

**Welcome back to Otsego High School,
Home of the Knights!**

This Board approved handbook has been prepared to guide you through your school year. While certainly not all-inclusive, it is intended to cover the majority of the technicalities of our operation. If you have questions and/or suggestions, feel free to discuss them with us. As we begin this school year, it behooves us all to do our best. Your positive attitude will indeed be appreciated. Best wishes for a successful school year!

Otsego High School Mission Statement

Preparation

Our primary commitment is to prepare students for college, career, and life after graduation.

Partnership

We will use partnerships between students, staff, and community to fulfill our commitment.

Pride

Our mission will further enhance the pride that exists in the Otsego Schools and community.

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

ACADEMIC AWARDS

An Otsego student must have a 3.5 cumulative G.P.A. for 1 semester to receive a first-year award. A student must continue to have a 3.5 cumulative G.P.A. to receive a second, third, or fourth year award. The awards are as follows:

1. First Year - A Certificate
2. Second Year - An Otsego letter or insert
3. Third Year - Plaque
4. Fourth Year - Trophy

ADDING/DROPPING CLASSES

Adding and/or dropping classes must be done on or before the second Friday in June— a Request for Schedule Change form must be completed to do so. Schedule changes after this time are generally not permitted - to be considered, a Request for Schedule Change form must be filled out and special approval acquired from the principal. If a student chooses to drop a class without gaining special approval from the principal to do so, the student will receive a W/F in that class. **Students accepted to Penta and decide after June 12th not to enroll there must attend classes at Penta for the first ten (10) school days before returning to OHS.**

AFTER SCHOOL ACTIVITIES

No student is allowed to participate in an after-school club or activity, including band practice or cheerleader practice or tryouts, or athletic practice, unless the student is in attendance at school all day from no later than 10 minutes after school begins until the end of school day. **Exception: The student has official documentation for the absence or late arrival or special arrangements have been made with the principal.** At the end of each school day,

students are to leave the school grounds by 2:45 PM unless they are involved in a school-related activity or under the direct supervision of school personnel. Loitering is not permitted.

ATHLETICS

Otsego High School students are eligible to compete in any of ten interscholastic sports. These include cross-country, football, golf, soccer, and volleyball in the fall; basketball and wrestling in the winter; and track, baseball, and softball in the spring. Cheerleading is also offered in the fall and the winter. Otsego is a member of the Suburban Lakes League. Otsego High School meets all guidelines established by the Ohio High School Athletic Association of which the school is a member. Student-athletes are expected to abide by the Student Code of Conduct as well as the rules outlined in the Athletic Code of Conduct.

ATHLETIC ELIGIBILITY REQUIREMENTS

To be eligible during any grading period, an athlete must have been in school the immediately preceding grading period and passing grades must have been received in a minimum of five one-credit courses, or the equivalent, unless the student has just been promoted to the ninth grade. Athletes must also achieve at least a 1.5 G.P.A. for the grading period preceding the season in which the student is involved. Ineligibility for the next grading period begins with the first day after the end of each grading report period. Eligibility or ineligibility would remain until the beginning of the 5th school day after the next grading report period. Night school, summer school, special examinations, etc., may not be used to regain eligibility. A letter grade of "I" (Incomplete) is considered to be an "F" when determining eligibility. The "F" grade for an incomplete will not be changed at a later date for

eligibility purposes.

To participate in a contest or practice on a regularly scheduled school day, an athlete must be in attendance at school all day from no later than 10 minutes after school begins until the end of school day, unless prior arrangements are made with the principal. In the case of a late weeknight contest or practice, an athlete is expected to be in attendance at the beginning of the following school day. This also includes cheerleaders.

ATTENDANCE AND TARDIES

Punctual and regular attendance at school is extremely important. If it is necessary for a student to be absent from school, a parent/guardian must call the school office before 10:00 a.m. to inform the school of the student's absence and the reason for it. Absence falls under two categories: excused and unexcused.

Excused reasons for absence or tardy include:

1. Personal illness
2. Medical excuse
3. Illness in the immediate family
4. Death in the family/Death of a relative
5. Religious observations/Observance of religious holidays
6. Quarantine of the home
7. Court subpoena
8. College visitation
9. An emergency or set of circumstances which, in the judgment of the school, constitutes good and sufficient cause of absence from school

Unexcused reasons for absence or tardy include:

1. Oversleeping

2. Car trouble
3. Missing the bus/ride
4. Shopping
5. Haircut, beauty shop appointments
6. Babysitting
7. Out-of-school suspension
8. Truancy
9. Running errands in non-emergency situations
10. Hunting
11. Pre-planned absence
12. Employment
13. Other absences not listed as excused

The student, upon returning to school, should present a written note from the parent/guardian explaining the reason and date of the absence or the parent/guardian should provide official documentation for the absence. If the written note or official documentation is not received within two school days of the absence, the absence will be recorded as unexcused. A note is not necessary if the parent/guardian comes into the school office and signs the student in or out.

By definition, official documentation includes written notice from a doctor, dentist, hospital, or court. This written notice must state that the student was unable to attend school and must include the beginning and/or ending dates and/or times on official letterhead paper. In most cases, if official documentation is provided, we excuse those absences when looking at the student's attendance record.

All student attendance issues must be handled by the student's parent/guardian even if the student is 18 years old or older. Students are not permitted to write their own

absences or to sign themselves in or out of school. The only exception to this is if the student has a legal emancipation agreement on file.

We will send letters to you when:

1. the student has been absent 5 days but less than 10 days (excused or unexcused). This letter may notify you that all future absences will require official documentation before the absences can be excused. The student may be referred to the Wood County prosecutor's juvenile mediation program. This letter will also alert you to the fact that we will send a letter again after 10 days of absence.
2. the student has been absent 10 or more days (excused or unexcused). This letter will notify you that all future absences will require official documentation before the absences can be excused. This will also notify you that we may be referring the student to the Wood County prosecutor's juvenile mediation program and/or the Wood County Juvenile Court. Students with 10 or more unexcused absences will automatically have unruly and truancy charges filed on them through the Wood County Prosecutor's office.

If you are late to school, you will receive a one-hour detention unless you have official documentation other than a parent/guardian note.

Students with 10 or more unexcused class absences in a year long class (5 or more unexcused class absences in a semester class) may lose academic credit for those classes involved. Loss of credit will be determined by the Principal and classroom teacher(s) involved.
Students with 10 consecutive unexcused absences or at least 15 unexcused absences in a semester may have

their temporary instruction permit or driver's license suspended . Under current law, a student's temporary instruction permit or driver's license will be suspended for withdrawing from school for excessive absences (Ohio Revised Code Section 3365.041(A)).

AUTOMOBILES

A parking area is provided for students who drive to school. Student parking is restricted to this area. Do not park in areas designated for faculty, staff, or guests. Buses always have the right-of-way. All students who drive to school must register their car(s) in the office the first week of school and pay a parking fee. A parking decal must be displayed. For protection of automobiles, students are not allowed in the parking lot between school starting time in the morning and dismissal time in the afternoon. Students who are in the parking lot during the school day are subject to detentions or suspensions. **Driving to school and the use of the parking lot is a privilege that can be revoked at any time by a principal for reasons deemed necessary** (e.g. driving students off campus who do not have permission to be off school property, serious driving violations, possession or transportation of drugs, alcohol, stolen property, or other contraband, parking in an unauthorized area). All vehicles driving on school property will observe a speed limit of 15 mph. Students must park in one of the lots behind the high school. **Vehicles must yield to pedestrians and students at all times.** Parking is at the student's own risk. Otsego High School assumes no liability for damaged vehicles. Vehicles should be locked. Students may not loiter in vehicles or parking lots. **Reckless or unauthorized operation of a motor vehicle on school property or in the vicinity of school vehicles may result in detention, suspension, or loss of driving**

privileges. The school has a right to search any automobile in the school parking lot if administrators have reason for suspicion. Parking off school grounds is not permitted. Suspension will result from parking off school grounds.

CLASS DUES

Each class member will pay class dues to defray the cost of special events (e.g. prom, graduation, etc.). Freshman-\$20; Sophomore-\$20; Junior-\$20; and Senior-\$20. Class dues will be collected at the time all school fees and workbooks are paid for at the beginning of the school year. **This includes all Penta students.**

CLUBS

| | |
|-------------------|------------------------|
| Book & Media Club | Key Club |
| Drama Club | National Honor Society |
| Equestrian Club | Science Club |
| FCCLA | Spanish Club |
| FFA | Student Council |
| French Club | Weight Training Club |

CODE OF CONDUCT

Scope of Jurisdiction: 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.
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.

Results of violating the Code of Conduct:

Verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, Saturday Detention, community service, emergency removal, referral to law enforcement agencies, suspension, expulsion, exclusion, removal from co-curricular or extra curricular activities, or other penalties deemed appropriate by the school administrators. This handbook does not define all types and aspects of student behavior. Any conduct which causes an interference with any school function, activity, or purpose, or that interferes with the health, safety, or well being of other students is prohibited. More specifically:

RULE 1. ALCOHOL AND DRUGS –

It is the policy of the Otsego Schools to prohibit pupils from the non-medical use, abuse, possession, or transmission of drugs, look-alike drugs, alcohol, steroids and/or paraphernalia on Otsego school property and at school-sponsored activities off school property. The following are considered incidents of possible alcohol/drug involvement:

- a. Students who have consumed or show symptoms or evidence of using alcohol/drugs.
- b. Students in possession of alcohol/drugs
- c. Students possessing, distributing, receiving, or selling look-alike drugs
- d. Students in possession of drug paraphernalia (including but not limited to rolling paper, pipes, containers containing drugs)
- e. Students involved in the distribution or sale of alcohol/drugs
- f. Students admitting alcohol/drug involvement
- g. Students suspected of alcohol/drug

involvement

Drug/alcohol-related incidents will be dealt with as follows:

FIRST OFFENSE - The parents or guardians shall be contacted and the student may be suspended for a maximum of ten days and may be referred to the Superintendent for expulsion. A conference will be held with the drug and alcohol counselor to determine if further counseling is needed, or a professional evaluation, at an appropriate agency is needed (at family's expense). **Failure to obtain the counseling and failure to follow the recommendations will result in additional days of suspension, expulsion, and/or referral to Juvenile Court.**

SECOND OFFENSE - Parents or guardians shall be notified and a conference scheduled. The student shall be suspended for ten days and may be referred to the Superintendent for expulsion. The student shall be required to seek professional evaluation at an appropriate agency (at family's expense). **Failure to obtain the professional evaluation and failure to follow the recommendations will result in additional days of suspension, expulsion, and/or referral to Juvenile Court.**

RULE 2. BOMB THREATS –

The superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to

the expulsion takes place. Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

RULE 3. BOOK BAGS –

Book bags, backpacks, large tote bags, and similar carriers are not allowed in classrooms. They are to be kept in lockers only.

RULE 4. BUS BEHAVIOR –

The following infractions may result in losing bus privileges and/or suspension:

1. Improper boarding/departing procedures
2. Bringing articles aboard bus of injurious or objectionable nature
3. Failing to remain seated/improper seating
4. Refusing to obey/harassing the driver
5. Fighting/hitting/pushing/tripping/horseplay
6. Tampering with bus equipment
7. Destruction of property
8. Chewing gum/eating/drinking
9. Hand/head out of window
10. Throwing/passing objects in or out of the bus
11. Lighter/matches/knife
12. Spitting/littering
13. Unnecessary noise
14. Rude, discourteous, and annoying conduct
15. Other behavior relating to safety, well-being, and respect for others.
16. Ride the regularly assigned bus and unload at the regular stop unless authorized personnel, from the building they attend, signs a pass for the driver stating otherwise. A child who is not a regular bus rider must have permission from

his Principal.

Discipline for Inappropriate Behavior on a School Bus:

Transportation to and from school is a privilege. Abuse of this privilege may result in the loss of transportation to and from school. When transportation privileges are lost, you are not allowed to ride any bus or van owned by the Otsego Board of Education during the suspension.

Initial Bus Warning – A form will be given to the student that the parent must sign and return to the driver before reboarding the bus. If the form is not returned, an incident report will be made.

First Bus Incident Report – 1 hour detention

Second Bus Incident Report – 1 Saturday detention

Third Bus Incident Report – 2 Saturday detentions and bus privileges suspended for 5 days

Fourth Bus Incident Report – 2 Saturday detentions and bus privileges suspended for 10 days

Misconduct of a serious nature may result in immediate suspension of transportation privileges.

Fifth (or beyond) Bus Incident Report – Student may be excluded from bus privileges for the rest of the school year and the Administrator’s decision is final. Charges may be filed with court.

RULE 5. CLASS ATTENDANCE/TRUANCY –

All students are required to attend school daily.

Students are required to attend all regularly scheduled classes unless officially excused. All students are required to be in their scheduled classes when the class bell rings, or they will be considered tardy.

Being in class means in your seat. Students who skip a class will receive one (1) Saturday detention. Students who are truant for an entire day will receive three (3) Saturday detentions.

RULE 6. CLASSROOM MISBEHAVIOR –

After a student receives a disciplinary referral in a class, an appropriate consequence will be assigned for the misbehavior.

RULE 7. COLLUSION –

A student shall not by use of violence, force, noise, coercion or intimidation of any student, urge others to engage in any such disruptive conduct. No student shall assist or aid in any way another student in violating either school rules or any law or ordinance when either student is properly under the authority of school personnel.

RULE 8. COMPUTER ACCESS –

Computer usage guidelines:

Prior to the use of computers at school parents and students must read and sign the Acceptable Use and Internet Safety Policy. Violation of this policy may result in denial of the privilege to use computers at school. Violation of this policy may also result in disciplinary action.

RULE 9. DANGEROUS WEAPONS –

A student shall not possess, handle, convey, or conceal any object defined by law as an illegal weapon or item which could reasonably be considered a weapon. This list of such objects includes, but is not limited to knives, guns, explosives (includes firecrackers) and other physically damaging objects. Students are prohibited from bringing the items described above onto school property, in a school vehicle, or to any school-sponsored activity. Look-alike weapons are also prohibited. Failure to comply will result in a suspension and recommendation for expulsion. Violators may be expelled for an entire year. Violators will be reported to the local law enforcement authorities. **Under current law, a student's**

temporary instruction permit or driver's license will be suspended for misconduct that is included in a school policy involving a firearm or a knife or other weapon (Ohio Revised Code Section 3365.041(A)).

RULE 10. EIGHTEEN-YEAR OLD STUDENTS –

Eighteen-year old students are required to follow all rules and regulations set forth in this handbook.

RULE 11. ELECTRONIC DEVICES –

The possession of any electrical device such as radios and tape players, tape recorders, headphones, cell-phones, walkman radios, TV's, MP3 players, iPods, C.D. players, laser lights, electronic games, and beepers, is not allowed anywhere during the regular school day. **Students bringing any of these electrical devices to school must keep them in their locker and turned off.** Cameras (including cell-phone cameras) cannot be used in school without permission from the office or requested by a teacher. Otsego High School is not responsible for the loss of any stolen or misplaced devices.

Any Student caught using a cellular phone, in any way, during the school day will be subject to the following consequences:

1st offense: confiscate the phone for the day and assign a 2 hour detention.

2nd offense and any offense thereafter: confiscate the phone and assign a Saturday school.

If cell phone is taken from student, it is a violation and it is subject to search by administration. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Student Conduct Code.

RULE 12. EXPLOSIVE DEVICES –

Students shall not possess, handle, transmit, and sell, conceal or bring upon school grounds any fireworks, explosives, smoke bombs, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, smoke bombs, stink bombs, or munitions. Failure to comply will be due cause for suspension or expulsion. Criminal charges may also be filed.

RULE 13. FALSE ALARMS –

Initiating a false fire alarm or any other type of emergency procedure is strictly forbidden. Failure to comply will be due cause for suspension and recommendation for expulsion. Criminal charges will also be filed.

RULE 14. FORGERY AND CHEATING

Any form of forgery (attendance notes, passes, etc.) is strictly prohibited. All forms of cheating on schoolwork are prohibited. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, copying quiz or test answers, text messaging, and plagiarism (including: internet sources, articles, magazines, etc.). Students who violate this policy will receive zero credit for assignments or work involved. National Honor Society and Student Council members will have their memberships revoked. Repeated offenses may result in loss of credit.

RULE 15. GAMBLING AND CARD PLAYING –

Gambling in any form and card playing are prohibited.

RULE 16. GANG ACTIVITY/ MEMBERSHIP –

The board prohibits the presence of notebooks, apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark,

or any other attribute denoting membership in gangs or advocate drug use, violence or disruptive behavior. Students shall not use gang related paraphernalia, language, symbols, or clothing, etc. This policy shall be applied at the principal's discretion, after consultation with the Superintendent of Schools, as the need for it arises. Items confiscated will be turned over to the Wood County Prosecutor and the student may be referred to the Wood County Gang Task Force.

RULE 17. HARASSMENT/BULLYING –

No form of harassment directed towards an individual or a group will be tolerated. This includes written, computer, verbal, or non-verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, ethnicity, national origin, religious beliefs, disabilities, etc. towards a fellow student, staff member, or other person associated with the district.

RULE 18. HAZING –

Hazing activities of any type shall be prohibited.

RULE 19. IDENTIFICATION TO AUTHORITIES –

All persons, upon request, must identify themselves to proper school authorities when on school property or at school sponsored events.

RULE 20. INDECENCY –

Any student in violation of the public decency section of the Ohio Revised Code may be subject to suspension and/or recommendation for expulsion should the incident take place on school grounds or at any school-related function. Violators may also be reported to the local law enforcement authorities.

RULE 21. INSUBORDINATION –

Students shall obey all directions of administrators, teachers, teacher aides, bus drivers, and all other

school

personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel.

RULE 22. LEAVING SCHOOL GROUNDS –

Once students arrive on school property in the morning, they are to remain on school property (in authorized areas) unless they have permission from the Principal to leave. Leaving school, being in unauthorized areas, or not following proper procedures will result in 3 Saturday Detentions.

RULE 23. PROFANITY/ OBSCENE LANGUAGE –

Students shall not use profane or obscene language, either written or verbal, when communicating, including obscene gestures, signs, pictures or publications.

Profane - Showing disrespect, contempt, or irreverence for sacred things.

Obscene - Offensive to modesty or decency.

Using profanity, making obscene gestures or comments or other forms of disrespect toward any person or school employee on or off school property is prohibited.

RULE 24. PUBLIC DISPLAY OF AFFECTION –

Public display of affection is unacceptable behavior. The display of affection in a manner not suited to the school environment is not permitted and may result in discipline. Hugging and kissing are not appropriate during school hours or after school activities. Hand holding is accepted during school hours. Some actions such as passionate embraces, nuzzling, and hands on persons, are inappropriate during all school activities.

RULE 25. SAFE SCHOOLS ACT –

No person shall assault, strike, threaten, or menace a

teacher, instructor, person in charge of a class of students or any employee of any school in the performance of his duties, or disrupt, disturb, or interfere with any activity conducted in a school building, or upon the grounds thereof, or in any public place, or improperly and unlawfully assault, strike, threaten, menace, follow, pursue or lay hands upon a student or other person in a building, or upon the grounds thereof, or upon the way to or from any school, or on the way to or from any school sponsored activity.

First Offense - 3 to 10 days suspension and possible expulsion.

Second Offense - 5 to 10 days suspension and possible expulsion.

Third Offense - 10-day suspension and possible expulsion.

Violators may also be reported to the local law enforcement authorities.

RULE 26. SCHOOL DRESS –

As a student attending OHS, your dress and grooming should meet health standards, safety conditions, and enhance the positive image of our school.

Student Dress General Regulations:

- a. No student shall dress in a manner that interferes with or disrupts any lawful mission, process, or function of the school; is destructive to school property (such as cleats); or creates health or safety problems.
- b. Coaches and advisors of athletic teams and student activity groups may require stricter standards of student dress for members of the team or group when the students are engaged in school activities as representatives of Otsego High School.
- c. As a general rule, students will be clean and neatly

- dressed. Unkempt general appearance and torn, ragged, or dirty clothing will not be allowed.
- d. In the interest of student health and/or safety, students may be required at specific times to conform to stricter standards than the general contained herein.
 - e. Clothing, jewelry, buttons, badges, etc. that advertise or promote any substance whose use or possession is not allowed by the Otsego Alcohol/ Drug Policies and administration procedures will not be permitted.
 - f. Any clothing, jewelry, buttons, badges, etc., displaying profane or obscene words, drawings or pictures relating to gangs or gang activities or having sexual or sexist insinuations will not be permitted.
 - g. As a matter of common courtesy, students will not wear hats or any other head covering in the building during school hours. Coats should not be worn in school during school hours.
 - h. Shoes, shoe boots, or sandals must be worn at all times and must be in good repair.
 - i. The upper torso may not be exposed except for the arms and the neck area. Tops and bottoms must overlap at all times. Sleeveless tops, tube tops, halter tops, spaghetti strapped tops, midriff exposure tops, and clothing made of fishnet or other see-through material are not permitted. Undergarments are not to be visible. Shirts/dresses must have a modest neckline or buttoned to a modest height.
 - j. Skirt and short length shall be below the student's finger tips at the longest fingertip) when the student is standing. The skirts/shorts may not be cutoffs, or miniskirts.

- k. Students shall not wear sweatpants or pants that, when fastened, sag or fit below the waist.
- l. Pajamas and/or “pajama type” clothing are unacceptable.
- m. **Students may not wear excessive jewelry.**
Students may not wear excessive piercings in the ear. Other than acceptable piercings of the ear, no visible body piercings are permitted (e.g. tongue, lip, eyebrow, chin, and nose).
- n. Pocket chains and choker chains are unacceptable.
- o. Sunglasses are not permitted in the building.
- p. Hair must be clean and groomed. Hair may not be of a distracting nature such as unnaturally colored hair (colors to include, but not limited to are: blue, green, purple, orange, etc.) or unusual styles.

RULE 27. SEXUAL HARRASSMENT –

No student shall cause sexual harassment to another student, staff or other persons on school premises during a school activity, function or event off campus. Sexual harassment is defined “in the eyes of the beholder” as unwanted sexual advances which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making frequent sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person’s body, touching a person inappropriately, or blocking their exit.

RULE 28. STEALING/ PROPERTY DAMAGE –

No student shall steal or damage any school or private property on school premises or during any school sponsored activity. Also, students shall not receive or

be in possession of stolen merchandise.

RULE 29. TOBACCO –

No student shall smoke within sight of the school or possess any tobacco product in any school building, on school property, on any school bus, or at any school function. This includes possession of paraphernalia, including, but not limited to, packages and tins.

First Offense - 3 days suspension OR successful completion of smoking cessation class if recommended by principal

Second Offense - 5 days suspension

Third and Subsequent Offenses - 10 days suspension

RULE 30. UNAUTHORIZED FIRE

You are not to possess a lighter and/or matches or to start or assist in starting a fire in the school, on school grounds or at a school sponsored activity at any time. Failure to comply may result in a suspension and/or recommendation for expulsion. Violators may also be reported to the local law enforcement authorities.

RULE 31. VISITORS –

Visitors must report to the office upon entering the school in order to properly monitor the safety of students and staff. No guests will be permitted to visit during school hours without prior approval of the building administrator.

ALCOHOL, TOBACCO AND OTHER DRUGS(ATOD)

Otsego High School has an ATOD counselor on staff to help educate students on the dangers and consequences of using alcohol and tobacco and other drugs. A referral can be made confidentially from students, parents, and/or staff if it is their belief someone is using these substances. This is meant only as a precautionary concern on behalf of a student who may or may not be using alcohol, tobacco, or other drugs.

COLLEGE VISITS

In order to be excused from school to visit a college or university, juniors and seniors (only) must obtain an application form from the guidance counselor and submit it one week before the visit. Visits to U.T., B.G.S.U., Owens, or any other local college are not allowed during school hours. These schools can easily be visited without missing valuable class time.

CORRESPONDENCE COURSES

Correspondence course credit will be accepted at administrative discretion for Penta students. **In order to graduate with their class, Penta Career students must complete a final exam at Otsego High School for each correspondence class taken by May 1 and a final transcript must be received by May 20. Students attending Otsego High School are not permitted to take correspondence courses until the student's class has graduated or, in a unique circumstance, with Principal's and Superintendent's approval. A maximum number of four credits will be accepted through correspondence courses.**

OTSEGO HIGH SCHOOL FLEX CREDIT PROGRAM

The full flex credit description can be found in the Program of Studies manual.

The high school offers a special "flexible" plan for students to earn credits for graduation. All credits earned through the *Flex Credit* program will receive a letter grade or P/F (depending on committee approval), and will be calculated as part of the accumulated grade point average, and will appear on the final transcript. There are three possible uses of the *Flex Credit* program:

- **Flex Recovery** – Students may use the program to make-up classes they have not passed in order to recover credits needed for graduation. Flex Recovery plans could include correspondence

classes, on-line course work, or classes offered by other school districts' credit recovery programs.

- **Flex Out** – Students may use the program to “test out” of a class or classes in the Otsego curriculum if the student feels prepared to move on to a higher level. Flex Out plans will require the student to demonstrate at least a proficient level of achievement on all course standards, outcomes and objectives, as demonstrated by the student's results on all course assessments and projects.
- **Flex Advance** – Students may work with high school staff and other educators to plan advanced course work that is not available in the regular Otsego High School curriculum. Flex Advance plans will require student work of a challenging nature, including reading, study, projects, demonstrations, and assessments.

DETENTION

Reasons for detention:

Late to school unless you have official documentation

other than parent/guardian note = 1 hour
detention.

Tardy to class 3 times in 1 semester = 1 hour detention

Skipping class = 1 Saturday detention.

Truant for a day = 3 Saturday detentions.

Not doing homework = 1 hour detention.

Not showing up for assigned detentions = double assigned
detention time.

Not showing up second time = 1 Saturday detention

2-hour detention (instead of 1-hour detention) if discipline
referral is written by a substitute teacher.

**Students with a detention will not participate in an
athletic practice or any other extra curricular activity
until the detention is served.**

2 one-hour detentions or a 2-hour detention will be served
the same evening.

DRUG TESTING

At the beginning of each athletic season, all eligible student-athletes will submit to drug testing – failure to do so will result in the student-athlete not being permitted to play that season in any sport. Student-athletes that do not pass the mandatory drug test are subject to those consequences outlined in the Otsego Athletic Code of Conduct. At any time during the school year, students involved in any extra-curricular activity (e.g. athletics, clubs, and school sponsored organizations) are subject to random drug testing - failure to do so will result in the student not being permitted to participate in any extra-curricular activity. Students that do not pass a random drug test are subject to the consequences outlined in the Code of Conduct for each individual activity. At any time during the school year, students that drive to school are subject to random drug testing - failure to do so will result in the student losing the privilege of driving to school for the rest of the school year. Students that do not pass a random drug test will not be allowed to drive to school for the rest of the school year.

EARLY RELEASE

A note signed by the parent must be brought to the office or a telephone call received before an early release is allowed.

A phone number must be on the note to enable the office to contact the person who wrote the early release.

The list of reasons for excused and unexcused absences applies to early releases. When returning from a doctor or dental appointment, a doctor's excuse should be turned in from the doctor or dentist's office showing the date of the appointment. This pertains, also, to appointments for driving tests, court appearances, etc.

EMERGENCY REMOVAL

A student whose presence poses a continual danger to self, other students, or property or is a threat of disrupting the academic process may be removed from the class or removal from school for up to a twenty-four (24) hour period.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Otsego Local School 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 superintendent.

EXCLUSION

The superintendent may seek the permanent exclusion of a student 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 and/or
2. aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or 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.

EXPULSIONS

Only the superintendent may expel a student from school. Expulsions may be carried over into the next school year.

No student, while under expulsion, shall be on school property or participate in any school activities. Students who are expelled from school will not receive credit for work missed during the expulsion. Students who have received multiple suspensions may be referred to the superintendent for expulsion. A student or his/her parent/guardian may appeal his/her expulsion to the Board of Education or its designee. The student or his/her parent/guardian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee.

Expulsions will be handled as follows:

1. The superintendent must give written notice to the student and his/her parent/guardian. The notice must include the written reasons for the intended expulsion and that the student and his/her parent/guardian or representative have the opportunity to appear before the superintendent or his/her designee to challenge the expulsion or explain the student's action. The notice should reference the specific section in the Student Code of Conduct and must state the time and place to appear, not less than three (3) nor later than five (5) days after the notice is given unless the superintendent grants an extension of time.
2. The student or his/her parent/guardian or representative may request an extension of time and

the superintendent is required to notify the student and his/her parent/guardian or representative of the new time and place.

3. A hearing is held before the superintendent or his/her designee at the appointed time and place. The student, his/her parent/guardian or representative is given the opportunity to defend oneself against the charges.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

To participate in any extracurricular or co-curricular activity on a regularly scheduled school day, the student must be in attendance at school all day from no later than 10 minutes after school begins until the end of school day, unless prior arrangements are made with the principal.

Students may be denied participation:

1. by vote of the activity membership where provided by its constitution.
2. by disciplinary action of advisor, teacher or coach, for infraction of any rules of participation provided in written form to each participant by the advisor, teacher, or coach.
3. by limits established in the constitution and/or rules of participation provided each student by the advisor, teacher, or coach.
4. by failing any random or mandatory drug test that the school requires. Note: The Otsego Board of Education approved random drug testing for students participating in any extra-curricular activity. In addition, student-athletes will have mandatory drug testing at the beginning of each season.

FEES

Nonpayment of fees for course materials or damaged or stolen material will result in grades and credits being withheld. Nonpayment of fees will also result in students being ineligible for any extracurricular activities including interscholastic sports and graduation.

FIELD TRIPS

Many students will participate in field trips throughout the year. School rules are in effect on all field trips. It is the student's responsibility to make up all missed work. It is the student's responsibility to meet with his/her teachers prior to a field trip to discuss how missing work will be made up. Teachers may require students to turn in work due on the day of a field trip, prior to leaving on the field trip. Teachers may require students to make up all missed work by the next school day. Students may not participate in any field trip that results in them missing a class that they are failing.

GRADING SCALE

- 91-100 - A
- 81- 90 - B
- 71- 80 - C
- 61- 70 - D
- 60 & Below F

GUIDANCE AND COUNSELING

The guidance program of the Otsego Local Schools is an integral part of the total educational process. A primary objective of the guidance department is to function as a resource to students, parents, faculty and staff, and community. These resources include providing necessary

information needed to make educational and career decisions, providing counseling services for personal or academically related concerns, and general support for anyone in the school community who is in need. Guidance services may be requested by anyone. Students may self-refer or staff members or parents can refer them. Anyone is welcome, however, to contact a guidance staff member.

HALLWAY SIGNS & SHOWCASES

Any sign put up in the building or in a display case must have prior approval by the Principal. Violation may result in detentions or suspension. Teachers are responsible for signage in their own classrooms. **Nothing is to cover the windows, including windows in the doors.** Coaches are responsible for coaches' offices and team locker rooms. Cheerleaders/Spirit Club are responsible for signage in the academic wings (A, B, C, D), the gym, and the commons. Only one wall (wall between the two gym entrances) in the commons and one wall in the gym (above the west wallmat) have room for decorations. Nothing is to cover the windows, including the windows in the doors. Spirit items may be hung on the outside of student lockers if magnets are used (no tape!). Nothing may be hung from the ceilings. Nothing may be used that would set off the motion detectors (e.g. balloons).

HONOR ROLL

Students will qualify for the Honor Roll by earning one of two grade point average designations: (3.5-3.99 and 4.0) and receive no D's, F's, or incompletes for the grading period. Those students with a 3.5 G.P.A. or higher will have their names submitted to the Sentinel Tribune for publication.

INCOMPLETES

A grade of incomplete will result in a loss of course credit if the work is not completed within four weeks of the end of the grading period.

LOCKERS

Everyone is assigned a hall locker and may be assigned a locker in the physical education department. In order to prevent theft, it is recommended for students to have a school issued lock for each locker assigned. All locks used must be purchased from the school. Lockers are for storage of items, and the school retains the right to check lockers and contents. **Do not expect total privacy.** Once you are assigned a locker, do not move to another locker. No tape, glue, putty, or any other adhesive is allowed to be used inside or outside the lockers. Students wishing to hang items on the inside of their locker(s) may do so by using magnets only. If you have any locker problems, report the situation to the office.

LUNCH

Each student is assigned to one of two lunch periods. During that lunch period, the student is to be in the cafeteria (even if not eating lunch), not in other parts of the building or outside the building. During the other lunch period, the student is to be in their assigned class or study hall. All students are required to clean up the tables and floor area where they eat. Eating and drinking is permitted in study hall at the discretion of the teacher when it is held in the cafeteria. **Inside the building, students may not eat or drink anywhere but in the cafeteria unless the classroom teacher, coach, or administrator grants special permission.**

MAKE-UP WORK

Students are expected to complete all work missed during their absence. It is the student's responsibility to get assignments from teachers. After an excused absence, an amount of time equal to the length of absence is allowed for making up the work missed. For instance, if a student misses one week of school, the first week after the student returns to school is the period during which missed work can be made up. If a student has an unexcused absence, the student will not receive credit for the make-up work. If a student misses school because of an out-of-school suspension, the student will not receive credit for the make-up work.

MAKE-UP WORK – PRE-PLANNED ABSENCES

Students must notify teachers and administrators one week prior to a pre-planned absence and are required to fill out appropriate forms with their teachers' signatures. Students who are absent due to a pre-planned absence will be recorded as unexcused on the absence list. These students do have make-up privileges. Students are required to obtain their assignments prior to leaving for their pre-planned absence. Upon return to school they should have the number of days equivalent to the number of days absent to turn in any make-up assignments. Failure to do made-up work may result in a lower grade for the quarter.

MEDICATION

All medication (prescription or non-prescription) being taken by a student must be kept in the office, and a request for administration of medication by school personnel form must be on file in the office.

NATIONAL HONOR SOCIETY

All juniors, and seniors with a 3.5 accumulative grade point average on a four-point scale are eligible for membership. All students eligible for membership will be invited to attend a meeting to learn how to apply for the NHS. **This meeting is mandatory for those wishing to apply.** If the student completes the membership application properly and turns it in on time, the advisory committee will then review all the data. The advisory committee will make the final decision for membership. Grades for eligibility will be checked at the end of each semester. Any member who falls below the standards, which were the basis of his/her election, shall be promptly dismissed. Any member who does not uphold the virtues of Scholarship, Leadership, Character and Service may be brought before the faculty advisory committee.

POST SECONDARY OPTION

Any student interested in taking college courses at relatively no expense and earning high school credit at the same time should see the guidance counselor. Note: PSEOP students are expected to pay for transportation, parking fees, application fees, and other such miscellaneous expenses. Students must be accepted in a post secondary program. Students must have a 3.0 grade point average in high school in the subject they wish to take at the Post Secondary Institution. Students must inform the school of their intent to participate by March 30th each year. High school credits will be determined by Otsego High School. Any disagreements may be appealed to the Otsego Board of Education. If the student fails to complete a Post Secondary course because the student dropped the course or failed to attend the course, the student and the student's parents must repay Otsego Local Schools for all expenses.

PROGRAM OF STUDIES

The Otsego High School Program of Studies is a Board approved document that is designed to assist each student in the selection of the course of study that will help him/her earn the requirements towards graduation and to help plan for his/her future career. Students are responsible for understanding the information and adhering to all requirements contained in the Program of Studies.

PUBLICITY/ANNOUNCEMENTS

Parents/Guardians please be aware that the Otsego Schools and/or their authorized agents may release publicly your child's name, use videotapes, photographs, and otherwise publish or cause to be published any information relevant to his/her achievements. The information may be used in local, regional, state or national publications of the agencies listed above, released to appropriate newspapers and/or news publications, as well as any school web site. Names and photographs may also be used for the purpose of publicizing programs administered by Otsego Schools and/or the Wood County Educational Service Center including either organization's web sites. Any parent/guardian objecting to such a release pertaining to their child/children should advise the building principal in writing.

SATURDAY DETENTION

Saturday Detention is a supervised, in-school detention program offered to permit students who have violated the code of conduct an opportunity to maintain their educational program. Students who are assigned Saturday Detention and fail to attend will receive an in-school suspension. Students will serve their in-school suspension at the Juvenile Detention Center, if they have space available. In doing so, students can avoid receiving an "F"

or zero in each class for those days and receive make-up privileges.

SCHOOL CLOSING

School closing due to severe weather will be announced on local radio and television stations. Families will also be notified by Instant Alert. **You will need to register your children on <https://instantalert.honeywell.com>.**

SCHOOL DANCES

Otsego High School may sponsor school dances throughout the school year (e.g. homecoming, prom). These dances may be on or off school property. School rules are in effect. Middle school students (or younger) may not attend high school dances.

SCHOOL RECORDS/ STUDENT INFORMATION

The teachers, school office, counselors, and administration keep many records. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act and Ohio law. This information can only be released with the written consent of the parents/guardians, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent. Otsego High School is authorized to withhold a student's grades and credits for failure to pay assessed fees for materials "used in the course of instruction" other than textbooks (ORC 3313.642).

SEARCH AND SEIZURE

Pursuant to *New Jersey v. TLO* (1985), school officials have the legal right to search students, desks, cell phones, calculators, electronic devices, lockers, computers, book bags, purses, computer disks, etc. at any time if they have

reasonable suspicion. Lockers and desks, etc. remain the property of the Otsego Local Schools. Cars parked on the premises may be searched at any time that a reasonable suspicion exists to do so. Items found that are violation of the rules and regulations of Otsego High School will not be returned.

VIDEO CAMERAS- To improve student discipline and ensure the health, welfare and safety of all people, Otsego High School has installed cameras and video equipment to monitor the building and grounds. The video cameras will be used as evidence in student disciplinary proceedings.

SEMESTER/FINAL EXAMS

Exams are to be taken at the scheduled time. **Any student not appearing and/or not taking an exam at the scheduled time will receive an “I” on the exam, an “I” for the semester, and an “F” for the final course grade. Thus, the student will not receive credit for the course.** The only exception to this is if the student’s absence is excused. Cheating on a semester or final exam will result in no credit for the course and a W/F grade.

Students that maintain a solid “A” (at least a 95% average) in a class during a semester will be exempt from taking just one exam of their choosing. The skipped exam must be from a class with at least a 95% average.

Seniors ONLY that receive at least a “B” in a class for 3rd and 4th quarters, have not received any unexcused absences (excluding pre-planned absences), Saturday detentions, suspensions, or expulsions for their entire senior year, and have been absent 4 or less days for 2nd semester (senior year) will be exempt from taking the final exam in that class.

If a student maintains exemplary attendance for a semester, he/she may elect to miss one semester examination of his/her choosing with no penalty to his/her grade. Exemplary attendance is defined as missing no more than one day of school (9 periods) in a semester. **This absence must be excused.** Students with a pre-planned absence will ***not*** qualify for exemplary attendance. **PLEASE NOTE: Four tardies combined in all classes in one semester equal a day of absence.** Juniors and seniors must make arrangements with the principal and the guidance counselor concerning college visits 1 week prior to the visit. Students must return verification of a college visit to the guidance counselor. Upon doing so, the college visit will not count against exemplary attendance. If a student has a court appointment, it will not count against exemplary attendance. Finally, a student is allowed one additional day of absence for a funeral due to a death in the immediate family. Students that have been suspended and/or expelled will not qualify for exemplary attendance.

SUSPENSIONS

A student may be suspended from school by the principal or assistant principal for up to ten (10) days for violation of the Code of Conduct and/or Board Policy. No student, while under suspension, shall be on school property or participate in any school activities. Suspensions are either out-of-school or in-school. Suspended students will not receive credit for work missed during an out-of-school suspension. In-school suspensions are served at the Wood County Juvenile Detention Center. Suspended students will receive credit for work missed during an in-school suspension. Students refusing to attend in-school suspensions will receive unexcused absences for each day of in-school suspension missed and may receive an

additional out-of school suspension. Students receiving an excessive number of detentions and/or Saturday Detentions may be suspended from school. Suspensions may be carried over into the next school year. A student or his/her parent/guardian may appeal his/her out-of-school suspension to the Board of Education or its designee. In-school suspensions may not be appealed. The student or his/her parent/guardian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee.

Out-of school suspensions will be handled as follows:

1. Written notification of the reasons and the intention to suspend must be given to the student.
2. An informal hearing will be given to the student to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing will be held by the school official intending to suspend the student.
3. If the suspension is to be carried out, within twenty-four (24) hours of the suspension, written notice must be mailed to the parent/guardian of the student. The notice must include the reasons for the suspension and the right of the student, parent/guardian, to appeal the action to the board of education or its designee, the right to be represented in the appeal and the right to request that the hearing be held in executive session.

TELEPHONES

Students are not permitted to use school telephones during school hours unless they are conducting school business approved by the office or in the case of an emergency.

WORKING AFTER OR BEFORE SCHOOL

Otsego High School has no work release or work co-op programs. If you want to leave school early or arrive late in

order to work, you must enroll in a program at Penta County. Don't ask to be released early to work -- it is not allowed. If you leave school early to work, you are truant.

ZERO TOLERANCE

A student who fails to comply with established school rules and any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations. The Otsego Board of Education has “zero tolerance” for violent, disruptive, or inappropriate behavior by its students; i.e., the Board will not tolerate violent, disruptive, or inappropriate behavior by its students and such behavior is prohibited as set forth in the student code of conduct. The Board also has a “zero tolerance” for excessive truancy from school or from study hall that will result in disciplinary action as set forth in the student attendance regulation. (O.R.C. 3313.534)

ACCEPTABLE USE AND INTERNET SAFETY POLICY
FOR THE COMPUTER NETWORK OF THE
OTSEGO SCHOOL DISTRICT

The District is pleased to make available to students access to interconnected computer systems within the District, software applications, and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network, software, and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he/she must have his/her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy and agreement as directed with

the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network, software, and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

II. TERM OF THE PERMITTED USE

A student who submits to the school, as directed, a properly signed policy and follows the policy to which he/she has agreed will have computer network , software, and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

III. ACCEPTABLE USES

- A. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if the use is appropriate.
- B. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them..
 2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that

someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, “Trojan horse,” “time bomb” or other harmful form of programming or vandalism; participate in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don’t disclose or share your password with others; don’t impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette. All users must abide by the following rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
2. Avoid language and uses which may be offensive to other users. Don’t use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don’t assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give

his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with email (where this is permitted).
Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.
5. Copying software from the Otsego School District or its computers or installing unauthorized software on the computers of the Otsego School District is prohibited. This includes the introduction of computer viruses.

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network, software, and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

B. Personal Safety. Be safe. In using the computer network, software, and Internet, do not reveal personal information such as your home address or

telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. “Hacking” and Other Illegal Activities. It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or

approved educational projects and activities.

E. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors

V. PRIVACY

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network , software, and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network, software, and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his/her access to the computer network, software, and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network, software and Internet, including any user whose access has been denied or terminated. The school district may take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network, software, and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network, software, and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians may be asked from time to time to provide new or additional registration and account information or to

sign a new policy and agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

[Adoption date: January 16, 2001]

[Revision date: April 17, 2001]

LEGAL REFS.: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554) Communications Act of 1934, as amended (47 U.S.C. 254[h],[1] Elementary and Secondary Education Act of 1965, as amended (20 USC 6801 et seq., Part F)

STUDENT'S AGREEMENT

Every student, regardless of age, must read and sign below.

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege

may be revoked and school disciplinary action may be taken against me.

Student Name (Print clearly) Home phone

Student signature: Date:

Address:

User (place and “X” in the correct blank): I am 18 or older _____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy and agreement.

Parent or Guardian Network Usage Agreement (to be read and signed by parents or guardians of students who are under 18):

PARENT’S OR GUARDIAN’S AGREEMENT

Student’s name

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of the school district’s Acceptable Use and Internet Safety Policy for the students’ access to the school district’s computer network , software, and the Internet. I understand that access is bring provided to the

students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am therefore signing this policy and agree to indemnify and hold harmless the school, the school district and the Data Acquisition Site that provides the opportunity to the school district for computer network, software, and Internet access against all claims, damages, losses and costs, of whatever kind, that my result from my child's or ward's use of his/her access to such networks or his/her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his/her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the school district's computer network, software and the Internet:

Parent/Guardian Name(s) (Print clearly) Home phone:

Parent or Guardian signature: Date:

Address: