

2010-2011 SCHOOL CALENDAR

FIRST SEMESTER

August 18	Staff Workday
August 19	Opening Day for Students
September 6	LABOR DAY <i>(No School)</i>
September 14	DISTRICT INSERVICE <i>(No Classes)</i>
September 17	Midterms Due
September 30	Two Hour Delay for AM In-service
October 20	DISTRICT INSERVICE <i>(No Classes)</i>
October 29	End of First Nine Weeks
November 11	CONFERENCES (No Classes) 11am-8pm
November 12	CONFERENCES (No Classes) 8am-1pm
November 24	District In-service (No Classes)
November 25&26	THANKSGIVING VACATION <i>(No School)</i>
November 30	Midterms Due
December 20-	CHRISTMAS HOLIDAY <i>(No School)</i>
December 31	
January 13	End of Second Quarter
January 14	Staff Work Day <i>(No Classes)</i>

SECOND SEMESTER

January 17	Martin Luther King Day <i>(No School)</i>
January 26	DISTRICT INSERVICE (No Classes)
February 18	Midterms Due
February 21	PRESIDENT'S DAY <i>(No School)</i>
February 24	Two Hour Delay for AM In-service
March 25	End of Third nine weeks
April 18-22	SPRING BREAK <i>(No School)</i>
April 29	Midterms Due
May 27	Last Day for Students
May 30	MEMORIAL DAY <i>(No School)</i>
May 31	Teacher Workday <i>(No School)</i>

REGULAR SCHEDULE		2 HOUR DELAY
Breakfast End	7:40	9:40
Warning Bell	7:45	9:45
1st period	7:49- 8:32	9:49- 10:17
2nd period	8:35- 9:21	10:20- 10:51
3rd period	9:24- 10:07	10:54- 11:21
4th period	10:10- 10:53	11:24- 11:51
5th period Lunch	10:56- 11:26	11:54- 12:24
6th period	11:29- 12:12	12:27- 12:57
7th period	12:15- 12:58	1:00-1:30
8th period	1:01- 1:44	1:33-2:00
9th period	1:47- 2:30	2:03-2:30
6 th GRADE LUNCH	11:21- 11:51	11:23- 12:53

WELCOME

The staff of Otsego Junior High School welcomes you and hopes that you have a rewarding educational experience while here. By working cooperatively with your teachers and classmates, you will be able to make the most of your time at OJHS. The basic skills taught will enable you to think critically, solve problems, and make informed decisions. Your success is important to all of us! Success takes hard work, cooperation, and dedication. We are here to assist you. Best wishes for a very successful year.

GENERAL INFORMATION

This handbook is provided to you and your parent/guardian to better understand the school rules, policies and procedures. As a student of OJHS, **YOU** share the responsibility along with teachers and classmates for maintaining a proper learning environment within the classroom and school. This can best be achieved when you, your classmates, and teachers work together. You are entitled to know the framework of procedures within which you are expected to assume personal responsibility for your actions and to know the disciplinary measures to be taken when you fail to show this personal responsibility. As a student at OJHS you will be expected to do the following:

1. Cooperate with ALL school personnel, follow their instructions, and accept their guidance.
2. Show respect for yourself and others and behave in a responsible manner in the classroom, hall, on the grounds, the bus or whenever under teacher supervision.
3. Recognize that the teacher is the final authority in the classroom and that an act of disobedience or insubordination is a serious act of misconduct and will not be tolerated. (If you misbehave, you may be referred to the office for disciplinary action).
4. Attend class daily, be on time, be prepared for class with the proper materials, complete assignments, and be dressed appropriately for class activities.
5. Seek change in school rules and policies in an orderly and responsible manner through proper channels.
6. Cooperate with staff investigations of disciplinary cases and volunteer information relating to a serious offense.
7. Pay school fees and fines.

We realize that these junior high school years are only a part of a student's education and must be a result and extension of elementary school, as well as an introduction into the high school program. Activities at Otsego Junior High School reflect our concern for a smooth transition.

Communication is a vital part of education and must be encouraged between students, faculty, staff, administration, parents, guardians, and community. A school-parent partnership is essential to the education of junior high school students.

In return, you may expect the Otsego Junior High School staff to provide an environment that will enable you to work toward your educational goals. No person shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity.

GENERAL GUIDELINES

The following guidelines are to assist you and your parent/guardian in understanding the operation, expectations and procedures at OJHS. The administration reserves the right to determine any guidelines that are not covered or those which may need to be revised in the best interest of students.

ACTIVITIES, CONTEST AND PRACTICES

All activities and practices must be finished by 9:00 p.m. on Monday through Thursday nights and 10:00 p.m. on Friday or Saturday nights. Any other activity or practice should be on a volunteer basis.

AFTER SCHOOL ACTIVITIES

You are encouraged to participate in band, choir, athletics, contests, and other activities such as, Student Council, Honor Society and Quiz Bowl. There will be a Pay-To-Participate fee for all extra-curricular activities for seventh and eighth grade students.

You are encouraged to attend all school related activities. The Student Code of Conduct is in effect at all school-related activities. Once you have been admitted to the activity, you will not be permitted to leave and return, unless the supervisor grants permission. You are not allowed to come and go as you please

No student is allowed to participate in an after-school activity, including quiz bowl, cheerleading 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 the 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 p.m. unless they are involved in a school-related activity or under the direct supervision of school personnel. Loitering is not permitted.

ARRIVAL AND DEPARTURE

If you are a student who walks to school or is dropped off by a parent, then you are not to arrive before 7:35 a.m. You are NOT permitted to go to your locker, be in the halls or rooms, or stand outside or at the doorways. **Once you have arrived at the school, you must report to the Gym, and you are not allowed to leave.** At the first bell students will be dismissed from the gym to go to lockers and then to 1st period for attendance.

At the end of each school day, you are to **leave school grounds by 2:30 p.m.** unless you are involved in a school-related activity or under the direct supervision of school personnel. Loitering is not permitted.

If you ride a bus, you are expected to be courteous and not run to the bus. Do not move toward the bus while it is still in motion; wait a distance of five feet until it comes to a complete stop. This is strictly enforced.

ATTENDANCE

Regular attendance at school is extremely important. Ohio's Missing Child Law requires parents to notify the office by phone no later than 10:00 a.m. each day their child is absent. Parents may report their child's absence by calling 823-4381 #3. Failure to notify the office will result in the office making a telephone call to the child's home. Any absence not accompanied by a parental phone call (or note upon return, with the **student's first and last name, reason, date of absence, and parent's signature**) will be considered unexcused and truant. The entire note must be written by a parent. Telephone calls will be made to verify absences when we do not receive a call from a parent or if a note appears questionable.

Excused Absences

In order for an absence to be excused it must fall within the guidelines in the Ohio Revised Code:

1. Personal illness – physician's statement may be required.
2. Illness in the family – does not apply to children under 14 years of age.
3. Quarantine of the home.
4. Death of a relative.
5. Observance of a religious holiday.
6. Emergency or set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for absence.
7. Court subpoena.
8. Reasons other than those listed above are to be cleared with the principal by the parent/guardian, prior to the absence.

Unexcused Absences

Unexcused absences include, but are not limited to, the following according to the Ohio Revised Code:

1. Oversleeping
2. Baby-sitting
3. Vacation (must get form from office)
4. Truancy
5. Shopping
6. Missing the bus
7. Car problems
8. Hunting (must get form from office)
9. Staying home to do homework
10. Out of School Suspension

If the office does not receive a phone call or note within 24 hours of the absence, then the absence will be considered unexcused/truant. Please be aware that if your absence is unexcused, you may not be able to make up the work missed, and you may receive a "0". **After five (5) days of unexcused absence or habitual tardiness**, you may be referred to the Juvenile Mediation Program and subject to disciplinary action or court referral.

Official Documentation definition

Official documentation includes written notice from a doctor, dentist, hospital or court. In most cases when you bring in official documentation we excuse those absences when we are looking at a student's attendance record.

Excessive Absence/Juvenile Mediation Program

We will send letters after 5 and 10 days of absences:

1. After 10 absences, we will send letters requiring doctor's excuse for future absences.
2. After 4 unexcused absences, the school will make direct contact with parent/guardian.
3. After 5 unexcused absences, the school will request the Mediation JUMP program.
4. After continued unexcused absences and truancy charges may be filed.

Appointments

If it is absolutely necessary to schedule a doctor's appointment during the school day, then you must bring a note signed by a parent/guardian prior to leaving school and a note from the doctor upon returning.

Student Personal Pre-Planned Absence

A student must get a form from the office at least 2 days in advance of any pre-planned absence. This form should be read and signed by a parent, then the student must have teachers initial it, and the principal sign it. **(Remember this is an Unexcused absence and teachers are not required to give homework, grade homework or give credit for work.)** Please take vacations during unscheduled school days.

Absence and Extracurricular Activities

To participate in a contest or attend practice, a student must be in school the entire day of the contest or practice unless prior arrangements are made with the principal. In the case of a week night event, a student must be in attendance the entire following day in order to participate in the next contest or practice.

Make-Up Work and Tests

When absent from school, it is your responsibility to contact teachers and make arrangements for make-up work as soon as you return to school. If you are absent for an extended period of time (3 days or more) the assignments can be obtained upon request from the office. Daily assignment sheets are available in the office after 11:00 a.m. each day. **Our daily assignments are also posted on the Otsego Schools Website: <http://www.otsegoknights.org>.** Excused absences from school do not excuse student from making up missed work. You have one day for each day of excused absences to make up assignments, quizzes, and tests you have missed. Students going on vacation should first get a form from the office and then request work from teachers prior to leaving.

Tardiness

Students arriving after the attendance bell are considered "late" and must report directly to the office. Office personnel will record the tardy, determine if the tardy is excused or unexcused, and possibly refer the student to an administrator. The second unexcused tardy, and every tardy thereafter in a nine week period, will result in a detention.

BOOK BAGS AND SIMILAR CARRIERS

Book bags and similar carriers are not allowed in classrooms. They are to be kept in lockers only. However, trappers are allowed in classrooms.

CAFETERIA

All students must eat in the cafeteria. You may bring your lunch or purchase it. Milk and snacks may be purchased separately if you bring your lunch. You are expected to use good manners and good behavior while eating. Listed below are cafeteria rules:

1. Enter and leave the cafeteria in an orderly fashion.
2. If you are buying food, wait courteously in the appropriate line as directed by the supervisor. Cutting in line or saving a place in line is not permitted.
3. When you have your food, please be seated and remain seated unless you need to make an additional purchase.
4. Common courtesy and good manners are always expected. Loud or rowdy behavior will not be tolerated.

5. Each student is responsible for properly disposing of his or her tray, wrappings, containers, and leftover food, and for making sure that the tables, seats, and floor in his or her area is clean.
6. All lunch money in excess of \$5 and all checks must be turned into the OJHS office before first period.

CLASS CHANGE

Please be courteous and move quietly when changing classes. Stay to the right side of the halls and stairs. **DO NOT RUN, PUSH, or SKIP STEPS!** Please keep locker visits to a minimum. Because of the number of students, it has been necessary to establish traffic patterns for the stairs. South stairs are up; North stairs are down.

COMMUNICATION

All staff members may be reached via their email address. You may find this by clicking on to our district website (www.otsegoknights.org) and clicking on your student's building site. Teachers usually answer messages within two working days if not sooner.

If you have a concern with a student or an employee, please refer to the "I Have A Concern" pamphlet available in all school offices. This pamphlet outlines the chain of command for communicating all problems. If the problem is not resolved at the first level, talk to the person at the second level, and so on down the levels as follows.

- Level 1 – Teacher, coach, advisor
- Level 2 – Principal
- Level 3 – Superintendent
- Level 4 – Board of Education

CHEATING/COPYING

Plagiarism, copying off websites, copying or allowing others to copy homework assignments or tests will not be tolerated. Taking and/or copying another students work without permission (by a teacher), will result in a penalty. The first time a student is caught, a zero will be given on the assignment. A letter will be sent to parents regarding the policy, which must be signed and returned. If caught a second time, the student will fail that subject for the nine-week grading period.

CAMERAS

Cameras can not be brought to or used in school without permission from the office or a request by a teacher that is approved by the Principal.

DELAYS/ CANCELLATIONS

Otsego school district utilizes the Instant Alert system for school delays, cancellations and other important announcements. Parents can update their information on the website: instantalert.honeywell.com. Delays and cancellations are also listed on local radio and/or TV stations. Please do not call the superintendent, principal, or school. Emergency dismissal forms are not required at OJHS. However, if you would like one, they can be obtained from and then returned to our office.

DRESS CODE

As a student attending OJHS, your dress and grooming should meet health standards, safety conditions, and enhance the positive image of our school. Any form of dress or grooming that distracts or disrupts the educational process is unacceptable. If you have a question about appropriate clothing, please check with the principal prior to wearing it to school. Decisions regarding appropriate dress are under the jurisdiction of the principal. This dress code applies to school, co-curricular, and extra-curricular activities. Students with inappropriate dress will be sent home or they must have clothing brought in that is acceptable.

- Wear clothing appropriate for school type activities and weather.
- Clothing should not be too tight, too loose, or too short. No oversize clothing, saggy or baggy pants, no low necklines (no cleavage), or midriff shirts. All pants must be worn at the waist and be fastened. Pajamas and/or "pajama type" clothing are unacceptable. No chains are allowed on any article of clothing.
- Clothing should be neat and clean. No distressed, ripped, or holey clothing can be worn at school.
- Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use, or violence, or that are otherwise contrary to the school's educational mission.
- Gang attire or any such clothing or symbols that may be associated with gangs is not acceptable.
- Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments with spaghetti straps, strapless or "see-through" garments. Sleeveless garments must

extend to the end of the shoulders and fit closely under the arms. Skirts, skorts and shorts must not be shorter than finger tip length when arms are held straight down at your side. Undergarments must not be visible.

- Any clothing or grooming that creates a disruption in the classroom is not acceptable. This includes: visible body piercing other than ears and unnaturally colored hair (examples: blue, green, orange, etc.) Additionally, any dress that is destructive to school property (such as cleats) or creates health or safety problems are not allowed.
- Hats, caps, bandannas/scarves, any head gear, coats and sunglasses are not to be worn in the buildings.
- Shoes must be worn at ALL times for health and safety reasons.
- 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 Junior High.
- In the interest of student health and/or safety, students may be required at specific times to conform to stricter standards than the general standards stated above.

DRUG TESTING POLICY

On July 23, 2002 the Otsego Board of Education approved random drug testing for students participating in any extra-curricular activity. Random drug testing may be done during each athletic season. (Note: This policy is already in effect.)

ELECTRONIC DEVICES (INCLUDING CELL PHONES)

You are not permitted to have radios, walkmans, cassette players, or CD players, MP3's, DVD's, TV's, pagers, cell phones, a walky-talky, laser lights or any unauthorized electronic devices, with or without headphones, at school during scheduled school time or school activities. Cell phones are not allowed to be turned on or visible during school hours. They must be kept in your locker with the phone turned off. No picture taking or text messaging is allowed. Otsego schools are not responsible for lost or stolen devices.

1. First violation will result in a warning and parent pick up.
2. The second violation will result in a detention and parent pick up.
3. The third violation will result in a Saturday School / Suspension.

Contents of cell phones may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the Student Conduct Code. FAILURE TO GIVE THE ITEM including battery TO A STAFF MEMBER WHEN REQUESTED WILL BE CONSIDERED INSUBORDINATION and constitutes reasonable suspension for search of electronic devices.

FEES

Fees should be paid at the beginning of the school year. Nonpayment of fees for course materials or damaged or stolen material may result in students being ineligible for any extracurricular activities including interscholastic sports. All unpaid fees/fines will follow student into the next grade level.

GRADING

All parents and students have access to grades online. At the beginning of each year, instructions including login and password information will be given to all parents and students for the online grading program. Instant Alerts will notify parents when all mid-term and quarter grades are final.

All grades are figured numerically, and converted to the following letter scale:

91 –100=A 81 – 90=B 71 – 80=C 61 – 70=D 0 – 60=F

S+ =Above Average S =Average S- =Below Average U =Unsatisfactory

Final grades for all classes will be determined by averaging the first semester and second semester grades. If you have a question regarding grades, please contact the teacher for additional information.

GRADES INCOMPLETE

An incomplete must be converted to a grade within two weeks after the end of the grading period. If work is not completed to remove the "I", the grade will be converted to an "F".

GUIDANCE COUNSELOR

The Guidance Counselor will assist students in developing skills, making decisions, accepting others, and resolving conflicts. Our counselor also helps students identify strengths, set goals, and learn effective study and test-taking skills. The counselor works with teachers, parents, and other staff members to encourage students to reach their academic potential. Guidance and counseling activities are done on an individual basis, in small groups, and in

classrooms. These activities include, but are not limited to, orientation and registration of new students, counseling programs, parent and teacher conferences.

HOMEWORK

Homework is a valuable extension of classroom learning and an integral part of the instructional program. Depending on the course content, your homework may be short-term and/or long-term assignments. Detentions may be assigned if homework is not completed and will be served with that teacher.

HONOR ROLL

An Honor Roll will be developed at the end of each quarter and posted near the Principal's Office. Names of students with a grade point average of 3.5-4.0 will be printed in the Sentinel-Tribune.

IMMUNIZATIONS AND HEALTH SCREENINGS

All students are required by state law to have basic immunizations against diphtheria, tetanus, whooping cough, mumps, measles, rubella, and polio prior to entering school. The County Health Department at various times during the elementary and junior high school years provides booster shots for these diseases. Free vision exams are given to all 5th and 7th grade students. A second MMR shot is required of all 6th grade students before they enter the 7th grade. The addition of a Tdap or Td booster requirement for 7th grade is in effect for the 2010-11 School year.

ILLNESS OR INJURY WHILE AT SCHOOL

You must report to the office if you are ill or injured. Office personnel will then determine the course of action. You will only be sent home due to injury or illness with permission from the office.

LEAVING THE BUILDING

Students are not to leave the campus or school grounds for any reason without first receiving permission from office personnel. Parents wishing to take their child out of school early must enter the building **using the front door** and sign out their child in the office.

LOCKERS AND LOCKS

Students are assigned lockers. It is not necessary to have a lock on your locker, however if you would like to use a lock, they can be purchased for \$5.00 each (locks must be purchased from the school). Lockers are the exclusive property of the school district and are loaned to students for their use. Lockers can legally be inspected by school personnel at any time. Illegal items stored in lockers, items that pose a threat to a student's safety, or items that disrupt the educational process, are prohibited. Lockers should not contain valuables. Once you have been assigned a locker **do not move to another locker or share a locker with another student**. The school is not responsible for lost or stolen items. There will be NO decorating outside of lockers. Also, students will not hang items on the hall walls or from the ceiling without permission from the office.

LOST & FOUND

If you lose something, please check the Lost & Found container.

MEDICATION

If possible all medication should be taken at home. If not possible, the parent/guardian must fill out the Authorization for Medication or Treatment form available in the office. Medications will be given in accordance with administrative guidelines, board policy, and the Ohio Revised Code. All prescription or non-prescription medication that needs to be taken at school must be stored in the office in its original container and taken in the presence of office personnel. **It is the students' responsibility to come to the office for their medication**. Students are allowed to carry asthma inhalers and epi-pens with them if a doctor's note has been turned into the office.

MEDIA CENTER/LIBRARY

The media center provides a source of information and reading material in many formats for all students at Otsego Junior High School. Books/etc. are not to be removed from the media center by students unless properly signed out by media center personnel. If books are lost or damaged beyond repair, students must pay for them. Grade cards are withheld at the end of each quarter for overdue books or non-payment of lost or damaged books.

PERSONAL PROPERTY

Label or mark all articles of value (coats, shoes, book bags, etc.) with your name. It is best not to bring anything of value to school. Lunch money should not be kept in your locker. All lunch money in excess of \$5 and all checks

must be turned into the OJHS office before first period. Please take care of your textbooks and personal items, so these things do not get lost or stolen. The school is not responsible for any personal property lost or stolen.

PHONE

A phone is available in the office for emergency use. You are not to use the phone for personal calls. **The phone is for emergency calls only such as illness or changes in athletic events.** Students **must get permission** from office personnel before using the phone. Parents should set up alternative plans for times they may be late getting home or school is dismissed early. Also, be sure your child has lunch money and homework before leaving the house. Tell them about any after school pick up plan prior to leaving home. This will eliminate unnecessary class interruptions for student messages.

PUBLICITY/ANNOUNCEMENTS

Any articles for the news media must be cleared in advance with the principal. Announcements for the P.A. must be turned in prior to 7:30 a.m. and will only be given during the daily regular scheduled announcements.

*** Parents/Guardians please be aware that the Otsego Schools and/or their authorized agents may publicly release 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 newspaper 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 Services Center including either organizations web sites. Any parent/guardian objecting to such release pertaining to their child/children should in writing advise the building principal.*

RIGHTS OF EXPRESSION

Any petitions, leaflets, or other printed materials you may want to distribute must be approved in advance by the principal. You must give a copy of the material to the office. You may not distribute anything that contains profanity, obscenity, vulgarity or false/ injurious statements.

RECORDS

A permanent file containing your academic, attendance and medical history is maintained in the office. This file is available for review by parents upon request of the principal or guidance counselor.

SCHOOL PROPERTY

The Board of Education has made every effort to make OJHS pleasant and comfortable for you. New equipment and materials are added each year. It is important that you treat school items as you would your own things at home. If you mark or damage school equipment or property in any way, you will be required to clean the article and/or pay for damages. The law specifically provides that you and your parents or guardian are responsible for materials loaned to you.

SCHOOL GROUNDS

The following rules apply whenever you are on school grounds before, after or during school.

1. Throwing snowballs is NEVER permitted.
2. Baseballs may not be used in any games, unless it is a school sanctioned activity.
3. Tackle football will not be permitted, unless it is a school sanctioned activity.
4. No one will play on the front lawn areas.
5. No one will be permitted to play on the street.
6. Rubber Bands are not permitted.

SEARCH AND SEIZURE

It is the responsibility of the principal to take prudent and reasonable action to protect the health, safety and welfare of all students. Your lockers, desks and similar items are the property of the Board of Education and are provided solely as a convenience for you to use. Searches of lockers, as well as general searches of school property, may be conducted at any time there is reasonable cause or suspicion to do so with or without your presence. Otsego personnel have the right to check computers and any or all electrical devices (including cell phones).

TEXTBOOKS

Textbooks are provided to you free of charge. You are asked to use these books carefully, and all textbooks should be covered. If you damage or lose a book, you will be expected to pay damage or replacement cost. If you are issued a damaged book, report it to the teacher immediately.

TORNADO/FIRE DRILLS/LOCKDOWN

State law requires that monthly emergency drills be done. You are expected to know the location of emergency exits and to comply with emergency procedures and directions given during all fire and tornado drills. A Lockdown Drill will be done during each semester.

TRANSPORTATION

Once you have established a normal method of coming to school, this method should not be changed. If you ride a bus, you are expected to ride the assigned bus each day. You are NOT permitted to ride to school or home with a classmate. The bus driver is in complete charge of you once you get on the bus.

1. Arrive at bus stop **before** your scheduled pick-up time. You are to load/unload at your designated stop in an orderly manner.
2. Students needing to cross the road are to do so at least 10 feet in front of the bus after being signaled by the driver to cross.
3. Students are to ride their regularly assigned bus and load/unload at their regular bus stop. Only Otsego students are authorized to ride our buses.
4. Students are required to remain on the bus once they have boarded. Students are to go directly to their seat. They are to remain in their seat while the bus is in motion with their feet on the floor, their back to the seat back, and their seat on the seat cushion. The aisle and exits must be kept clear.
5. Students are to be respectful and to obey the driver promptly and courteously. Students are expected to follow these rules on the bus:
 - a. No talking or noise of any kind at railroad tracks. At other times quiet conversation is permitted unless the driver requests no talking.
 - b. Do not use profane language or gestures.
 - c. Do not eat, chew gum or drink.
 - d. Do not possess alcohol, drugs, or tobacco products.
 - e. Do not litter, throw or pass objects in the buses or out of the windows.
 - f. Do not put head or arms out of the window.
 - g. No fighting, pushing, tripping, hitting.
6. Students may only carry objects on the bus that can be held on their lap. Students cannot bring animals or potentially dangerous objects on the bus.
7. At dismissal, students are expected to report directly to their assigned bus.

Discipline for inappropriate behavior on and off a school bus

<i>First report:</i>	6 th Lunch Detention 7 th & 8 th Detention
<i>Second report:</i>	6 th Detention 7 th & 8 th Saturday Detention
<i>Third report:</i>	6 th 3 days suspended 7 th & 8 th 2 Saturday Detentions and Bus privileges suspended for 5 days
<i>Fourth report:</i>	6 th 1 Saturday Detention & Bus privileges suspended for 5 days 7 th & 8 th 2 Saturday Detentions and Bus privileges suspended for 10 days

Fifth report and beyond: Charges may be filed with court. May be excluded from bus privileges for the rest of the school year.

MISCONDUCT OF A SERIOUS NATURE CAN RESULT IN IMMEDIATE SUSPENSION OF TRANSPORTATION.

VISITORS

The Otsego Junior High School welcomes visitors, and we hope they enjoy seeing our students, faculty, staff, and educational program. To maintain a safe and secure school and academic environment, we ask that visitors follow these guidelines:

1. Visitors need to report to the main office and sign in.
2. Visitors need to be clear about their purpose for visiting, and/or whom they wish to see.

3. Visitors wishing to observe classrooms must seek approval with the principal twenty-four(24) hours in advance.
4. The administration reserves the right to deny visitation to anyone.

WITHDRAWALS

If you are leaving school or transferring to another school district you should notify the office at least one day prior to leaving so that the proper forms may be completed. A checkout form will be provided to you by the office and must be completed during the last day of attendance. Any financial obligations must be met and all materials/ property of Otsego Local Schools must be returned.

STUDENT 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 CODE OF CONDUCT

You are responsible to know and understand the Student Code of Conduct. Violations of the Code of Conduct may result in the following: verbal or written warning reprimand, referral to guidance counselor, parental contact or conference, detention, Saturday Detention, community services, emergency removal, referral to law enforcement agencies, suspension or expulsion, removal from co-curricular or extra curricular activities, or other penalties deemed appropriate by the school administrators.

The administration reserves the right to exercise flexibility and individuality in interpreting and implementing the rules of the Student Code of Conduct in compliance with Otsego Local Board of Education Policy. The administration, likewise, may develop appropriate rules and regulations as called for by various situations. In addition, the administration may, when it is in your best interest, discipline you in ways other than stated in the Student Code of Conduct. In all cases when disciplinary action is taken, the **guidance counselor** can assist you in not becoming a repeat offender. **However, your failure to comply with any rules or regulations will be due cause for suspension or expulsion.**

Rule #1 – Insubordination

You are to follow the directions of the principal, teachers, substitute teachers or any other school personnel during any period of time when you are under the authority of school personnel. Causing class disruption, behaving in a rude or unruly manner, being disrespectful toward a staff member and failing to comply with a reasonable request given by a staff member will all be considered insubordination. Repeated violations of any minor rule, directive or disciplinary procedure will also be considered insubordination.

Rule #2 – Profanity/Abusive Language

You are not to use expletives or profane, indecent, and obscene language, either verbally or in writing, toward any student, teacher, school personnel or guest. This also includes obscene gestures, signs, pictures, or publications.

Rule #3 – Assault/Threat to School Personnel/Indecency

You are not to cause or attempt to cause physical injury or behave in such a way as could cause physical injury, threaten bodily harm or threaten to damage the personal property of any individual either in or out of school. Failure to comply will be due cause for suspension or expulsion. If this occurs, the appropriate law enforcement authority will be notified. Any student in violation of the Ohio Revised Code is subject to suspension or expulsion. Should the incident take place on school grounds or at any school related function; this is considered a misdemeanor offense. Violators will be turned over to the local law enforcement authorities.

Rule #4 – Physical Abuse/Verbal Harassment/Threatening Behavior

You are not to cause or attempt to cause physical injury, verbally harass or behave in such a manner which threatens or could cause injury to students, school personnel or visitors while under the jurisdiction of the school and/or on school property. In addition to sexual harassment, which includes unwelcome sexual

advances or any form of improper physical contact or sexual remark, harassment shall also include any speech, action, or assembly that creates a hostile, intimidating, or offensive learning environment.

Rule #5 – Disruption of School

You are not by use of violence, force, noise, coercion, threat, fear, intimidation, passive resistance, **dress or any other conduct to cause the disruption or obstruction of the mission, process or function of the school. Appropriate law enforcement authority may also be notified. The Board of Education has adopted a zero-tolerance policy in regards to behavior that is described in the above section.**

Rule #6 – Truancy/Tardiness

You are not to be truant from or tardy to school or classes. Truancy is declared when you are absent from school, or any portion of the day, without school authorization. Excuses from school must meet with school attendance guidelines and must be approved by authorized school personnel. If a student receives **4 5** truanancies during the school year, then the students will be referred to Juvenile Court.

Rule #7 – Stealing/Attempting to Steal/Receiving Stolen Property

You are not to steal or attempt to steal, or receive, retain or dispose of the property of another person without the consent of the owner.

Rule #8 – Vandalism

You are not to knowingly damage school property or private property either on school grounds or during a school sponsored activity off school grounds. If you deface or damage school property or the property of another person, you are liable to pay expenses caused by your actions. The appropriate law enforcement authority may be notified.

Rule #9 – Leaving School Property

Once you have arrived on the school premises, you may not leave unless permission is granted by the office. The office must sign you out if you leave the building for any reason.

Rule #10 – Misconduct in Non-instructional Areas

Your behavior in restrooms, hallways, cafeteria, on school grounds and **at school sponsored events** (in or out of the school building), is expected to reflect the rules of good taste and a respect for the rights and safety of others. You are expected to comply with reasonable requests made by staff in all non-instructional areas willingly and quickly. Be reminded that the authority of the teacher does not end at the classroom door and you are expected to cooperate with all school personnel.

Remember the following behaviors are unacceptable:

- * Running, skipping steps, loud talking and/or yelling, and horseplay in the school.
- * Displays of affection such as hugging, kissing, holding hands and other forms of affection.
- * Lingerings in the restrooms.

Rule #11 – Weapons and Dangerous Instruments

A student shall not carry to school, to a school activity, on the school bus, or in a car, any object that can be considered a weapon. Weapons include any type of knife, gun, chain or club. Common items which are not normally considered weapons may be, under certain circumstances. The weapon will be taken and law enforcement authorities will be notified. The Board of Education has adopted a zero tolerance policy in regards to behavior that is described in this paragraph.

Rule #12 – Fireworks or Explosives

You are not to possess, use, or threaten to use, any fireworks, explosives, stink or smoke bombs, or devices capable of inflicting physical or bodily harm. The appropriate law enforcement authority will be notified. You may be expelled or suspended for any of the above.

Rule #13 – 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. The appropriate law enforcement authority will be notified. The Board of Education has adopted a zero-tolerance policy in regards to behavior that is described in the above section.

Rule #14 – False Alarm

You are not to initiate a false fire alarm, bomb threat or any other type of emergency/disaster. Appropriate disciplinary action will be taken and law enforcement authority will be notified. The Board of Education has adopted a zero-tolerance policy in regards to behavior that is described in the above section.

Rule #15 – Failure to Serve Detention

If you fail to serve a detention, you will have the detention doubled. If you do not serve the doubled detention then you will receive a Saturday School Detention. Students who are assigned Saturday Detention and fail to attend will receive two Saturday Detentions. Failure to attend the two Saturday Detentions will result in an automatic three day out-of-school suspension. The only exception to this would be when arrangements are made in advance, or if the reason is of emergency/medical nature and this would require a doctor's verification.

Rule #16 – Eating Outside the Cafeteria

You are not to carry food or drinks outside the cafeteria. Lunches brought from home and snacks or drinks purchased at school are to be eaten in the cafeteria. Food, candy, and drinks can only be eaten outside the cafeteria with permission from the principal.

Rule #17 – School Transportation

If you fail to cooperate in any way with our bus drivers, or fail to follow school bus safety rules or violate the Student Code of Conduct, you will receive disciplinary action in accordance with Student Code of Conduct. You may be suspended from the bus.

Rule #18 – Inappropriate Behavior at Extracurricular Events

If you violate the Student Code of Conduct or refuse to follow the instruction of authorities at school sponsored activities, either home or away; you will receive disciplinary action in accordance with the Code of Conduct.

Rule #19 – Smoking/Use of Tobacco Products

You are not permitted to smoke, possess or use tobacco products in the school building or on school properties, or within sight of the school at any time. This includes possession of tobacco paraphernalia (e.g. packages, tins, etc.).

Rule #20 – Drug Testing policy

On July 23, 2002 the Otsego Board of Education approved random drug testing for students participating in any extra-curricular activity. Random drug testing may be done during each athletic season. (Note: This policy is already in effect.)

Rule #21 – Alcohol/Drug/Counterfeit Drugs

The Otsego Local Board of Education intends that school buildings and grounds, activities, classes, and all instructional areas be completely free of controlled substances and alcohol.

The following student conduct is prohibited:

- A. The use, possession, purchase, transmission or sale of any alcohol or controlled substance during school, on school grounds, or at school sponsored functions and/or activities, or on school-owned or provided transportation, is not permitted. This includes possession of drug paraphernalia (including but not limited to rolling papers, pipes, and drug containers).
- B. Any controlled substances such as; beer, liquor, non-prescription drugs, chemicals, etc. must not be consumed or inhaled prior to or during school or any school sponsored activity. A student will be reported if signs exist, such as; reddened eyes, unusual activity, smell, etc. that may indicate use of controlled substances.

Counterfeit Drugs

- A. A counterfeit controlled substance is defined as:
 1. Any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
 2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
 4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size or color, or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.
- B. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, and offer to sell, give package or deliver a counterfeit controlled substance.
- C. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either in words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a controlled substance.
- D. No student shall falsely represent a counterfeit controlled substance as a controlled substance.

The Board of Education has adopted a zero-tolerance policy in regards to behavior that is described in the above section. **Failure to comply will be due cause for suspension or expulsion.**

Rule#22- Cyber Harassment

Cyber harassment will not be tolerated. Severe penalties will be turned over to Law Enforcement

DISCIPLINARY PROCEDURES

It is important that each of you assume responsibility for your own actions in accordance with socially acceptable conduct and the rules, regulations and policies of the school. You are expected to behave within the bounds of law and order and respect the rights of others. While in school, members of the school staff will act in place of your parents in maintaining discipline. They are expected to make every effort to correct and effectively resolve discipline problems that occur within their range of responsibilities. They shall have the authority necessary to maintain a proper learning climate using reasonable enforcement to prevent and stop any act that may interfere with the scholarly and disciplined atmosphere of the school. They may also call other school personnel to assist them in discharging their responsibilities. Teachers may refer students to the building principal who will determine the appropriate disciplinary action.

Students sent to the principal's office can expect the following disciplinary actions:

- 1 - One or more administrative detentions
- 2 - One or more days of Saturday School Detention/or Suspension from school
- 3 - If sent to the office by a substitute teacher the detention is doubled
- 4 - If sent by same teacher twice in one week, you will receive a Saturday School Detention

Administrative Detention

Anyone receiving an administrative detention may be required to come to school early or remain after school. Parents/guardians will be given twenty-four (24) hours notice of detentions. **You will be expected to do homework assignments, silent reading, or duties during the detention.**

Disciplinary Penalties

(Failure to comply will be due cause for suspension or expulsion)

<i>Tardy to School (per quarter year)</i>	<i>1st offense: one warning 2nd offense: detention 3rd offense & after: detention or Saturday detention</i>
<i>Skipping or out of class without permission Leaving school grounds without permission Profane or inappropriate language</i>	<i>One detention Three Saturday detentions Detentions</i>
<i>Tardy to class (per quarter year)</i>	<i>1st offense: 1 demerit 2nd offense and each offense after that is a detention</i>
<i>General Misconduct</i>	<i>1-4 demerit</i>
<i>Gum (no gum permitted)</i>	<i>1st offense and each offense there after: 1 demerit</i>
<i>Skipping Saturday Detention</i>	<i>1st offense: 2 Saturday detentions</i>
<i>Tobacco Violation</i>	<i>1st offense: 3 day suspension (or counseling or in-school suspension) 2nd offense: 5 day suspension 3rd offense: 10 day suspension</i>
<i>Alcohol, Mood-Altering Chemical, or Substance Violation</i>	<i>1st offense: suspension up to 10 days and referral to on-site substance abuse counselor. 2nd offense: suspension for 10 days and may be referred to superintendent for further action. The student shall be required to seek professional evaluation at an appropriate agency (at family's expense.)</i>
<i>Harassment (sexual, name calling, teasing)</i>	<i>1st offense: Referral to counselor & possible Detention. (Severe harassment could result in immediate suspension or charges filed.</i>

2nd offense: detention and/or Saturday School.
3rd offense: Referral to *Juvenile Court for
diversion, Referral to CRC for Assessment(parent expense)
*Charges filed with Prosecutor.

Assignment of Demerits

(Demerits accumulate by the Semester)

When a student reaches: (At anytime, Demerits can lead to suspension or

4 demerits Detention referral to Juvenile Court.)

8 demerits Saturday Detention

12 demerits 2 Saturday Detentions

16 demerits 3 day suspension

20 demerits 5 day suspension

24 demerits 10 day suspension

30 demerits Recommendation for expulsion

In-School Restriction and Suspension

In-school restriction is an alternative to out-of-school suspension. If you are assigned to SSSP or in-school restriction, it provides the school an opportunity to administer immediate, effective and corrective discipline when you have broken school rules. It allows you to pay the assessed penalty without interrupting your educational program. In-school restriction will be a length of time to be determined by the principal with input from the classroom teacher. If you are assigned to in-school restriction, you will be given class assignments to be done while in restriction and receive credit for work completed.

Emergency Removal

If your presence poses a continual danger to other students or property or is a threat of disrupting the academic process, you may be removed from the class or removed from school for a twenty-four (24) hour period.

Out-of School Suspension

If you are given an out-of-school suspension, you must remain off school property and can not attend any school-related activity, either home or away, during the length of the suspension. If you violate this condition, you may be charged with trespassing and/or insubordination. If you are suspended from school, you will receive O's in all classes. You may keep up with the class homework, but credit will not be given for the work.

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 to explain his 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, the parent/guardian of the student must be notified in writing. 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.

Expulsion

The superintendent may expel you from school for major or repeated offenses. A student has the right to appeal the decision to the board of education or it's designee. An expulsion can carry over from the first to the second semester and may also carry over to the next school year or longer. If you are expelled from school, you will receive O's in all classes during the expulsion and will not be allowed to make-up the work missed. You will not be permitted to participate in any extracurricular activities.

Expulsions will be handled as follows:

1. The Superintendent must give written notice to the student and his parent/guardian. The notice must include the written reasons for the intended expulsion and that the student and his parent/guardian or representative have the opportunity to appear before the superintendent or his 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 parent /guardian or representative may request an extension of time and the superintendent is required to notify the student and his parent/guardian or representative of the new time and place.
3. A hearing is held before the superintendent or his designee at the appointed time and place. The student, his parent/guardian or representative is given the opportunity to defend oneself against the charges.
4. Written notification of the decision and the right to appeal to the board of education or its designee is required, for an expulsion. The notice must include the reasons for the expulsion, the right to be represented in the appeal and to request the hearing is held in executive session.

ATHLETICS/ATHLETIC ELIGIBILITY

The athletic policy at OJHS is in compliance with the Ohio High School Athletic Association and Otsego Board of Education Policy. Otsego Junior High School students are eligible to compete in any interscholastic sports. These include cross-country, football, and volleyball in the fall; basketball and wrestling in the winter; and track in the spring. Cheerleading is also offered in the fall and winter. Otsego is a member of the Suburban Lakes League. Otsego Junior 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.

Incoming 7th Grade Students:

Any student coming to the 7th grade for the first time will be eligible for the first grading period (9 weeks) regardless of previous academic achievement. To be eligible beyond that time he/she must receive passing grades in 75% of those subjects carried in the preceding grading period. You must be enrolled in the junior high school to be eligible.

Incoming 8th Grade Student:

The student must be currently enrolled, must have been enrolled in school the immediately preceding grading period, and have received passing grades during the grading period in 75% of those subjects in which the student was enrolled. This includes all subjects listed on the student's report card. Failure to meet this requirement will render that student ineligible to compete for the next grading period in its entirety. (If a student attends summer school and successfully completes it, the principal and athletic director will review the students' eligibility.)

Once you have met the above conditions as required by the OHSAA, your academic and behavioral progress will be evaluated on a weekly basis for the duration of the season of the sport or activity. Your academic performance will be based on your current classroom average from the beginning of the grading period to the present point in time of that grading period. If you are noted on the eligibility list for academic, behavioral, or a combination of both deficiencies totaling two (2) or more times, you are ineligible to compete in any contests or extra-curricular activities for that week. You may practice and travel with the team, but may not dress for the contest.

- **(Students with a detention will not practice in an athletic practice or any other extra curricular activity until the detention is completed.)**

Athletic Attendance Policy (See item #4 in Athletic Responsibility Waiver)

To participate in a contest or attend practice, an athlete must be in school all the day of the contest unless prior arrangements are made with the principal. In the case of a week night contest, an athlete or cheerleader must be in attendance the entire following day in order to participate in the next contest.

This eligibility policy will apply to any student athletes, managers, statisticians, cheerleaders, and other extracurricular activities at OJHS involving students in grades 7 and 8. The junior high school principal or district superintendent may declare a student immediately ineligible for involvement in a serious offense.

STUDENT INTERNET USE

Many laws, including those related to copyright infringement, harassment, slander, and obscenity apply to Internet use. The internet contains extensive information on a variety of subjects. Not all this information is accurate or reliable, particularly where the advice of medical, legal, accounting or other professionals would be appropriate. Caution is advised with information obtained on the internet and users should not rely on advice found therein. The school district expressly disclaims responsibility for such advice. There is no privacy on the Internet. Never give out personal or identifying information about you, anyone else or the school

Internet access will be provided to the students of OJHS at times and places determined by the school for educational purposes. Use by outside student clubs and organizations is limited to those times when the Internet access points are not in use for instruction and shall be limited to educational purposes and governed by this policy. Access to the Internet will be under the direction and supervision of the staff assigned to the Internet access area.

The school reserves the right to monitor and control all Internet activity including, but not limited to, the transmission, receipt and storage of e-mail and the Web-site visited.

A violation of this policy will be treated as a violation of the student discipline code and may result in loss of internet access privileges or other disciplinary measures as set forth in the discipline code including suspension or expulsion as appropriate. Before students may be permitted access to the Internet, they will complete required training and process the requisite permission for access form. No public forum is created through the provision of this access or the use of the system.

Students shall not:

1. Access, transmit, and/or retransmit material, which promotes violence or advocates destruction of property.
2. Access, transmit, and/or retransmit any information containing sexually oriented material.
3. Access, transmit, and/or retransmit material, which advocates or promotes violence or hatred against particular individuals or groups of individuals.
4. Access, transmit, and/or retransmit material requiring a password or security authorization without legally possessing such password or authorization
5. Use, possess and/or load bootleg software (bootleg software means any software which has been down-loaded or is otherwise in the user's possession without the appropriate registration of the software, including the payment of any fees owing the owner of the software.)
6. Commit or attempt to commit any willful act involving the use of the network, which disrupts the operation of the network within the school district, including the possession, use or attempted use computer viruses.

STUDENT COMPUTER USE GUIDELINES

Computer use at OJHS is encouraged and made available to students for educational purposes. The school retains the ownership of all data, hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administration in accordance with the student code of conduct and these guidelines.

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Network password security is the responsibility of the student. All passwords given to students are private and should not be shared.
3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization), or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. All non-school software and storage material (diskettes, jump drives, CD's, etc.) must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time. Any school storage material used at home must be scanned for viruses before being used on school machines.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete an Internet Use Consent form and comply with the school's Internet policy.
7. No student shall attempt to establish or establish computer contact into school district restricted computer nets or any other unauthorized databases.

Penalties: Penalty for minor infractions may be applied as determined by the teacher and/or network Administrator.

- 1st Offense: 10 school days loss of computer privileges & parent notified
2nd Offense: 20 school days loss of computer privileges & parent notified
3rd Offense: 90 school days loss of computer privileges & parent notified

4th Offense: Loss of computer privileges for remainder of year and parent notified. Privileges will be restored at the beginning of the next school year. The first violation in the new school year will count as a third offense.

Students receiving the loss of privileges penalty will have their passwords changed or blocked during the penalty period. Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times.

The building principal will enforce the Student Discipline Code when applicable. Penalties for Discipline Code infractions may include suspension and expulsion as warranted.

THINGS TO REMEMBER

1. **If you are an OJHS student who walks to school, or is dropped off by a parent, you may not arrive before 7:35 a.m.**
2. Your parent/guardian is asked to call the office prior to any scheduled absence/ appointment as well as calling the morning of a student's illness. If this is not done, you will receive an unexcused absence and be considered truant. You must **BRING A NOTE** from a parent/guardian **AFTER EVERY ABSENCE**, as well as **calling the morning of the absence**. (Be sure to **put student's first and last name on note** since the parent may have a different last name.) The schools number is 419-823-4381 #3.
3. You must **BRING A NOTE** from parent/guardian EVERY TIME THE NORMAL METHOD OF TRANSPORTATION TO OR FROM SCHOOL IS CHANGED.
4. Once you have arrived at school, **you may not leave the school grounds during the school day** unless you have written permission from both your parent/guardian and the office.
5. Remember **RUNNING IN THE HALLWAYS IS NOT PERMITTED**.
6. **MARK ALL PERSONAL ITEMS WITH YOUR NAME**.
7. **BE SURE TO KEEP YOUR EMERGENCY CARD UPDATED FOR THE OFFICE**.