

**STUDENT HANDBOOK**  
**FOR**  
**ZANE TRACE HIGH SCHOOL**

**School Year 2021-2022**

Welcome to Zane Trace High School. The Zane Trace staff are pleased to have you here as a student and we will do our best to help you make your experience here as productive and successful as you choose to make it. You will be treated with the utmost level of respect and require that you treat all staff with the same.

Ty Wertman	Principal	(775-1809)
Dana Myers	School Counselor	(775-1809)
Tammy Thornton	Administrative Assistant	(775-1809)
Laura Miller	Administrative Assistant	(775-1809)
Kathy Wolfe	Social Services Coordinator	(775-1809)
Mr. Jerry Mowery	Superintendent of Schools	(775-1355)

## **FORWARD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the high school principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

## **MISSION OF THE SCHOOL**

Inspiring students to become productive and responsible citizens within a safe environment.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Superintendent of Zane Trace Local School District  
946 State Route #180 Chillicothe, OH 45601  
(740) 775-1355

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## **EMERGENCY DRILLS**

When a fire bell rings, students should calmly and quietly leave their classrooms and proceed, in single file, down the hall or stairway to the nearest exit. Students whose desks are nearest the classroom windows should make sure the windows are tightly closed before leaving the room. Students should not take books or any possessions with them, or stop at their lockers, while the fire drill is in progress. On the first day of school, each teacher will tell their students what direction to take and what exit to use from their classroom during the fire drill. If the teacher forgets to tell you, you should quietly ask for this information. The letter above the door designates your meeting location at the football field.

## **TORNADO DRILLS**

As in the fire drill, students leave their classrooms quickly, and in single file. During a tornado drill, however, students are not to leave the building. Classroom teachers will instruct their students as to where to go for protection during such drills. It is important that the students near the windows should see that the windows are closed before leaving.

## **LOCK DOWN**

When the lockdown announcement is made the instructor will lock the classroom door – no passes will be given. Students in the hall should report to the nearest classroom.

## **WORK PERMIT**

Ohio law requires students under the age of 18 years, who are regularly employed part or full-time, to have a working permit. Students may obtain blank permits at the Zane Trace High School Principal's Office.

## **EMERGENCY CLOSING**

Inclement weather, faulty heating system, or other circumstances require cancellation of school. Notification will be broadcast as early as possible on local radio stations.

Children should be instructed on what they are to do in case school would be dismissed early. This would eliminate the panic some children have not knowing what they are to do on bad weather days. Do not call school employees! Many times they do not know that school has been canceled until after it has been broadcast.

## **LEAVING THE SCHOOL BUILDING**

No student is allowed to leave the school building without the permission of the Principal, as well as the student's parents. If permission is granted, the student must sign out in the main office. If the student returns to school, he/she must sign in, in the main office upon his/her return.

## HIGH SCHOOL BELL SCHEDULE

7:25 Staff Arrive  
7:35 Student Release. Bell Work Begins.  
7:42 Warning Bell

Period 1	7:35 - 8:31	(45 minutes) (3 minutes)
Period 2	8:34 - 9:20	(45 minutes) (3 minutes)
Period 3	9:23 - 10:09	(45 minutes) (3 minutes)
Period 4	Lunch	(34 minutes) (5 minutes)
Period 5	10:50 - 11:36	(45 minutes) (3 minutes)
Period 6	11:39-12:25	(45 minutes) (3 minutes)
Period 7	12:28 – 1:15	(45 minutes)
Period 8	1:18 - 2:03	(45 minutes)

**Student Release: 2:03**

**Teacher PC: 2:10 – 2:40**

**Teacher Release 2:40**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or guidance counselor.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. Students are responsible for work assigned while attending the trip. Students may be charged a nominal fee to cover the cost of transportation for certain field trips.

## **STUDENT DRIVERS**

Student Drivers agree to the following:

In connection with my request to park either my automobile or any automobile I am permitted to drive on school premises, I consent to the unlocking, opening, and inspecting of the automobile and its contents while on school premises.

I agree to make any and all lock keys available to the principal or his/her designee for this purpose. I agree that this permission shall last as long as I am a student and have authorization to park on school premises.

I further agree to abide by all rules established by the school, community, and the state regarding the operation and parking of my vehicle. I understand that violations of such rules may lead to suspension of my driving privileges.

***\*Ohio Revised Code 4510.32: Suspension of license of minor upon withdrawal from school or habitual absence***

Ohio state law allows for a district superintendent to contact the BMV and recommend driver's license suspension for students that become excessively absent in accordance with local procedures.

**PLEASE NOTE:**

1. Students are to comply with traffic and safe driving rules.
2. Drivers will not have access to their vehicle during the school day unless authorized by the principal.
3. Vehicles not registered with the principal's office are subject to being towed.
4. Students must park in authorized areas or are subject to automobile being towed.
5. Unexcused absence or tardies may result in suspension of driver's license.

**LOCKERS**

1. Locker does not work – see custodian or contact the office
2. Lockers are not safes – keep valuables with you.
3. Do not change lockers without permission from the guidance office.
4. Keep locker locked at all times.
5. Zane Trace High School cannot be held responsible for lost or stolen items.
6. Student lockers and other storage spaces provided by the Zane Trace Local School Board are subject to search by school authorities at any time.
7. Lockers not cleaned out at end of year subject to \$10.00 cleaning fee.

**TEXTBOOKS**

1. Are provided free and should be cared for properly.
2. Loss or damaged books are your responsibility – you will be asked to pay for the replacement.

**COURSE FEES**

There are some individual courses that require the student to pay a fee for consumable supplies that the student will be using in that course.

**LAB FEES:**

Biology, Chemistry	\$15.00 each course
Art, Ceramics	\$20.00 each course
Ag. Dues (Ag, Science, Animal Science, Food Science, Leadership)	\$15.00

**WORKBOOK FEES:**

Spanish	\$20.00
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**VISITORS PASS**

Individuals who wish to visit classes are required to go to the Principal's office upon arrival and request a pass. Teachers must grant permission for visitors to enter and guests are not permitted in the cafeteria. Students are prohibited from bringing younger brothers, sisters, or friends, as this tends to be disruptive to the educational environment.

## **STUDENT ILLNESS**

If a student becomes ill during the day, he/she should report to the Principal's Office as soon as possible. If necessary, the parent will be called, with their permission, the student will be excused to go home.

## **LUNCH PERIOD REGULATIONS**

1. No student is allowed to leave the school grounds during the lunch periods. The only exception is a student who brings a doctor's statement confirming that the student must have a special diet that the school cannot provide and which must be eaten at home.
2. No food or drink is allowed outside the cafeteria.
3. Students who need to use the restroom facility during the lunch period must first seek the permission of the lunchroom duty teacher. Teachers will allow the student to go one at a time as long as it is not over-used or the privilege abused.
4. Other requests to leave the lunchroom area will be dealt with on an individual basis; however, the requests should be kept to a minimum.
5. Students shall not leave a messy eating area, fail to return trash and tray to the proper area, take food from another student, throw food, cut a line, etc.
6. Outdoor dining may be permitted so long as students stay in designated area and trash is picked up.

## ATTENDANCE POLICY

Regular attendance is the primary responsibility of the student, the student's parent or guardian, and the local school district.

The building administrator will make all final decisions as to the disposition of all attendance problems in accordance with the adopted attendance policy.

### 1. ABSENCE PROCEDURES:

The parent or guardian is to telephone the school in the event a student is absent. This call is to be made as soon as possible but no later than 9:00 a.m. Calls not received by this time will prompt a phone call or letter by the building principal or secretary. This does not guarantee an excused absence.

If during the school day a student arrives late or leaves early he/she must check in or out through the office.

### 2. A. EXCUSED ABSENCE:

An excused absence is that condition or situation over which the student, parent, or guardian has no control. An excused absence will allow students to make up class work they have missed. It is the responsibility of the student to make up the class work missed. It is also the student's responsibility to see the teacher for missed work and he/she will have the same number of days to complete make-up work as the number of days he/she missed. Failure to make up work will result in a grade of zero for that requirement. Excused absences **are** counted as days missed from school and count against a student's hours.

B. MEDICAL ABSENCE: Documentation from a medical absence results in a medical excuse and does NOT count as an absence.

Excused Absence = absences for which work can be made up.

1. Personal Illness or Injury
2. Medical or Dental Appointments
3. Illness in the Family
4. Quarantine
5. Death in the Family
6. Observance or Religious Holiday \*\*
7. Being detained to work at home by a parent if student is over age 14 (law prohibits a parent from detaining a student under 14 years of age from school to work at home).
8. Buses cannot reach a student
9. Emergency or set of circumstances which in the judgment of the superintendent his/her designee constitutes a good and sufficient cause for absence from school.
10. Administrative pre-approved vacation for **no more than five days**.
11. Court Appearance

\* Job interview (for PRJVS only) or a college visitation (may include other comparable activities). These are regarded as curricular in nature similar to a field trip. Note these would then not be counted as absences. They are limited to two days with pre-approval

and showing documentation upon student's return to school.

### 3. UNEXCUSED ABSENCE/TARDY

An unexcused absence will eliminate the privilege of make-up work and will result in a grade zero for that requirement. May result in driver's license suspension.

#### EXAMPLES OF UNEXCUSED ABSENCE:

- A. Truancy
- B. Shopping trips
- C. Non-urgent work at home or elsewhere
- D. Unconfirmed illness
- E. Pleasure trips
- F. Hair cuts, errands, bill paying etc.
- G. Out of school suspension
- H. Oversleeping
- I. Missing the Bus

### 4. VACATIONS:

Vacationing, while school is in session, is discouraged. Should a vacation become necessary, a request for excused absence will take into consideration the following: Past student attendance, grades, and willingness to make up work.

Vacations granted during the school year will not exceed five school days. In all cases advance notice of five school days is mandatory.

\*\* ORC 3321.04 Section 4

### 5. ATTENDANCE PROCEDURES:

The attendance officer will take into consideration the student's past attendance record. A warning letter may be sent to the student's parents, and an informal hearing may be scheduled or truancy charges may be filed in Juvenile Court. For the remainder of the school year the student's attendance will be monitored by the attendance officer. If charges were not filed when the problem was originally brought to the attendance officer's attention, they will be filed as soon as she/he feels the student has accumulated sufficient absences to justify charges being filed. This policy will be used to deal with unexcused absence or unexcused tardies.

Once the student is placed on probation, the probation officer will monitor attendance. If attendance continues to be a problem, the probation officer will take appropriate action.

#### ATTENDANCE

1. To receive credit in a class, a student must be in attendance. Students that miss 5.5 hours of instruction (7 class meetings) excused or unexcused for the nine weeks Will have their grade converted to a 69%. And listed as an attendance failure. If the student's grade is below 69%, it will remain at that level of failure.

\*\* Unless preapproved as long term illness or situation by principal. No Appeals granted if unexcused absences exist.

2. A student being excused more than one hour during either half of a school day will be counted as absent for the half day. To appeal an attendance failure, the student and parent must submit an appeal request to the Absence Interventions Team. Forms are available in the high school office and must be submitted prior to the end of each academic quarter.
3. In compliance with HB 410 students that have attendance problems will be classified as either “excessive” or “habitual”. **A.** “excessive” -is defined as missing 38 or more hours of instruction(7days) per month or 65 hours or more hours of instruction (12) days per year. With or without a legitimate excuse. **B.** - habitual truant” is defined as absent 30 or more consecutive hours without a legitimate excuse. (5days). Absent 42 or more hours per month without a legitimate excuse (8 day). Absent 72 or more hours per year without a legitimate excuse (13days).
4. Students that are considered “habitual” in their absences, will meet with the Absence Intervention Team to develop an intervention plan. This plan will also involve engagement of the parents in the process.
5. Students that fail to comply with the plan or continue to miss school can be referred to the juvenile court to participate in a diversion program. If the diversion program is not successful, the student can be formally charged with truancy and subject to the court findings.

#### TARDY POLICY (CLASSROOM)

2 per 9 weeks

Detentions should be assigned for all tardies after 2 per 9 weeks by the teacher or monitor.

#### 6. ATTENDANCE FAILURE APPEALS PROCESS

Attendance reviews are tentatively scheduled to take place on the night of conferences for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> 9 weeks.

- H. Student must attend the 1<sup>st</sup> attendance review
- I. Students and parent must attend the 2<sup>nd</sup> attendance review in a year
- J. Student and parent must present reasons for absence at the March, April, or May school board meeting for the 3<sup>rd</sup> and 4<sup>th</sup> attendance review in a school year.

### **New attendance policies approved for 2021-2022**

Parent and medical excuse notes will now be time sensitive. Student notes will not be accepted after the fifth school day upon which the student returns to school without authorization of the principal and/or the attendance committee.

Parental notes will not be accepted for absences or tardies after a student has accumulated ten parental excused absences or tardies. Only notes from a physician will be accepted after ten parental excuses without principal or attendance committee approval.

Parent notification of non-attendance or late arrival will not be approved until accompanied by a parent/guardian note.

## GENERAL ACADEMIC INFORMATION

### GRADES

Zane Trace High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

### HONORS OR WEIGHTED CLASSES

Honors courses are offered through several different departments for challenging courses designed to prepare students for the college/university setting. Because of the difficulty level, the grade point average for an Honors class is calculated on a point scale. At the seventh semester of the senior year, .05 is added to the GPA for each honors course taken and passed using the following policies. Freshman year maximum of one course:

College English; Sophomore year maximum of two course, College English and Global Social Studies; Junior year maximum of four classes that may include College English, Government/Economics, Advanced-Algebra/Trigonometry, Chemistry; Senior year maximum of four classes that may include Calculus, Statistics, Advanced Math, College English, or Adv. Language Arts, Physics or Adv. Biology. Classes may be taken out of sequence in conjunction with College Credit Plus or with credit flex.

#### Honors Courses are:

Adv. Alg./Trig.	Grade 11, 12	Statistics	Grade 12
Calculus	Grade 12	College English IV	Grade 12
Physics	Grade 12	College English III	Grade 11
Chemistry	Grade 11,12	College English II	Grade 10
College English I	Grade 9		

### GRADE POINT AVERAGE

All course grades except Physical Education and Community Service are calculated in the student GPA. High school credits received prior to entering high school will be awarded credits and calculated into the cumulative GPA. The GPA is calculated by adding the quality points for each letter grade divided by the number of credits attempted.  
10.

All course letter grades are converted to quality points on a 4-point scale except accelerated or weighted courses. GPA will be calculated on a 4-point scale, .05 will be added to the GPA for each weighted class taken and successfully completed following policy stated in above section on Honors Classes.

The cumulative GPA for every student is reflected on the year-end transcript generated at the end of the school year in the month of June. In addition, a cumulative GPA is reflected on the senior student's seven-semester transcript, which is generated in early February every school year. A cumulative GPA is reflected on the junior student's five semester transcript generated in late February every school year but will not include weighted courses.

A quarterly GPA is reflected on each student's report card each nine-week period.

If a student wishes to drop a class after the first quarter grade card is finalized, the grade will be recorded on the transcript as withdraw/Failing. The attempted credit and the F will be calculated in the GPA. The exception would be in a case of physical or medical problem or if extensive documentation is available in the Guidance Office verifying conferences with teacher/student/parent during the first nine weeks of school regarding the difficulty with the course. Students may not retake a class to replace an existing grade.

### **QUALITY POINTS:**

The current quality points for the 4 – point scale is as follows:

Numerical Grades	Letter Grade	4 – Point Scale
100 – 95	A	4.00
94 – 93	A -	3.67
92 – 91	B +	3.33
90 – 87	B	3.00
86 – 85	B -	2.67
84 – 82	C +	2.33
81 – 78	C	2.00
77 – 75	C -	1.67
74 – 73	D +	1.33
72 – 71	D	1.00
70 – 70	D -	.67

The cumulative GPA for every student is reflected on the year-end transcript generated at the end of the school year in the month of June. In addition, a cumulative GPA is reflected on the senior student's seven-semester transcript that is generated in early February every school year. (At the preparation of the senior seven-semester transcript, .05 will be added to the cumulative GPA for each honors course taken and passed.) The valedictorian and salutatorian for the graduating class are named when seven-semester transcripts are prepared at the completion of the first semester of the senior year

### **CLASS RANK**

Class rank is computed at the end of each semester beginning in 11<sup>th</sup> grade. The senior class valedictorian and salutatorian are determined at the end of the first semester of the senior year. All attempted courses are calculated in the GPA except physical education and community service and any courses with "P" as the grade. Classes may not be retaken to replace an existing grade.

Transfer students must be enrolled at Zane Trace for three consecutive semesters that include first and second semester of the junior year and first semester of the senior year in order to be considered for valedictorian or salutatorian.

## **CREDIT FLEXIBILITY**

Students may earn units of high school credit based on an individually approved credit flexibility plan in accordance with district policies.

## **HONORS DIPLOMA CRITERIA**

Student meets seven of the following criteria:

1. Earn four units of English;
1. Earn at least four units of math which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses which contains equivalent content;
2. Earn at least four units of science including one unit of physics and one unit of chemistry;
3. Earn four units of social studies;
4. Earn either three units of one foreign language or two units each of two foreign languages;
5. Earn one unit of fine arts;
6. 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; OR
7. Obtain a composite score of 27 on the ACT assessment (excluding the optional writing test) or a combined score of 1210 on the SAT verbal and mathematics sections (excluding the required writing section).

## MINIMUM REQUIREMENTS FOR GRADUATION

### General Requirements:

1. Earn minimum number of credits (23).
2. Earn credits in required areas (detailed in the Curriculum Guide).
3. Earn 18 points on Ohio's End of Course Assessment

### Minimum Course Requirements and Number of Credits Needed:

<b>All classes-General Requirements</b>	
English	4
Math	4
Science	3
Social Studies	3
Humanity	1
Health (take in M.S.)	1/2 (one semester)
Physical Education	1/2 credit (2 semesters) or PE Sports Option (No credit but meets state requirement) 1/2
Community Service	1
Electives	6
<b>Total Credits</b>	<b>23</b>

## **College Credit Plus**

High School students are given the opportunity to enroll in college courses and to receive high school and/or college credit with no cost to the student.

Ohio University-Chillicothe hosts a meeting for parents and students in February on the Zane Trace campus each year to provide up-to-date information regarding this program. Students must indicate intent to participate by March 1 and apply by May 1.

Post Secondary grades are computed on a 4.0 scale. A college course similar in content to Zane Trace Honors course completed and passed may be considered “honors” for calculating GPA. Details about the program are available in Guidance.

### **TRANSFER OF CREDITS**

Zane Trace High School will accept credits from all public and private accredited schools. If a question arises as to the valid accreditation of any particular school, official documentation will have to be provided to the Zane Trace School District.

Upon receiving credits earned at an approved accredited institution, the guidance counselor will review and convert credits and marks earned to the Zane Trace grading system. Classes directly comparable to honors classes at Zane Trace shall be classified as honors classes. A course in the prior school identified as honors (accelerated, Advanced Placement, or other descriptors for difficulty level) but is not identified as honors at Zane Trace will be evaluated by the administration on an individual basis. Zane Trace reserves the right to determine the value of any credit earned at the prior school when converting credits to the Zane Trace transcript.

In a case where courses and credits can not be converted to the Zane Trace High School grading system, the course history would be hand-entered and the transcript would reflect credits and grade point averages only for the classes taken at Zane Trace High School.

### **GRADE CARD PROCEDURE**

Grade cards will be posted on ProgressBook every nine weeks. Each semester includes two nine week grading periods. The semester grades are an average of two (2) nine week periods plus a semester test. Each teacher determines the formula for averaging his/her course.

### **SCHEDULE CHANGE POLICY**

No schedule changes will be permitted after the school year begins, except for the following reasons:

- (a) there has been an administrative error
- (b) discipline issues
- (c) there is a need to balance classes

## **DISCIPLINARY ACTION & CODE OF CONDUCT**

It is impossible to list or categorize all types of disciplinary violations, thus the administration reserves the right of disciplinary assignment as the case so determines.

Administrators, teachers and guidance counselors will work together in an attempt to find causes of student misbehavior so that the student may benefit from the wide range of educational experiences and course offerings.

The establishment of a district wide discipline plan is an attempt to ensure the orderly functioning of the school district. The plan should serve the needs of the district but should also consider the needs of individual administrators, teachers and students who must abide by this plan. Although different buildings/grade levels have needs that may not be specifically addressed by a district discipline plan, common sense adaptations of applicable parts of the plan are encouraged.

The key to success of any discipline plan is parental involvement. Administrators, teachers and any staff members involved in disciplining students are encouraged to maintain communications with parents. Early communication may help eliminate potential discipline problems.

A violation or attempted violation, even though unaccomplished, of any rule may result in disciplinary action, including but not limited to:

- A. Detention (before, during, or after school)
- B. Suspension of Privileges
- C. Suspension (temporarily excluded from school) - absent from school
- D. Alternative School
- E. Emergency Removal (immediate, short-term exclusion from school)
- F. Suspension or deletion of school bus transportation privileges
- G. Expulsion (long term exclusion from school)
- H. Rehabilitation (mandatory attendance-drug treatment program)
- I. Legal Action (charges filed with the proper legal authorities)
- J. Other reasonable disciplinary actions
- K. Permanent Exclusion.

## **DISCIPLINARY PENALTIES**

**PART I** Any violation of the following rules will result in an immediate suspension of 10 days. Each violation will be treated as a separate offense. Violators may be referred to civil authorities and may be SUBJECT TO EXPULSION. Detention will not be offered as an option to suspension for any of the six violations.

### 1. Conviction of a Felony

The conviction of a felony for violation of a county, state or Federal statute when such a conviction may cause a disruption in school.

### 2. Alcohol and Drugs

Possession, use, concealment, sale or offer to sell narcotics, other illegal drugs, including drug paraphernalia, and alcoholic beverages on school property during school or at a school activity. Adopted Board Policy on alcohol and drugs will be referred to in dealing with this offense.

### 3. Counterfeit Controlled Substances

Knowingly possess, make, sell or offer to sell, give or deliver a counterfeit controlled substance on school property during school or at a school activity. Directly or indirectly representing or describing a "counterfeit controlled substance" as a controlled substance. A counterfeit controlled substance is defined as:

- a. Any drug that is identified by a trade name or trademark without authorization of the owner of the trade name or trademark.
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance with a specific trade name or trademark.
- c. Any substance that is represented to be a controlled substance, but in face, is not a controlled substance or is different than the substance being represented.

### Over the Counter Substances

Knowingly make, sell or offer to sell any substance available to purchase without a prescription.

### 4. Possession or Use of Weapons

Possession of a dangerous weapon on school grounds during school or a school activity. Such items include, but are not limited to fireworks, look alike weapons and all knives. Possession of firearms shall be handled separately. Such possession shall result in expulsion for a period of one calendar year. The Superintendent may reduce this requirement on a case by case basis. Firearm is defined to include any weapon, including a starter's 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 firearm silencer; or any destructive device which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or device similar to any of the devices described above.

5. Physical Assault

The act of physically assaulting an employee of the school system or any other person while on school property or while at a school event. If circumstances warrant, expulsion proceedings will be initiated.

6. False Alarms and Reports

The act of initiating a fire alarm or initiating a report warning of a fire, bombing or other catastrophe without cause, or by giving false testimony or falsely reporting school incidents.

**PART II** Automatic five (5) day suspension. Letter mailed to parents. Each violation will be treated as a separate offense. Detention may be offered as an alternative to suspension depending on the individual circumstances.

7. Damage to School Property

Willful damage or attempted damage to school property, private property or private property of school employees on school property. (If damage occurs the student will be responsible for repair or replacement)

8. Extortion

The act of extortion, threatened extortion, or threatening reprisals in order to secure an object or service from another person in school.

9. Physical Assault

The act of physical threatening an employee of the school system or any other person while on school property or while at a school event.

10. Violence or Disruption

Any influence over others or any participatory acts, deeds, or words that cause violence or major disruption to the educational process.

11. Unauthorized Fires

The burning or any attempt to burn any part of any building or any other property belonging to the Zane Trace Local School District.

12. Fighting

The act of hostile body contact with the intent to injure.

**PART III** Any violation of the following rules or combination of rules will result in the assignment of the following:

1 <sup>st</sup> offense	3 days suspension
2 <sup>nd</sup> offense	5 days suspension
3 <sup>rd</sup> offense	10 days suspension
4 <sup>th</sup> offense	expulsion

13. Leaving School Without Permission

No student may leave school without permission of the building principal. When students arrive at school premises, whether walking, driving, or riding bus, they are not to leave the school premises at any time, without the permission of the building principal.

14. Theft

The act of stealing or attempting to steal.

15. Smoking/Use of Tobacco/E-Cigaretts/Possession of a lighter

Possession, consumption, purchase or attempt to purchase, and/or use of tobacco products ( ) or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, “vapor”, juuls, other substitute forms of cigarettes, or clove cigarettes is also prohibited.

Nicotine/Vaping- Students may be granted approval to participate in a principal/superintendent/court appointed prevention program in place of suspension. Such a program may be required to take place after school hours or on a Saturday and may result in disciplinary action being reduced.

16. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle: or unauthorized access or activity in a Board-owned computer, into the district, school or staff computer files, into a school or district file server, or into the Network.

17. Forgery

The act of forging any school forms or material prepared for school. Altering a hall pass etc.

18. Distribution of Unauthorized Material

The act of distributing or selling any material that has not been authorized by the principal. Including the viewing of items that violate the computer use agreement.

19. Repeated Violations of Other School Rules

Repeated violations of other school rules including rules of extra-curricular groups.

20. Insubordination, Disregard of Reasonable Directions, Requests, or Commands

Students shall not disregard directions, requests, or commands by the teachers, student teachers, substitute teachers, teacher aides, the principal, or other authorized school personnel. This includes being disrespectful by verbal or physical remarks. A student shall not fail to accept other forms of discipline which are prescribed by the principal or certified teaching staff. Failure to comply with reasonable requests or directives of school employees

Simple failure to comply - Detention

Belligerent, abusive, or not complying with administration – 4 detentions /or 1 day

OSS

21. Unauthorized Area

Unauthorized Area: Including – faculty restrooms, unsupervised classrooms, Jr .High & Elementary buildings without permission – 4 detentions or 1 day OSS.

22. Aggressive Physical Play ( Horse Play)

Action that causes disruption – 4 detentions or 1 day OSS.

23. Class/Study Hall Cuts

A student shall not be absent from an assigned class or activity without permission of the academic instructor (or other authorized personnel) – 2 detentions or 1 day OSS.

The use of abusive or obscene language or gestures toward school employee - 2 days OSS.

**PART IV** Any violation of the following rules or combination of rules will result in the following assignment:

1 <sup>st</sup> offense	1 detention
2 <sup>nd</sup> offense	2 detentions
3 <sup>rd</sup> offense	3 detentions
4 <sup>th</sup> offense	OSS

24. Class Tardiness – Unexcused – See Attendance Policy page 13.

25. Hall Passes

Students shall have a pass from a teacher to be in the halls during class time- one student at a time only.

26. P.D.A.

Students are not to publicly display affection while at school. Kissing, embracing are examples of the public display of affection. 1<sup>st</sup> offense warning 2<sup>nd</sup> offense Detention

27. Littering

Students are not to litter in the building or on the school grounds.

28. Prepared for Class

Students are to bring to class those items as identified by the instructors as needed to participate in the class or laboratory activity. This would include proper dress or uniform, books, manuals, notebooks and pencil or pen.

29. Driving Regulations

Students who are authorized to drive to and from school must conform to the school's student parking code.

30. Office Phones

Office phones may be used in the event of an emergency.

Classroom phones are for the use of the instructor only!

31. Loitering

Students may not use the restrooms or office as a place for loitering or as a “student lounge”.

32. Use of Property

Use of any property, school owned or another student's without permission.

33. Use of Automobile

Improper use of automobile to and from school and on school property.

34. Unserviced Detention

Failure to serve assigned detentions automatically go to next level.  
Any student that receives 4 or more detentions from the same instructor, will be assigned a full day of OSS.

35. Disruption at Assemblies / School Events

Students shall not engage in nor urge others to engage in use of any type of violence, force noise, intimidation, or any conduct which would cause disruption of any function of the school.

36. Casual Use of Profanity / Vulgar Language

Students shall not use any form of profanity, written or verbal. Included in this prohibition is the use of obscene gestures, signs, pictures, clothing publications which could be offensive to others.

36. Harassment of Other Students

Verbal or physical harassment of other students, including hazing and cyber bullying. Depending on the degree of the offense, may receive greater punishment. (5517.01 Board Policy)

Harassment and/or Aggressive Behavior (including Bullying/Cyber bullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber bullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action. Conduct constituting sexual harassment, may include, but not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort, and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about ones's own sexual activities or sexual history.

Conduct constituting harassment on basis of race, color, national origin religion, or disability may take different forms, including, but not limiting to, the following:

**A. Verbal:**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or despairing remarks concerning a person's race, color, national origin, religious beliefs, or disability.

**B. Nonverbal:**

Placing offensive objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures based on a person's race, color, national origin, religious beliefs, or disability.

**C. Physical:**

Any intimidating or despairing action such as hitting, pushing, shoving, hissing, or spitting, on a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

38. General Class Disruption

Interrupting classroom procedures or the teaching process.

39. Cheating on Tests or Other School Work – (Possible loss of grade)

Cheating or use of unauthorized materials on tests or other school work.

40. Cell Phones

Each teacher is permitted to, and encouraged to, implement a cell phone policy as part of classroom management procedures. Teachers reserve the right to prohibit and restrict cell phones in their classrooms. Teachers are encouraged to require students turn in cell phones when leaving class. Failure to comply with a teacher's cell phone policy may result in the teacher confiscating a student cell phone. Confiscated cell phones turned in to the office will be dealt with by:

Any confiscation will result in the cell phone being released to a parent or guardian during school hours or a 24 hour period, whichever comes first.

\*Refusal to comply with teachers request to confiscate will result in belligerent insubordination procedures

Any student that is observed recording unauthorized school activity (e.i. fights) on his/her personal device (phone/IPOD/IPAD) will subjected to disciplinary penalty.

Any student recording a physical altercation will receive an automatic one-day suspension.

41. Unauthorized Sale or Distribution

The act of selling or attempting to sell, trade, or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on property owned by the Board is prohibited.

42. Search and Seizure

Individuals, individual lockers, and autos may be searched by school officials, without warning, when there is reasonable reason to believe that dangerous objects or contraband are included therein. However, systematic and secretive searches of areas where students may keep personal items shall not be conducted, except in cases where there is good reason to believe that the health and/or safety of students, faculty, or the public is involved.

#### 43. Other Undesirable Behavior

Since it is impossible to outline each specific offence which may occur, students who display behaviors that are considered disruptive to the mission of the school will be assigned an appropriate penalty for the infraction.

#### 44. Dress Code – Section 5511 in Board Policy Manual

- A. Parents are primarily responsible for the manner in which a student dresses to attend school. Students are responsible for managing their own distractions regardless of what other student's wear. However, while respecting a student's right to individuality and protection from body shaming, no student has absolute freedom of choice in wearing clothing, or not wearing certain items of clothing, if he/she presents an appearance thus infringing on other student's right to learn by causing a disruptive influence in the atmosphere of educational endeavor within the school.
- B. The principal, with the counsel of his staff, may take or send the student home to correct his/her appearance. Teachers may require certain expectations of dress for specific presentations and projects.
- C. Wearing shorts will be permitted for grades K-12. Cutoff shorts must measure at 6" above Knee. Athletic attire is permitted.
- D. Shorts and skirts will be permitted but undergarments may not be visible.
- E. Sleeveless shirts or tops will be permitted but students are not permitted to wear cut-offs or any loose fitting shirt that reveals a student's chest.
- F. The following will not be permitted:
  - 1. Wearing of clothing or items of jewelry with pictures, patches or slogans referring to, depicting, or advertising the use of alcohol, drugs, or tobacco;
  - 2. Wearing of clothing or items of jewelry with pictures, patches or slogans referring to, or suggesting, sexual subjects or obscene language;
  - 3. Wearing any shirt that bares the student midribs (including the back and sides);
  - 4. Wearing of any apparel without the proper undergarments
  - 5. Wearing of hats and/or coats or use of blankets inside of classrooms or other areas of the building. **Hoods may not be worn inside of the building.**
  - 6. Bare feet or cleated shoes
  - 7. Any item of clothing that constitutes a possible health or safety hazard, or could cause distraction such as clothing too large, too tight, too sheer, too soiled, etc;
  - 8. Book bags will be permitted to be carried during the school day. Gym clothes and other items may be stored in lockers. (includes, brief cases, gym bags, oversized purses).
  - 9. Exceptions to the above can be made only with the approval of the building principal for an activity under the direct supervision of a teacher.
  - 10. Holes in clothing above the knee will be permitted as long as underwear is not visible.

## **DETENTION**

Detention is served before or after school for one (1) hour intervals. The detention will be served the day after (24 hours notice) unless special arrangements are made prior to detention being served. Students are responsible for providing their own transportation after detention. Parent's may request detention be served during lunch time on a 2-1 basis (2 lunch detentions =1 after school detention). Failure to attend detention will result a day of OSS being assigned. No student will be permitted to participate in extra-curricular activities or special events if a detention is not served. (i.e. football game or practice, cheerleading, field trip)  
Detentions cannot be appealed to the Superintendent or Board of Education.

## **SUSPENSION/EXPULSIONS**

### Suspension Procedure:

1. The principal or superintendent may suspend.
2. No suspensions are to exceed ten school days per offense.
3. The principal or superintendent must give the student written notice of intention to suspend and the reasons for the suspension.
4. The pupil must have an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his/her designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately.
5. The school will attempt to contact the parents by phone to notify them of the suspension.
6. The parent/guardian or custodian of the student will be notified by mail as to the reasons for the suspension within twenty four (24) hours. In the event telephone contact with the parent/guardian could not be made, the written notice of suspension will be sent.

### Expulsion Procedure

1. Only the superintendent can expel.
2. The superintendent must give the student and his/her parents written notice of the intended expulsion.
  - a. The notice is to include reasons for the intended expulsion.
  - b. The pupil and parent or representative have the opportunity to appear before the superintendent to challenge his/her action or to otherwise explain the actions of the pupil.
  - c. The notice must state the time and the place to appear, which must be not less than three days or more than five days after notice is given.
  - d. The superintendent may grant an extension of time; if granted he/she must notify all parties of new time and place.
3. Notice must be given with twenty four (24) hours of the expulsion to the parents of the pupil. The notice must include the reasons for the expulsion and the right to appeal to the Board of Education.

## **PUPIL MANAGEMENT FOR TRANSPORTATION**

Pupil management and safety instructions policies shall include the following:  
( O.A.C. 3301-83-08 (c) ):

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat so that the bus may safely resume motion.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must listen for directions and instructions, and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must talk quietly and not distract the driver.
9. Pupils must not fight, wrestle or possess any harmful items.
10. Pupils must refrain from eating and drinking on the bus, except as required for medical reasons.
11. Pupils must not use any tobacco products on the bus.
12. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for the student.
13. Pupils must not throw or pass objects on, from, or into the bus.
14. Pupils may carry on the bus only objects that can be held in their laps. These objects shall not extend beyond the student's lap nor should they block any part of the child's face (see paragraph (J) of Rule 3301-83-20 of the Administrative Code).
15. Pupils must leave or board the bus at locations to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
16. Pupils must not put their head or arms out of the bus window.
17. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by pre-school and special needs children.
18. Drivers must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well being. This information must be written on the yellow transportation emergency cards. All such information is strictly confidential.
19. At the bus stop, pupils must stay at least 10 feet from the road and, when necessary, cross at least 10 feet in front of the bus when signaled by the driver.
20. When exiting the bus, pupils must go directly to their designated place of safety.

# Bus Safety Information

## Boarding/Disembarking

### Waiting for the Bus:

1. Wait quietly for the bus to come.
2. Do not play in or near the street.
3. Stand back (at least 10 feet) from the road as the bus approaches.
4. Give the bus driver room to stop.

### Boarding the Bus:

1. If you must cross the road to get on the bus,
  - a. Wait until the driver stops the bus and opens the door
  - b. Look at the driver and wait for them to wave you across the road
  - c. Check the traffic in both directions
  - d. Walk at least 10 feet in front of the bus (so that you can still see the driver)
2. Form a single line and **do not crowd, push or run.**
3. Use the front door only.
4. Use the handrail to take the steps one at a time.
5. Go directly to your seat and remain seated.

### Leaving the Bus:

1. Stay seated until the bus stops and the doors open.
2. **Do not push or shove**, but move quickly.
3. Exit by the front door only.
4. Use the handrail and take the steps one at a time.
5. If you do not have to cross the road, walk immediately away from the bus.
6. If you must cross the road,
  - a. Walk forward along the edge of the road until you can see the driver and **stop (10 feet)**
  - b. Look at the driver and wait for them to wave you across the road
  - c. Check traffic in both directions and cross the road quickly (don't run)
  - d. Help smaller children across the road safely
  - e. Never stop in front of or beside the bus. If you drop something, get the driver's attention before you try to pick it up.

### \* DISCIPLINE LEVELS THAT MAY RESULT FROM INFRACTIONS

- |                          |                      |
|--------------------------|----------------------|
| 1 <sup>st</sup> write up | warning              |
| 2 <sup>nd</sup> write up | detention / ISR      |
| 3 <sup>rd</sup> write up | 5 day removal        |
| 4 <sup>th</sup> write up | 10 day removal       |
| 5 <sup>th</sup> write up | denied for semester. |

\*May be subject to additional punishment according to student handbook.

## **PARENTAL MEDICATION AUTHORIZATION**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during the school hours.

Before any prescription or non-prescription medication may be administered to any student during the school day, the school nurse must have on file the **Parental Authorization Form** signed by the parent or legal guardian.

All medications must be registered with the school nurse. Medication that is brought to the nurse's office will be properly secured.

Students will be responsible for reporting to the nurse to receive medication(s) at the prescribed times.