There are also certain restrictions regarding tryouts, practices and competitions with non-school teams before, during and after the school season. Before participating with a non-school team, visit OHSAA.org, go to the General Sports Regulations and review the sections on Non-Interscholastic Programs to ensure all regulations are being followed. Some other key notes on these regulations:

- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, football, ice hockey, lacrosse, soccer, softball and volleyball) may not participate in an athletic contest, tryouts or any type of team or group training or practices on or with a non-school squad in the same sport during the school's interscholastic season once an individual becomes a member of a school team.
- In the individual sports of bowling, cross country, golf, gymnastics, swimming and diving, tennis, track and field and wrestling, however, you may practice and try out for a non-school team but may not compete in a contest during your school season.
- A member of an interscholastic squad in a team sport (baseball, basketball, field hockey, ice hockey, lacrosse, soccer, softball and volleyball) may try out, practice and compete on non-school teams before and after the school season from August 1 to May 31 (there are exceptions for baseball and softball) provided: The OHSAA's '50 percent limitation' regulation is maintained, meaning the number of students from the same school team on the roster of the non-school team is limited to five (5) students in the sports of soccer, field hockey, ice hockey and lacrosse; four (4) students in the sports of baseball and softball; three (3) students in the sport of volleyball, and two (2) students in the sport of basketball. School football team members are prohibited from competing on non-school teams except from June 1 to July 31. All football activities during the June 1 to July 31 period must be non-contact and the only football equipment permitted are helmets and cleats.
- There is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31.

OHSAA Regulations On Recruiting

You will be declared ineligible if you are recruited by a person or group of persons to attend a middle school for athletic purposes.

After completing eighth grade, you will also be declared ineligible if you are recruited by a person or group of persons to attend a high school for athletic purposes or to change enrollment to a different high school for athletic purposes. This may include your transferring to a school where one of your school coaches has been hired.

OHSAA Regulations/Guidance On Alcohol, Tobacco, Drugs and Steroids

The OHSAA does not permit the use of any form of alcohol, tobacco or illegal drugs at the site of any inter-

scholastic contests. Besides the health risks involved, use of any of these items will result in you being disqualified from contests and likely facing additional school and legal penalties. There are additional issues related to illicit drugs, such as anabolic steroids and some prescription drugs used with the goal of aiding performance. If you use anabolic steroids or other performance-enhancing drugs, you are ineligible for interscholastic competition until medical evidence indicates that your system is free of these drugs.

Another prominent issue is the use of supplements. The increased availability of these items allows student-athletes access to a wide variety of products aggressively marketed in fitness and strength training magazines and websites. Often their marketing campaigns include promises, endorsed by faulty research claims, of extraordinary weight loss, explosive power or tremendous strength gains. It is important for coaches, athletic administrators and parents to educate themselves about what substances your student-athletes may be using and about the potential risks involved with uneducated supplement use.

www.ohsaa.org offers a wealth of information for parents, coaches and students about these topics and other healthy lifestyles/sports medicine issues.

OHSAA Regulations On Preparticipation Evaluations and Consent Forms

Before the season's first practice, each student must have had a physical examination within the past year and an examination form signed by a medical examiner must be on file at your school. Ask your athletic administrator or licensed athletic trainer about the new electronic preparticipation evaluation, the PrivIT Profile, that the OHSAA has launched.

- Physical examinations are valid for one year from the date of the exam except for those that take place from May 1-June 1. Those exams are valid for one year plus through the end of the next school year's spring sports season.

In addition, no student will be eligible unless that student and his or her parents have signed the OHSAA Authorization Form and the OHSAA Eligibility & Authorization Statement, both of which must be on file at your school.

OHSAA Regulations and Expectations On Concussion Management

It is everyone's responsibility to take the necessary precautions to reduce the likelihood of brain injuries. This is not just a problem in football . . . concussions can happen in just about any sport!

A concussion is a traumatic brain injury that interferes with normal function of the brain. "Dings" and "bell ringers" are serious brain injuries, and you do not have

to have loss of consciousness for it to be considered serious. Young athletes are at increased risk for serious problems.

In Ohio, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion, such as loss of consciousness, headache, dizziness, confusion or balance problems, shall be immediately removed from the contest or practice and shall not return to play that same day. Thereafter, the student shall not return to practice or competition until cleared with written authorization from a physician or health care provider approved by the local board in accordance with state law.

Each school is required to review its concussion management protocol with students and their parents. In addition, each student and his or her parents must review and sign the Ohio Department of Health's "Concussion Information Sheet" prior to participation and are highly encouraged to review a short presentation on concussions available at no cost at nfhslern.com.

OHSAA Regulations and Expectations On Sporting Behavior

The OHSAA's vision for positive sporting behavior is built on expectations. It calls on the school community – administrators, teachers, coaches, students, parents and fans – to strive for positive sporting behavior in everything they do by teaching the value of ethics, integrity, equity, fairness and respect.

As a student-athlete, you are expected to accept the responsibility and privilege of representing your school and community while participating in school sports. You are expected to:

- Treat opponents, coaches and officials with respect, and
- Ensure your actions do not incite fans or other participants or attempt to embarrass, ridicule or demean others.

The OHSAA has established a policy for students ejected for unsporting behavior or flagrant fouls. If you are ejected:

- You will be ineligible for all contests for the remainder of that day, and
- You will be ineligible for all contests at all levels in that sport until two regular season contests are played at the same level as the ejection (one contest in football).

If you are ejected a second time in a season, you are subject to additional, stiffer penalties, including a maximum penalty of suspension from play for the remainder of the season in that sport.

As a participant in school sports, you are expected to act with dignity, speak with courtesy and play with pride. In short, Respect The Game!

Interscholastic Athletics

Why We Play The Games

For many of you, playing on your school teams may be the last time you will participate in competitive athletics. As a participant, you should work hard, have fun and strive to be the best. But just as important, you should also strive to be the best students, teammates and members of your community in preparation for the next phase of your life as a responsible adult and productive citizen.

The purpose of interscholastic athletics is to enrich your high school experience; promote citizenship and sportsmanship; instill a sense of pride in community; teach lifelong lessons of teamwork and self-discipline, and help you grow physically and emotionally. In short, interscholastic athletic programs are educational in nature and therefore complement a student's school experience.

Other sporting organizations promote free player movement, are primarily designed to promote athletic development of the individual, and provide a showcase for the athletic talents of those individuals. However, these organizations do not share the primary educational purposes of OHSAA member schools and therefore cannot provide the unique type of competition created by the OHSAA through our member schools.

Statistics show that students who participate in interscholastic athletics programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than the general student population. Statistics also show that only one percent of all high school participants will earn a Division I college athletic scholarship and approximately five percent will play collegiately in any division. Unlike major colleges and professional sports teams, interscholastic athletic programs do not exist to entertain spectators.

As your parents can attest, high school goes by in a blur, but your memories of participating in school sports will stay with you for a lifetime. The OHSAA wants to make sure your time as a high school student-athlete is meaningful and memorable.

The privilege of participating in educational athletics is one of the most exciting experiences of your life. Please maintain the proper perspective in this journey and remember why we play the games.

A Look At The

Ohio High School Athletic Association

Participating in your school's interscholastic athletics program is not only a privilege, but also provides memorable experiences. The role of the OHSAA is to:

- Help ensure students are provided a positive environment for athletic participation;
- Ensure all rules, regulations and decisions are fair and equitable for all schools and participants;
- Ensure athletes play under safe conditions, and
- Ensure school sports programs remain a vital part of your educational experience.

Like the other 825 public and non-public high schools and approximately 800 7th and 8th grade schools, your school has volunteered to become a member of the OHSAA. Ohio is one of the top ranked states in the country in regards to participation with over 350,000 high school students competing in 26 sanctioned sports.

The OHSAA Commissioner and his staff are based in Columbus and their primary responsibilities are to:

- Interpret the rules and regulations for member schools;
- Conduct tournaments for high schools including sectionals, districts, regionals and state tournaments, and
- Serve as educators for officials, coaches, administrators and student-athletes and their parents.

As a member of the OHSAA, administrators and coaches annually affirm they will follow the OHSAA regulations that are approved by the membership. Any changes to those regulations must be approved by a majority vote of member school principals.

The OHSAA does not charge schools any membership fees or tournament entry fees. Schools are provided rulebooks, educational materials and other printed items along with catastrophe insurance coverage for all participants at a cost of approximately \$600,000 annually. Additionally, schools are reimbursed for many of their tournament expenses and have the opportunity to keep a portion of receipts from the sale of tournament tickets.

Other key programs and initiatives of the OHSAA include:

- Providing annual scholarships totaling over \$100,000 to students who excel in athletics and academics;
- Licensing, registering and training nearly 17,000 contest officials, and
- Ensuring coaches are certified to work with student-athletes through an on-going coach education program.

Ohio High School Athletic Association Eligibility Checklist

For 7th-8th Grade Students Enrolled In OHSAA Member Schools (Updated 5/17/16)

Before you play, you must be eligible. Please review the following checklist with your parents. Unchecked boxes will likely mean you are **NOT** eligible. For questions, see your principal or athletic administrator.

- I am officially enrolled in an OHSAA member high school or participating in accordance with state law.
- I received passing grades in at least five subjects during the immediately preceding grading period.
- Both of my parents live in Ohio (or the parent with custody, due to divorce or having never been married, lives in Ohio).
- I did not turn 15 before August 1 of the school year in which I desire to participate.
- I have not received an award, equipment or prize valued at greater than \$400 per item per source.
- I am competing under my true name and have provided my school with my correct home address.
- I have not competed in a **mandatory** open gym/facility, conditioning or instructional program.
- I have not been coached or provided instruction **by a school coach** in a team sport other than during my sport season, during an instructional period approved by the OHSAA or for no more than 10 days between June 1 and July 31.
- I am not competing on a non-school team or in non-school competition as an individual **during my school team's season** in the same sport.
- I have not been recruited for athletic purposes to attend this school.
- I am not using anabolic steroids or other performance-enhancing drugs.
- I have had a physical examination within the past year and it is on file at my school.
- My parents and I attended a preseason meeting at my school which the OHSAA requires to be held no later than two weeks after the beginning of each sports season. We viewed a presentation prepared by the OHSAA to review key eligibility issues, healthy lifestyles and sporting behavior.
- My school also reviewed with my parents and me its concussion management protocol, we reviewed and signed the Ohio Department of Health's "Concussion Information Sheet" prior to participation, and we reviewed a short presentation on concussions available at no cost at nfhslearn.com.
- My parents and I have signed the OHSAA Authorization Form and the OHSAA Eligibility and Authorization Statement, and they are on file at my school.

Student Printed Name

Parent/Guardian Printed Name

Student Signature

Parent/Guardian Signature

Student Date

Parent/Guardian Date

NOTE: This form has been provided as a service to the OHSAA membership for schools to utilize with student-athletes and their parents/guardians. Use of this form is at the sole discretion of each member school.