



**Arcanum  
High School  
2018-2019**

**STUDENT HANDBOOK**

**Jason Stephan, Principal**

**Arcanum High School  
2011 Trojan Avenue  
Arcanum, Ohio 45304-1399**

*The Arcanum-Butler Local School District provides a caring and safe environment where students are challenged to become lifelong leaders and productive citizens.*

## TABLE OF CONTENTS

Adult Students (18 or older).....	23-24
Athletic Code .....	27-30
Attendance .....	5-10
Bell Schedules.....	43-44
Bus Transportation .....	25-26
Career Technical Center (CTC), Miami Valley.....	35
Change of Address/Telephone.....	38
Code of Student Conduct .....	11-16
Commencement Exercises.....	37
Detention System .....	22
Dress Code.....	24-25
Driving to School .....	35-36
Early Graduation Requirements .....	40-41
Electronic Devices .....	16
Emergency Procedures .....	42
Fees .....	36, 47
Flex Time Regulations.....	38
Graduation Requirements and Credits .....	36-37
Grading Scale.....	38-40
General School Rules & Procedures .....	34-38
Guidance Services .....	31
Honor and Merit Roll.....	41
Lockers.....	35
Media Center .....	31-32
Medication and Illness at School .....	36
Obedience to all Teachers and School Personnel.....	36
Penalty Guidelines.....	18-24
Professional Staff .....	45
Scholastic Banquet.....	41
School Books - Cost and Care .....	37
School Calendar .....	4
School Song .....	46
Student Activities and Organizations .....	32-34
Student of the Month .....	38
Student Schedules and Schedule Changes .....	35
Substance Abuse Policy.....	16-18
Substitute Teachers.....	35
Telephone Use and Numbers.....	38, 45
Valedictorian & Salutatorian .....	41
Visitors.....	35
Weapons in School.....	19-21
Withdrawal Procedure .....	37-38
Work Permits.....	35

## MESSAGE FROM THE PRINCIPAL

Dear Students and Parents:

On behalf of the faculty and staff of Arcanum High School, we welcome you to one of the finest schools in southwest Ohio. Arcanum is a community of great pride, tradition, and success in its educational program. As a student at Arcanum High School, you will face many challenges and numerous opportunities for personal growth, intellectual development, social interaction, and involvement in extracurricular activities. We encourage you to seize the opportunities offered here, and to gain as much as possible from the high school experience.

You will be more than a student in an ordinary high school. You are entering a school community filled with proud tradition and dedication to achieving only the best. As a student at Arcanum High School, you will represent yourself, your family, your school, and the community in everything that you do. Commit to becoming the best version of you in all aspects of your life.

The student handbook is published so that all Arcanum High School students and their parents may have a ready reference to information that is necessary for understanding the daily operation of our school, and for explanations of our school's policies and procedures. All parents and students should carefully read this handbook, and retain it for future reference.

We encourage parents and students to contact us concerning any questions about the contents of this handbook, the school's policies, or the individual progress of a student. Our mission is to serve the students and community of Arcanum to the best of our abilities.

We look forward to an exciting and prosperous school year!

Sincerely,

Arcanum High School Faculty and Administration

## 2018-19 SCHOOL CALENDAR

<u>MONTH</u>	<u>DATE</u>	<u>DAY</u>	<u>OCCASION</u>
August	16	Thur.	1st Student Day – MVCTC Juniors
August	17	Fri.	1st Student Day – MVCTC Seniors
August	27	Mon.	Open House
August	28	Tues.	1st Student Attendance Day
September	3	Mon.	NO SCHOOL - Labor Day
September	26	Wed.	2 hr. Early Release
October	8	Mon.	NO SCHOOL – Teacher Prof. Dev.
October	26	Fri.	End of 1st Nine-Weeks
November	8	Thur.	HS Parent-Teacher Conf. 4-7 pm
November	9	Fri.	NO SCHOOL- Waiver Day
November	21	Wed.	NO SCHOOL
November	22-23	Th&F	NO SCHOOL – Thanksgiving
December	21-January	6	NO SCHOOL - Christmas Vacation
January	7	Mon.	SCHOOL RESUMES
January	14	Mon.	NO SCHOOL – MLK Day
January	18	Fri.	2 hr. Early Release
			End of 2nd Nine- Weeks (1 <sup>st</sup> Sem.)
February	**18	Mon.	NO SCHOOL - President's Day
February	21	Thurs.	HS Parent-Teacher Conf. 4-7 pm
February	27	Wed.	2 hr. Early Release
March	29	Fri.	End of 3 <sup>rd</sup> Nine-Weeks
April	18	Thur.	2 hr. Early Release
April	19	Fri.	NO SCHOOL - Spring Break
April	**22	Mon.	NO SCHOOL – Spring Break
May	10	Fri.	Last Day MVCTC Seniors
May	21	Tues.	Last Day MVCTC Juniors
May	25	Sat.	Graduation
May	27	Mon.	NO SCHOOL- Memorial Day
May	31	Fri.	Last Day for Students
			End of 4 <sup>th</sup> Nine- Weeks

There must be 180 days scheduled for students and 184 days for certified staff. If school is closed more than 5 days due to energy or weather-related problems, those days beyond the 5 must be made up. If this occurs, possible make-up days have \*\* before them. An attempt will be made to give a one-week advance notice if a make-up day or days are required. If more are needed, they will be added at the end of the school year.

## ARCANUM HIGH SCHOOL ATTENDANCE POLICY

### Arcanum-Butler Local Schools Attendance Policy

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes take effect.

- *Chronic Truant* changed to *Habitual Truant*
- Habitual Truant referred to in number of consecutive hours instead of consecutive days
- Schools cannot suspend or expel students for missing too much school.

\* HB 410 also requires the State Board of Education to adopt by July 5, 2017, a model "zero tolerance" policy for violent, disruptive or inappropriate behaviors, including excessive absences. The policy must stress preventative strategies and alternatives to suspension and expulsion and assist districts with amending or creating district policies. The Ohio Department of Education will develop guidance, resources and training materials to assist with the implementation of the new requirements by Oct. 3, 2017.

### EXCUSED ABSENCES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. Parents are to notify the school before the school begins on the day of absence, to explain the nature of their child's absence from school. You can report your child's absence by calling the attendance secretary at 692-5174 option #2 to record the information. *For doctor or dentist appointments that must occur during the school day, a note from the doctor must be provided to the school's attendance office when the student returns in order for it to be considered excused.*

#### 1. Absences Which Will Be Considered As Excusable

A. Personal Illness - If a student is absent 18 hours (3 days) for illness, the administration may request that a physician's statement be given to the school before the absences will be considered excusable. After a student accumulates 78 hours in the MS/HS or 72 hours in the Elementary (12 days) without doctors' excuses in one school year, any further absences will be considered unexcused unless the student returns to school with a doctor's excuse. Any absences other than for religious holidays, college visitation days, and armed forces exams will count as 6 ½ of the 78 hours or 6 of the 72 hours (1 day); those excused by a doctor will not be counted. Exceptions can be made when the administration is contacted by the parents (in advance when possible).

B. Doctor's Appointment - Absences from school because of a doctor's appointment are permitted, provided a signed note is taken to the teacher or attendance officer indicating the nature of the absences.

C. Illness in the Family - A student may be excused from school for a maximum of 6 ½ hours in the MS/HS or 6 hours in the Elementary (1 day) per semester for illness in the immediate family.

D. Death of Immediate Relative - The definition of immediate relative shall include parents, brothers, sisters, aunts, uncles, and grandparents. Students may be excused from school for a maximum of 19 ½ hours in the MS/HS or 18 hours in the Elementary (3 days) unless reasonable justification is provided by the student (or parent) for a longer absence.

E. Observance of Religious Holidays - Any child of any religious denomination may be excused if his/her absence is for the purpose of observing a religious holiday consistent with his/her creed or belief, but the definition of "religious holiday" does not include a religious conference. Excused absences in this category are not included in the limit of 78 hours or 72 hours identified in item 1.

F. Workdays - A student at the elementary level is allowed no workdays. For students over 14 years of age only, an excused absence is granted provided that the work done

shall be for the student's parents. The student must bring in a signed note from the parent explaining the date and nature of the proposed absence. This must be arranged in advance of the actual workday requested whenever possible.

G. In the cases of absences relating to the above situations, a student has the same amount of days to make up his/her work as the amount of days he/she is absent.

H. Trips and Vacations - Every attempt should be made by students and parents to schedule trips and vacations during periods of time when school is not in session. If it is impossible for the trip to be taken at any other period of time than during the period in which school is in session, the parent is to contact the school a minimum of three days prior to the trip. No student is permitted to be excused for more than 45 ½ hours in the MS/HS or 42 hours in the elementary (7 days) for trips or vacations during the school year, and work must be completed and turned in to the teacher within the number of days missed upon returning to school. However, the last five days of the school year will be considered unexcused with no make-up privileges (at the high school level, this applies to the last five days of each semester).

I. College Visitations and Applying for Jobs - Juniors and Seniors may be excused 13 hours (2 days) for the purpose of college visitations. Seniors may be excused 19 ½ hours (3 days) to apply for jobs. At the high school level, students may be excused 13 hours (2 days) to take the armed forces exam. In each instance, prior approval of the high school guidance counselor shall be obtained by the students—with said guidance counselor to make the arrangements for the student to do so.

The 13 hours or two days of college visitation and 13 hours or two days of armed forces exam will be counted as though the student were in attendance at school, as long as proper verification is provided.

#### UNEXCUSED ABSENCES

##### 2. Absences Which Will Be Considered As Unexcusable.

The following is a partial list of reasons for absences which will be considered as unexcused:

- A. shopping
- B. oversleeping
- C. baby sitting
- D. missed the bus
- E. car trouble
- F. leaving grounds without permission
- G. working--other than for parents
- H. absence from school with no excuse offered
- I. the last 5 days of the school year (high school, last five days of each semester)
- J. tardy - A tardy at the elementary level occurs when a student arrives in the classroom after the established tardy time. When a student accumulates two tardies in one nine-week period, this will be considered as 6 hours (1 day) of an unexcused absence.

3. The parents should contact the school office on the first day of their child's absence to explain the reason for the absence. Upon returning from an absence, the student is required to bring a written excuse, signed by the parent, giving the reason for the absence. It is the student's responsibility to contact his/her respective teachers for make-up work and to see that tests or incompletes are corrected as soon as possible.

#### TARDINESS

Students tardy to school for the first period in the morning will report to the attendance secretary for an excuse. Teachers will handle tardiness to class. Students tardy to class from another class should get their excuse from the preceding teacher.

#### LEAVING SCHOOL GROUNDS

- 1. Under no condition are students allowed to leave the school building or the grounds without first reporting to the principal and receiving permission to leave.
- 2. If it is necessary for a student to leave school early before the end of the regular day, said student must bring a note from his/her parents or guardian stating the reason to be excused.

3. No student will be excused from school during school hours without a note from home, except in the case of illness.
4. If a student becomes ill at school, he/she should report the illness to the classroom teacher who shall see that assistance is provided.
5. If a student becomes ill after coming to school, this must be reported to the office so his/her parents can be notified to pick him/her up. An emergency phone number should be kept on file for each student so some near relative or friend can be contacted when parents are not available. At no time is a student permitted to leave the school grounds without the permission of the office. There are to be no exceptions to this rule without specific permission from the school office.
6. No student is permitted to leave school grounds during the lunch hour.

## TRUANCY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 35 or more consecutive hours in the middle/high school or 30 consecutive hours in the elementary (5 days), 45 ½ or more hours a month in the middle/high school or 42 or more hours (7 days) in one month in the elementary, or 78 or more hours in a school year in the middle/high school or 72 or more hours (12 days) in a school year in the elementary.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;

3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

### **Absence Intervention Plan**

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

## Filing a Complaint with Juvenile Court

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. The District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. The student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

## A.H.S. ATTENDANCE PROCEDURES

1. **LATE TO SCHOOL** - Be sure to present a **written excuse** to the office and sign in.
2. **ABSENT FROM SCHOOL** - Parent/guardians must notify the school by 8:30 a.m. on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. For those students whose parents or guardians do not report the absence of student, the principal (or designee) will notify the parent/guardian of such absence by telephone or letter to be mailed on the same day that the student is absent. For those parents or guardians who do not call in and cannot be reached by telephone, the student's absence will be counted as unexcused unless he or she brings a note (signed by the parent/guardian) no later than the second school day after such student returns to school. Parents or guardians shall provide the school with their current home and/or work telephone numbers and home address, as well as emergency telephone numbers.
3. **IN SCHOOL ON TIME, BUT LATE FOR CLASS** - See the teacher and accept the consequences.
4. **LEAVING SCHOOL** - If you must leave the school building during the day, you must have permission from the principal or office and sign out.
5. **MAKE-UP WORK** - It is the student's responsibility to obtain all work assignments missed and to make arrangements to make up tests and projects. Students have the same number of days to make up work as days absent.
6. **TEACHER WISHES TO SEE YOU** - The teacher should originate a pass which you present to your teacher.
7. **BLIZZARD BAG DAY** - *If a Blizzard Bag day is used as make-up for calamity days, the student will be required to complete the work in order to count as day of attendance. Failure to complete the work will result in an unexcused absence.*

## 8. CONSEQUENCES:

### A. Truancy/Unexcused Absence

Truancy shall be considered any unauthorized absence from school or class. Any unauthorized absence may cause enactment of the following procedures and penalties:

1st offense-no credit for all school work missed, 1 Wed. School

2nd offense-no credit for all school work missed, 2 Wed. Schools

3rd offense-no credit for all school work missed, 3-day suspension. Schools, first notice filed with juvenile court.

Additional offenses-no credit for all schoolwork missed, 1-10 day suspension, referral to juvenile court per policy, possible recommendation for expulsion.

Teachers of courses that rely on long-term projects or performances for student grades (e.g. art, music, multi-media) may reduce a student's grade by a specific percentage for unexcused absences if the information is included in class information distributed to students.

**B. Late to Class**-A student is late to class if he/she is not at his assigned station, as designated by the teacher, when the tardy bell rings.

1<sup>st</sup>, 2<sup>nd</sup> offense - warning

3<sup>rd</sup> offense-1 hour detention

4<sup>th</sup> offense- 1-hour detention

5th offense-2 hour detention

Additional Offenses - Office referral, Wednesday School

### C. Forging Early Dismissal or Absence Excuse Notes/ Falsified Phone Call to Excuse Absence

1st offense-no credit for all school work missed, 1 Wed. School

2nd offense-no credit for all school work missed, 2 Wed. Schools

3rd offense-no credit for all school work missed, 2 Wed. Schools, first notice filed with Juvenile Court.

Additional offenses-no credit for all schoolwork missed, 1-10 day suspension, referral to Juvenile Court per policy, possible recommendation for expulsion.

**D. Leaving School Without Permission** - The school is responsible for students while they are in attendance at the school. Many risks are involved when students leave the grounds without permission. Penalties for this include:

1st offense-no credit for all school work missed, 1 Wed. School

2nd offense-no credit for all school work missed, 2 Wed. Schools

3rd offense-no credit for all school work missed, 3 Day Suspension, first notice filed with Juvenile Court.

Additional offenses-no credit for all schoolwork missed, 1-10 day suspension, referral to Juvenile Court per policy, possible recommendation for expulsion.

## CODE OF STUDENT CONDUCT

### **I. STUDENT RIGHTS AND RESPONSIBILITIES**

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly, and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities, which are inseparable from these rights, which include:

1. civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. the right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. the right to due process of law with respect to suspension and expulsion;
4. the right to free inquiry and expression and the responsibility to observe rules regarding these rights and
5. the right to privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

### **II. STUDENT CONDUCT (ZERO TOLERANCE)**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct, which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the code of conduct, school personnel, students, or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student who commits an act that inflicts serious physical harm to persons or property,

if it was committed at school, on other school property or at a school activity, event, or program, may be expelled for up to one year.

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 that may 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.

The Student Code of Conduct is made available to students and parents and is posted in the central office of the building.

1. **Weapons and Dangerous Instruments** - A student shall not possess, handle, transmit, or conceal any instrument which is or could be considered an instrument to inflict harm upon another person. Knives, guns, clubs, chains, brass knuckles, and other instruments of like are forbidden at any school activity or on or near school property including vehicles driven to school.

2. **Insubordination** - A student shall not fail to comply with directions of teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time that the student is under the authority of school personnel. Failure to leave a class when directed by school personnel will result in a three-day suspension.

3. **Verbal/Physical Harassment, Bullying or Obscene Language** - A student shall not use violence, force, coercion, threat, or verbal abuse to be directed at school personnel or other students. Bullying and harassment by verbal, cyber, relational, or physical means will not be tolerated. The use of inappropriate, vulgar, or obscene language (written or oral) during a school activity (class, extra-curricular activity, or bus transportation) is prohibited. This rule forbids any obscene gestures. Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered. Cyber bullying includes, but is not limited to instant messaging, chat-room postings, postings on web pages or blogs, text messaging, and distribution of digital media. Examples of bullying and harassment include, but not limited to harassment based upon a student, faculty member, coach, or opposing team member's race, ethnicity, cultural background, sexual orientation, and/or gender.

4. **Alcoholic Beverages, any Mind or Mood Altering Substance and/or the Paraphernalia for Their Use** - A student shall not possess, use, transmit, or conceal the above-mentioned items while in attendance at or near any school or school-related activity. The administration will immediately remove students from the school premises under the above stated conditions.

5. **Fighting** - A student shall not behave in such a way as could cause physical injury to other members of the school community. If self-defense in fighting can be clearly determined, then the degree of punishment to the student who is acting in self-defense shall be taken into consideration. Immediate disciplinary action will be taken.

6. **Smoking, Smokeless Tobacco, and Tobacco Products** - School regulations do not permit the use or possession of tobacco in any form by students on or near school property or school functions. This regulation specifically forbids the use and possession of any form of tobacco upon school buses, in restrooms, in the building and on or near all school grounds or property. All forms of tobacco include smoking, chewing, and snuff.

7. **Setting False Alarms** - A student shall not cause alarms to be set off unless an emergency exists, nor shall the student initiate a report warning of an impending danger or catastrophe without cause. Suspension and possible expulsion will be considered for any student found guilty of putting hands on or knowingly setting off an alarm without cause.

**8. Vandalism, Destruction, or Defacement of School and Private Property** - A student shall not cause or attempt to cause damage to school property including building, grounds, equipment or materials; nor shall a student cause or attempt to cause damage to private property on school premises or at any school activity.

**9. Theft** - No student shall be involved in such action which would be considered as theft to public property or the private property of any other student or employee.

**10. Violation of the Dress Code** - Students should take note of the published dress code in the student handbook and abide by these standards.

**11. Truancy, Unexcused Absences, and Tardiness** - Continued truancy and tardiness will result in the procedures stated under the attendance section of the student handbook.

**12. Disruption of School** - A student shall not cause or attempt to cause the disruption of the normal school day by means of violence, threat, coercion, force, demonstration, or obstruction of school procedures. A nonexhaustive list would include: unusual dress and appearance, strikes, walk-outs, impeding of free traffic, bomb threats, etc.

**13. Violation of Bus Riding Regulations** - Students shall obey the rules regarding bus riding. Failure to abide by these rules may result in the removal of the riding privilege and/or removal from school.

**14. Cheating and Plagiarizing** - Students are expected to do their own work and evidence of cheating and/or plagiarizing will result in referral to the office for further disciplinary action.

**15. Hazing** - Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

**16. Gambling** - Students are not permitted to gamble or possess gambling devices on school premises or at school events.

**17. Card Playing** - Card playing is not permitted during school hours on school property, including such games on computers or other electronic devices.

**18. Sexual Misconduct/Harassment** - No student shall engage in, be a party to, or intimidate another student for the purpose of sexual interest. No student shall engage in any form of exhibitionism.

**19. Refusal To Identify Self** - All persons must, upon request, identify themselves to proper school authorities in the school building, or on school grounds, or at school-sponsored events.

**20. Trespass/Restricted Area Violation** - Students are not to be present in an unauthorized area. Violations will result in disciplinary action with possible prosecution for refusal to leave the area when requested.

**21. Lying** - A student shall not falsely report incidents, falsely accuse or give false testimony to school personnel which would/could seriously affect the welfare of others.

**22. Public Display of Affection** - Public display of affection on school grounds or at school activities is considered in poor taste. Students engaged in PDA are subject to parental notification and other disciplinary action. Refusal to comply is considered insubordination.

**23. Counterfeit Drugs** - Possession or sale of counterfeit controlled substance is inimical and injurious to the maintenance of health, safety, and discipline in the school district. No student shall possess any counterfeit controlled substance, nor shall any student make, sell, offer to sell, give, and package or deliver a counterfeit controlled substance.

For the purposes of definition and clarification, the following provisions relate to 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 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, color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

B. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, with either words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.

C. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

24. **Use of Motor Vehicle** - Driving to school is a privilege and a responsibility of the student. No person shall endanger life or property as a result of operating a motor vehicle on or about school property. Vehicles will not be driven from 7:35 a.m. to 2:30 p.m. with the exception of students receiving permission from the administration. Students may not go to vehicles during the school day without permission from the office. All students must register vehicles at the high school office. Failure to do so could result in losing parking privileges.

25. **Extortion, Bribery, or Forgery** - A person shall not take nor attempt to take money or valuable possession from another person by physical force or the threat of physical force.

A student shall not offer money or favors to any person for his or her personal gain.

A student shall not falsely use in writing the names of another person, or falsify times, grades, dates, addresses, or other data on school forms or correspondence directed to the school.

26. **Gangs** - Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the District. The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as Ohio laws may occur.

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm, are prohibited.

The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership or causing and/or participating in activities that intimidate or affect the attendance of another student is subject to disciplinary action.

27. **Computer Technology and Networks** - The student use of computer technology is encouraged and made available for educational purposes. School-provided computer hardware, software and related technology is the property of the school district, and the school reserves the right to inspect, copy and/or delete all files and records created or stored on school computers, or other computers and electronic devices while on the school premises or under school jurisdiction. Students who violate any aspect of the Code of Student Conduct, other school rules, or state or federal laws or regulations using computers or other technology will face disciplinary consequences as outlined in the section of the student handbook entitled HIGH SCHOOL PENALTY GUIDELINES. All forms of electronic communication are restricted to school related projects, research, or assignments and will be supervised by school personnel. Internet and other electronic network users must complete an Internet Use Consent form signed by a parent or guardian before any student is authorized to utilize the Internet. Student use of personal technologies during acceptable times must be in accordance with the Bring Your Own Technologies Policy. Students are required to use the student wireless internet. Students

using the staff wireless internet will be subject to discipline. Students using their own personal network in a manner that is not in accordance with the Code of Student Conduct and/or the Bring Your Own Technology Policy will be subject to discipline.

28. **Search and Seizure** - A student shall not place, keep, or maintain any article or material in a school-owned locker and/or desk, which is of non-school nature that shall cause or tend to cause a disruptive activity on any school property at any school sponsored function.

When school administrators have reasonable cause to believe that a student is in possession of or has within easy access any form of drugs or drug paraphernalia, weapons, alcoholic beverages, and other dangerous substances, a search of the student and his or her locker, desk, and automobile will be conducted.

A student shall not refuse a search or impede a search of his or her person, including without limitation, his or her knapsack, cell phone purse, gymbag, etc. or his or her locker, desk, or automobile if such automobile is parked on school grounds.

Any student exercising the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such vehicle at any time when such search is requested by school administrators.

NOTE: Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents, as the administrator believes necessary. Such notice will be posted in every building.

29. **Accumulation of Infractions** - The accumulation of many small infractions or acts of conduct unbecoming to a student or the school will also be cause for disciplinary action.

30. **No Fund-Raising Selling** is permitted during school hours.

31. **Alcohol Use By Students/Student Drug Abuse** - The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following.

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.

2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.

3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.

4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.

5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow through based on the assessment findings, counseling, outpatient treatment, or inpatient treatment.

The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

32. **Skateboards will not be permitted** on school property before school, after school, or during school hours.

33. **Electronic Devices-** The use of all electronic devices during the school day (7:35-2:30) is prohibited during educational events. Students should not have electronic devices out class without the permission of a teacher. **If a teacher provides an educational opportunity for you to use your electronic device it may be used as warranted by the teacher.** Cell phones, music devices, cameras, laptops, electronic storage devices must use the districts wi-fi. If an electronic device is found to be not using the district's wi-fi, it will be confiscated by the staff, and could be reviewed by the principal for inappropriate material. Inappropriate material found on an electronic device could result in a suspension. Headphones and music devices are not permitted to be listened to during the school unless warranted by a teacher class. Headphones and music devices will be confiscated and follow policy discipline for electronic device.

**Parents, please call the high school office at 692-5174 for all emergencies/student message delivery. Parents, please do not call or text your son or daughter between the hours of 7:35 and 2:30.**

Discipline for Use of Electronic Device During Educational Event

**First Offense-** Electronic device taken from student and returned at the end of seventh period.

**Second Offense-** 1- Hour Detention/electronic device taken from the student.

**Third Offense-** 2- Hour Detention/electronic device taken from the student.

**Fourth Offense-** Wednesday School/electronic device taken from the student. (Parents will pick-up electronic device in the high school office)

**Fifth Offense-** 3 Day In-School Suspension/electronic device taken from the student. (Parents will pick-up electronic device in the high school office)

Students are are not permitted take photos at school with an electronic device that is not not in connection with the learning process at Arcanum High School. Penalties range from detention to suspension/expulsion.

## **DEALING WITH SUSPECTED CHEMICAL DEPENDENCY**

All employees within the School System are expected to take an active role in reducing or eliminating the threat posed by the presence and use of controlled substances through the implementation of preventive measures and through intervention when the possession, use, sale, or distribution of controlled substances has become apparent.

**Prevention** - All employees of the school system are expected to aid in the prevention of student possession and use of controlled substances. Prevention is best accomplished by seeking to foster student self-esteem and morale as well as to develop and enhance the ability to make sound life decisions. It is also the intent to educate students and community members of the symptoms and effects of use of controlled substances.

Each employee will therefore familiarize himself/herself with the following available resources in assisting in the prevention of use of controlled substances:

1. Student support services in the school system such as counselors, psychologists, etc.

2. Programs designed to support behavioral change of students who are in recovery of substance abuse, or who are having difficulty in coping with life situations.

3. Peer groups/or programs designed to provide students with the knowledge and training needed to deal with substance abuse problems which may exist in the school or community setting.

4. School experiences designed to provide students with a feeling of success, accomplishment, enhance self-esteem and increased decision-making capabilities.

5. Educational programs for students, staff, parents, and the community to provide awareness of the signs, symptoms, and the effects of the use of controlled substances.

**Intervention** - The Board of Education prohibits the use, possession, sale or distribution of controlled substances by students except for supervised prescribed medications taken pursuant to the instructions of a licensed physician.

The **first step** in the intervention process is the identification of students who may be affected by their own use, possession, sale, or distribution of controlled substances, or by that of others in the school or community. All employees of the school system shall report any circumstances, which they believe to be indicative of the use, sale, possession, or distribution of controlled substances to the principal of the school in which the student is enrolled. Sources of information relating to these suspicious circumstances include:

1. Communications with the student's family.
2. Observations/documentation by administrators, teachers, counselors, or other school staff members.
3. Admissions by the student or by his peers.
4. The results of evaluations performed by community agencies specializing in the treatment of problems related to controlled substances.

When school authorities become aware of the actual use, possession, sale, or distribution of controlled substances, the following procedures may be enforced:

**1. Sale or Distribution of Controlled Substances**

- A. The principal will contact the parents or legal guardian of the student.
- B. The principal must notify the local police department, and submit all evidence and other pertinent information.
- C. The principal will recommend to the superintendent that the student be expelled.

**2. Possession, Use, or Receipt of Controlled Substance**

- A. The principal will contact the parent or legal guardian of the student.
- B. The principal has the discretion to provide a warning on the first infraction depending on the circumstances surrounding the incident.
- C. The principal **may** notify the local police department, other appropriate authorities, and the superintendent to determine legal ramifications of the incident.
- D. The student **may** be suspended for up to 10 days in accordance with procedures identified in the Student Behavior Policy.
- E. Students may elect to be involved in Support Groups (substance abuse, co-dependent groups, recovery groups, etc.), or undergo a professional controlled substance dependency appraisal, and/or begin rehabilitation.

F. Controlled substance dependency evaluations and rehabilitation programs shall be conducted by agencies or persons who are recognized authorities in this field, and at the expense of the student's parent or legal guardian.

G. When a student is willing to have a professional dependency evaluation:

1. The parent or legal guardian of the student shall notify the school principal that the student has made contact and is willing to comply with the evaluation and treatment process. (An Assessment Contract must be completed by a complying organization, and returned to school.)

2. Students who refuse evaluations or who terminate such treatment or attendance at a support group before successful completion may be suspended for the remainder of the original suspension.

3. Students who are in an outpatient treatment service should attend school during this period.

**Repeated Offenses:** Use, Possession, or Receipt of Controlled Substances.

A. Recommend to the superintendent that the student be expelled.

B. Notify the parents or legal guardian, the local police department, and/or other appropriate authorities regarding the student's use and/or possession of controlled substances.

C. Any repeated offenses may be reviewed in the context of the student's age, maturity, and history of behavior since first offense.

**III. PENALTY GUIDELINES**

The following are definitions of the various forms of discipline which may be incurred for violations of the previously stated rules. It is the belief that cooperation among all phases of the school community (students, parents, staff, and administration) is useful in the resolution of disciplinary problems and it is to this end that the penalties are structured and administered. Each penalty is defined and procedures are clarified.

**STUDENT EXPULSION** - At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The superintendent may require a student to perform community or school service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the superintendent to impose a community and service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

The superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be less than three days or later than five days after the notice is given.

Within 24 hours of the expulsion, the superintendent shall notify the parent(s) of the student and Treasurer of the Board.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

**Permanent Exclusion** - If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

**Appeal to the Board** - A student or a student's parent(s) may appeal the expulsion by the superintendent to the Board or its designee. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing, which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process.

**Appeal to the Court** - Under Ohio law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student, who is expelled from school for more than 20 days or into the following semester or school year, is referred to an agency that works towards improving the student's attitudes and behavior. The superintendent provides the student and his/her parent(s) with the names, addresses, and telephone numbers of the public and private agencies providing such services.

**DANGEROUS WEAPONS IN THE SCHOOLS** - The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm to a school operated by the Board or onto any other property owned or controlled by the Board, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy.

The Board authorizes the Superintendent to expel a student from school for a period not to exceed one year for bringing a knife to a school operated by the Board or onto any other property owned or controlled by the Board or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board which firearm or knife was initially brought onto school property by another person. The Superintendent is authorized to extend such an expulsion 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.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.

2. The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provision of the District's student code of conduct and Ohio law.

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.

**PERMANENT EXCLUSION** - The Board 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 ordinance,

carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a 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.

In addition, complicity in any of the above acts may be the basis for permanent expulsion.

Any building administrator witnessing, or having knowledge of one of these acts must report the incident to the Superintendent within 24 hours, whether or not the student is over 16 years of age.

If the Superintendent receives notification that a student has been found guilty of or is adjudicated delinquent for any of the listed offenses, a determination must be made whether the student's continued attendance endangers the health and safety of other students or employees or whether the student's attendance poses a danger of disruption to the graded course of study. If the Superintendent determines that either danger exists, he/she may recommend that the Board adopt a resolution requesting the State Superintendent of Public Instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the Superintendent's recommendation for permanent expulsion is provided to the student and his/her parent(s).

**STUDENT SUSPENSION** - The Superintendent or the Principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

The superintendent may require a student to perform community or school service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the superintendent to impose a community or school service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.

The guidelines listed below are followed for all suspensions, including in-school suspension.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.

2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.

3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.

4. Within 24 hours, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.

5. Notice of this suspension is sent to the:

A. Superintendent

B. Treasurer and

C. Student's school record (not for inclusion in the permanent record)

D. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure - Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 days of the notice of suspension. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing, which may be held in executive session at the request of the student, or his/her parent(s). The student may be excluded from school during the appeal process.

Appeal to the Court - Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

**NOTE:** Out-of-school suspensions are considered to be the same as unexcused absences and no make-up privileges for school work or tests missed are allowed. In-school suspensions may be used in certain cases if deemed appropriate by the

principal, and students will be given school work and tests to complete for class credit while assigned to the in-school suspension room.

### **Suspension and Expulsion from the MVCTC, Alternative School Programs, and Post-Secondary Option Institutions**

An Arcanum High School student enrolled at MVCTC, in off-campus alternative school programs (such as Gateway ASRP or MVCTC Youth Connections), or post-secondary institutions as a CCP student (such as Edison State or Sinclair Community College) who is suspended or expelled by the school of attendance is also suspended or expelled from the local high school.

#### **Emergency Removal of Student**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. If a teacher makes an emergency removal, reasons are submitted to the principal in writing as soon after the removal as is reasonable.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practical prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and Treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension, or expulsion.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

#### **Detention/Wednesday School**

The required attendance before or after school hours or on Wednesday is an alternative method of discipline. Transportation is the sole responsibility of the parent of the student. Academic isolation is considered a form of detention. Unexcused non-attendance at these sessions may result in suspension.

#### **Removal From Class**

Students may be removed from a particular class if they pose a threat of continued disruption to the academic process.

#### **Corrective Work Assignments**

Students may be given work tasks to perform as an alternative to other disciplinary consequences for unacceptable behavior.

#### **Compensation**

Reimbursement will be required when a student is involved in such action that causes damage to public property or personal property of other students or employees. This reimbursement is necessary also in case of theft. In the normal act of providing compensation for unacceptable behavior, an apology to the offended party is recommended. In addition, state or federal offenses committed while on school premises and/or during events and functions under school supervision or school control may be prosecuted through the courts.

#### **Note**

Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional right shall be stricken without effect to the remainder. This code and any additional rules governing student discipline shall be distributed to students and their parents or guardians at the beginning of each school year, and shall be posted in a central location within each school throughout the school year. Changes in the rules shall not take effect until they are distributed to students and parents.

## **DETENTION SYSTEM**

Detention will be held for one-hour sessions on days to be determined by the administration. Failure to appear for detention by the compliance date will result in doubling of detention time to be served. A second offense of failure to serve detention by compliance date will result in a Wednesday School. A third offense will result in a 1-3 day suspension. The above procedure will also apply for the missing of a Wednesday School assignment.

## **HIGH SCHOOL PENALTY GUIDELINES**

The following section is provided to inform students, parents, guardians, and teachers of the probable outcomes of various infractions of the Student Code of Conduct. It is designed to provide consistency for ALL students. It should be noted that repeated offenses increase penalties.

Violations marked with an asterisk (\*) may be classified as criminal acts and may be taken to court for further action. Action may be initiated by the school or individuals who are victims. These guidelines refer to only those actions referred to the administration. The following are only guidelines. A more severe punishment could be imposed.

1. Dismissal from class for minor infractions:
  - 1st Offense - verbal warning, apology to teacher recommended
  - 2nd Offense - parental notification, 2-hour detention
  - 3rd Offense - 1 Wednesday School assignment
  - 4th Offense - 1-5 day suspension
2. Refusing to follow directions, restricted area violation, refusal to identify self:
  - 1st Offense - 1-hour detention
  - 2nd Offense - Wednesday School
  - 3rd Offense - 1-10 day suspension, possible recommendation for expulsion
- \*3. Destruction or defacement of property, vandalism:
  - 1st Offense - 1-5 day suspension, student to pay for property or repair
  - 2nd Offense - 5-10 day suspension, student to pay for property or repair, possible recommendation for expulsion
4. No hall pass, abuse of pass:
  - 1-hour detention, student returned to room.
  - Subsequent offenses as determined by administration.
- \*5. Fighting:
  - 1st offense - 5-day suspension, police could be notified
  - 2nd offense - 10-day suspension, possible recommendation for expulsion, police notified
6. Public display of affection:
  - Penalties range from a warning and parental notification to suspension for repeat offenses.
- \*7. Violations of Alcohol/Mind or Mood-Altering Substance Regulations:
  - 1st Offense - 10-day suspension and may be recommended for expulsion, possible reduction to 5-day suspension if drug use assessment and counseling occurs, police notified.
  - 2nd Offense - 10-day suspension, recommendation for expulsion, police notified
- \*8. Selling, possession for sale, distributing of drugs or counterfeit drugs/or alcohol:

- 10-day suspension and recommendation for expulsion, police notified
9. Smoking, use or possession of tobacco products, use or possession of electronic cigarettes (e-cigarettes):
    - 1st Offense - 3-day suspension, police notified
    - 2nd Offense - 5-day suspension, police notified
    - 3rd Offense - 10-day suspension, recommendation for expulsion, police notified
  10. Littering:
    - Assignment of detention or cleaning of littered area.
  11. Insubordination:
    - Penalties range from detention to suspension and recommendation for expulsion.
      - A. Specific instances and penalties:
        1. Refusal to leave class or area when requested by a teacher or staff member will result in a 3-day suspension.
        2. Striking a teacher/school personnel will cause immediate home referral, recommendation for expulsion, and possible prosecution. Ohio Law, Section 3109.10, makes the parent liable for such willful or malicious acts by a child.
    12. Dishonesty: examples - lying, cheating, plagiarizing, extortion, bribery, forgery, and theft - All such cases should be reported to the principal.
      - A. Cheating, Plagiarizing, and Academic Dishonesty- Students are expected to do their own work. Any student caught in a form of academic dishonesty will receive a grade of zero for their assignment/quiz/test. A second offense will result in a referral to the principal's office. Additional consequences will include Wednesday School assignment, suspension, and possible loss of course credit depending on the seriousness and number of such offenses.
      - B.\*Lying, extortion, bribery, forgery, or theft will result in penalties ranging from Wednesday School assignment to suspension and recommendation for expulsion. Criminal charges will result in the most serious cases.
  - \*13. Violations dealing with weapons and dangerous instruments:
    - Penalties may range from a warning to suspension and recommendation for expulsion. Police notified.
    14. A student shall not use violence, force, coercion, threat, or verbal abuse to be directed at school personnel or other students. Bullying and harassment by verbal or physical means will not be tolerated. The use of inappropriate, vulgar, or obscene language (written or oral) during school activities (class or extra-curricular) is prohibited. Penalties may range from detention assignments to suspension and recommendation for expulsion.
    15. Students who violate any aspect of the Code of Student Conduct, other school rules, or state or federal laws or regulations using computers or other technology will receive the corresponding disciplinary consequence for the offense (theft, vandalism, cheating, property destruction, forgery, etc.) and will forfeit school computer privileges for periods of time ranging from one week to the remainder of the school term or year.
    16. All other offenses will be judged according to the action.
- NOTE:** Wednesday Schools may be substituted for detentions or suspensions of two days or less at the discretion of the administration.

### **STUDENTS 18 YEARS OR OLDER**

You are faced with a number of differing decisions than students who are considered minors under law.

You are allowed to attend school tuition-free until you are 21 years of age. This offers you a chance to complete your high school education under a normal school program.

Your age and legal status are two important points for consideration when we evaluate your presence and behavior.

The following are representative guidelines for adult students:

1. The rules and procedures for the normal school operation apply to you.

2. Since you are an adult your attendance is no longer a legal necessity, but instead it is a privilege granted to you by this community and the Board of Education. It is for this reason that you should clearly understand that tardiness, absences, and improper behavior will be handled severely.

A. Misbehavior - (Insults, defiance, violence, vandalism, smoking, use of behavior-altering substance, etc.) will be harshly dealt with. The first offense will result in a severe suspension and the second will cause a recommendation for expulsion.

### **HAZING POLICY**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member or other employee of the District shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, may plan, encourage, or engage in any hazing.

Administrators, faculty members, and all other District employees are particularly alert to possible conditions, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, involved students are informed by the discovering school employee of the probation contained in this policy and are required to end all hazing activities immediately. All hazing incidents are reported immediately to the superintendent.

Administrators, faculty members, other employees, and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with Ohio law.

### **STUDENT DRESS CODE**

The dress code provisions listed below are not meant to keep students from expressing themselves, but to teach proper attire in a given situation and to permit the proper management and control of the learning atmosphere for the student body. All students are expected to dress in a manner, which will not bring undue attention to him or her.

School dress standards will be in effect for all school days, school activities, the bus to and from school, and field trips unless prior approval for exceptions is granted. Any clothing or dress style that distracts or disrupts the normal learning atmosphere in the classroom will not be permitted. Specific provisions are as follows:

- All students must wear shoes. (Slippers are not acceptable)
- Shirts must overlap waistbands; midribs should not be visible.
- Clothing must be clean, well-fitting, and in good taste. Teachers and administrators have the authority to require specific types of clothing to insure student safety.
- Clothing with excessive rips and tears as well as holes in inappropriate positions will not be permitted.
- Hats, caps, hoods, and headbands are not allowed to be worn inside of the building after 7:25 a.m.
- Halter-tops, tube tops, tank tops, sundresses, or other garments of this nature are not permitted as outerwear. Straps must be at least 2" in width across the shoulder. No low cut or revealing clothing will be acceptable.
- Clothing or personal possessions containing messages that are obscene, sexually suggestive or make reference to violence, illegal drugs, and alcohol or tobacco products are not permitted.
- Undergarments must not be visible.
- Excessively baggy clothing is not acceptable.

- Shorts, hemmed shorts, skirts (female), **must** be below the student's fingertips.
- Students may not wear any items or apparel that could be injurious to the wearer or others.
- Backpacks must be kept in student lockers during the school day.
- Excessive, unnatural, or multicolor hairstyles will not be permitted.
- Any item in a visible facial or body piercing that is deemed to be inappropriate or a safety concern will not be permitted. (Ex. lip ring/stud, eyebrow ring/stud)
- Chains, spiked or studded accessories will not be permitted.

PLEASE NOTE: The responsibility of enforcing the dress code belongs to all students, parents, and faculty members, but ultimately belongs to the principal. In questionable situations, the administration will have the right to decide what is acceptable and unacceptable dress or appearance.

This code is subject to immediate review and change at any time by the Arcanum-Butler Local Board of Education.

## **BUS TRANSPORTATION**

### **1. BUSING PROCEDURES**

Arcanum-Butler Local Schools provides transportation to and from school for resident students in grades K-12 who live outside of the village limits. The transportation department has also established group stops in the villages of Ithaca, Gordon, and Castine. The following procedures are made to ensure the safety of all students and to reduce the possibility of error.

All students living outside of the Village of Arcanum limits will be assigned to a school bus based on their home address. With the exception of the group stops in Castine, Ithaca, and Gordon, pick up and drop off will be at the home address, unless there is an approved Transportation Change Request on file. There will need to be one established pick up and one established drop off address for each child. This means each day your child will get on the bus at one stop and get dropped off at one stop. In most cases both stops will be the home address. Even though the pick up and drop off must be the same every day of the week, they may be different from each other. (Example: You can request your child be picked up at home, but dropped off at the babysitter.) Parents will not be permitted to provide the driver with an inconsistent work schedule and request that their child get picked up and dropped off at different locations depending on that day of the week. Schedules must be consistent every day, allowing no daily changes.

Parents that have shared parenting, with documentation on file, will be permitted to have their child picked up and dropped off at both addresses as long as both addresses are in the Arcanum-Butler School District. (Example: Monday/Wednesday/Friday at mom's house and Tuesday/Thursday at dad's house.)

Please make sure that you have provided us with accurate information regarding your child's transportation needs. If you have any questions, please call the transportation office at 692-5174 x 1329.

#### Transportation Request Form (regular bus rider)

Students must be picked up/dropped off at a valid address with a valid house number, door to door pick up within the district boundaries.

Complete a Transportation Change Request Form when requesting an alternate pick up/drop off location other than the assigned home bus stop. Parents may request a separate am and pm drop off location.

A new request for the school year should be turned in by August 1 preceding the new school year to allow the transportation and drivers time to prepare bus routes.

If a change is made during the school year, a new Transportation Change Request must be submitted and approved before the child is permitted to ride

another bus.

Requests are contingent upon the availability of space on the affected bus. New requests may take up to five (5) days to complete.

### Bus Pass Requests

Requests for non-regular bus service are discouraged and should only be made if no other form of transportation can be obtained. Examples include: daycare/babysitter, parent out of town

Such requests are subject to available seating and require a minimum of 48-hour notice (excluding weekends and days when school is not in session).

Requests must be made in writing and made directly to the appropriate building office (principal or building secretary) and must be **signed by the parent or legal guardian**. The request should include:

- Rider's first and last name
- Date
- Reason for request
- Parent contact information and signature
- Drop-off address or name of student your child is riding home with

Bus passes will not be granted for non-emergency situations including the following purposes:

- Play dates, sleepovers, parties, etc...

Middle/High School Students are not permitted to ride elementary buses for the following purposes:

- "Missed" the regular bus
- Following the serving of a detention or other disciplinary actions
- After-school tutoring, clubs, extra-curricular activities
- After-school elementary aide

Requests by phone for a transportation change for non-regular service (daily bus pass) will **only** be considered for **emergency** situations and will be approved at the school's discretion. Such approval is subject to available seating. Phone calls must be from the parent or legal guardian requesting emergency bus service and the nature of the emergency. Emergency situations require approval of the building principal or transportation director. Example emergency situations may include:

- Sudden health emergency
- Accident

Requests by phone will be denied for non-emergency daily bus service.

Students will be permitted to get on the bus at any established stop, if needed, for two-hour delays. This does not need to be cleared through the principal or transportation department.

**Please Note:** Bus Driver phones are for emergency use only. Bus drivers are not permitted to use phones in route. Drivers should not be contacted by phone or text at any time.

## ARCANUM HIGH SCHOOL ATHLETIC CODE

### **A. Dress Code**

1. Must comply with school regulations during off-season and with athletic regulations during the season.
2. Facial hair may be regulated by each coach's rules, but must be neat, trimmed, and not extreme.
3. Hair must be neat, well groomed, and secured according to the regulations and team rules.
4. Type of dress on athletic trips will be determined by head coach.
5. It is the coaches' responsibility to enforce this dress code on their squads.
6. It is the Athletic Director's responsibility to remind coaches if the dress code is not being enforced.

### **B. Code of Conduct**

1. Athletes are expected to set the example both in school and out.
2. Any athlete who has conduct problems in school or out is subject to additional discipline. The type and degree of punishment will be decided by the Athletic Director, Principal, and coaches involved.
3. Any athlete missing practice time or any event for disciplinary reasons can be given extra discipline by the coach.

### **C. Attendance**

1. Coaches must stress good attendance from athletes both at practice and at school.
2. An athlete must be in attendance at least one-half of a day in order to participate in practice or a game unless approved by the Athletic Director or Principal. Half of the school day is 11:00 a.m. College days, armed forces days, mentorship days, and job interviews will not count against the student if approved by the attendance office in advance. The school administration reserves the discretion to rule as needed in special circumstances.
3. It is the responsibility of each coach to inform his/her team of these regulations, and to strictly enforce the policy.

### **D. Athletic Eligibility**

#### **Grading Period Eligibility:**

- A. All students in grades 7-12 involved in interscholastic extracurricular activities are required to meet Ohio High School Athletic Association eligibility standards, pass at least five (5) full credit courses that count toward graduation (9-12), and achieve a minimum grade point average (GPA) of 1.6 in the nine week grading term immediately preceding participation. The spring quarter grading period will determine eligibility for the fall quarter.
- B. The grading period GPA will be taken directly from the student's report card. PE is not included in the GPA calculation.
- C. If a student's GPA falls below 1.6 for the nine-week grading period, she/he will be ineligible the next nine (9) week grading period.
- D. Interim grades will determine in-season eligibility status. **(Interims are distributed week 4 or 5 of each quarter. (Depending on the school calendar)**
- E. If at interim time a student-athlete does not meet the OHSAA requirements of passing 5 out of 7 required OHSAA classes, or their GPA is less than 1.6, they will be placed on academic watch and be monitored weekly until the season ends.
- F. GPA less than 1.6 (School Board Policy), or not meeting the OHSAA requirement of passing 5 classes will not be allowed to participate in any athletic contest for that specific week.
- G. When a student-athlete is placed on academic watch, they must meet the following criteria:
  - Attend mandatory study table for 2 - two-hour sessions weekly. (times/dates TBA)
  - Grades will be monitored weekly by the student's teachers and Athletic Department for the remainder of their season.
  - If this student-athlete continues to be ineligible for three consecutive weeks, the

student-athlete will be dismissed from their team.

### **E. Team Cut Rule (Quitting, Dismissal)**

1. Varsity head coaches have the final say as to who is cut from teams at all levels.
2. During a season in which two sports are held, a student cut from one team may try out for the other team providing that the student reports to the other coach on the next school day.
3. During a season in which two sports are held, a student who quits one team before the first contest may try out for the other team if it is by mutual consent of both coaches involved and the Athletic Director.
4. Any student who quits a sport during or after the official start date of the season may not participate in any other sport or conditioning program for sixty days. The sixty days will be retroactive to the official start date of the season that the student quit.
5. Any student dismissed from a squad may not participate in any other sport or conditioning program during that season.
6. A cheerleader may also participate in a sport in season by mutual consent of the cheerleading advisor, athletic team coach and the Athletic Director, with the understanding that any practice and contest schedule conflicts must be resolved in advance by all parties.
7. Any student who is dismissed or quits a team will not be able to receive end of the season awards, varsity letters, or any type of sport appropriate award.

### **F. Physical Cards, Athletic Fees**

1. Each athlete must have a completed OHSAA physical card, emergency medical card, and awareness form. A \$40.00 athletic fee must be turned into the coach prior to the first athletic contest. Failure to do so will result in non-participation.
2. Blank physical cards are available in the athletic office. They must be signed by a parent or guardian before the physical examination will be given.
3. All completed physical cards should be turned in to the Athletic Director or coach prior to the first organized and mandatory practice.
4. Each student-athlete needs only one physical per year.
5. Students need only pay one \$40.00 athletic fee per year.

### **G. Insurance**

1. All athletes grades 7-12 must be covered by some type of accident or injury insurance that covers the athlete.
2. All athletes must turn in to the Athletic Director an insurance card that is properly filled out and signed by a parent or guardian. This card is needed before the athlete starts practice. If the insurance of an athlete should change during the school year, the athlete should notify the Athletic Director immediately.
3. Any athlete who does not have an insurance policy covering athletics must purchase school insurance. Football players not having a policy covering athletics must purchase school insurance plus football coverage.
4. All athletes needing school insurance or school insurance with football coverage should be reported to the athletic director immediately. An athlete **WILL NOT** practice without insurance.
5. It is the responsibility of each coach to make sure all athletes have turned in a completed insurance card before allowing him/her to practice.

### **H. Awards**

The following are the athletic awards to be given at different levels for athletes and cheerleaders:

*Managers* - letter with manager insert for first year service bar for each additional year

*Statistician* - letter with stat insert for the first year - service bar for each additional year

*Jr. High (1st year)* - A-B 4" letter if first letter, sport insert patch

*Jr. High (2nd year)* - sport insert patch

*Freshmen* - 4" block A letter with freshmen insert for basketball

*Reserve* - (1st year) - 4" letter

*Reserve (2nd year)* – small bar

*Reserve (3rd year)*-first year varsity letter

*Varsity (1st year)* - 6" letter with specific sport insert

*Varsity (2nd year)* - service bar

*Varsity (3rd year)* - service bar and Trojan medallion

*Varsity (4th year)* - service bar and plaque/trophy

\*Any senior on a team will automatically receive a letter. A chenille letter will be awarded to each athlete for each sport in which a letter is earned in his/her high school career.

Patches are purchased by the athletic department for Varsity TEAM Champions for League, District, Regional or State.

Outstanding All-Around Senior Athlete - an award will be presented to the outstanding senior boy and girl athlete as voted on by head coaches, Athletic Director, and the Principal. The athlete must have earned seven (7) letters during his/her high school career. A plaque will be presented at the principal-sponsored awards program at the end of the school year.

**I. Awards Program-** Please note that athletic awards could be withheld, if not all fees and obligations have been satisfied.

1. All awards programs will be at the discretion of the Athletic Director.
2. The Athletic Department will not sponsor a Junior High banquet. All Junior High awards will be presented at a school assembly.
3. Guest speakers can be used, but they will not be paid for by the athletic department.
4. A meet-the-team banquet or night can be held for varsity sports if the head coach desires.
5. Athletes must be present to receive awards unless they receive permission from the head coach first.
6. Athletes should dress and behave properly.
7. Coaches must inform athletes about regulations.

## **J. Training Rules**

Since athletics are a privilege for each participating student, it is important that students, parents, and interested persons be aware of pertinent rules and regulations.

Each coach must have a meeting at the beginning of each season with both parents and athletes so that rules, regulations, procedures, and conduct are understood. A completed Awareness Form with the student and parent signatures is to be turned in to the Athletic Director before the student may participate in organized practice. The Athletic Director may hold the meeting.

1. Training rules apply to all Arcanum-Butler athletes in grades 7-12, including cheerleaders.
2. Any athlete attending a party or gathering of students and/or adults, where alcoholic beverages or mind-altering substances (drugs) are used in an illegal manner, is in violation of the Training Rules Student Substance Abuse Policy.
3. All athletes will start with a clean slate as freshmen.
4. Enforcement of training rules is the responsibility of all coaches.
5. Guilt or innocence of an athlete will be determined by the coach or coaches involved, athletic director, and principal
6. All offenses must be reported to the Athletic Director, who will keep records for grades 7-12.
7. Coaches may add rules for their teams that are stricter than those set by the Board of Education. However, it is vitally important that the coach explain his/her rules to all players within the first two days of practice, and distribute copies to parents and players.

8. Coaches should encourage athletes to associate with winners. It is important that all coaches emphasize the importance of and the need for training rules.

## **K. Student Substance Abuse Policy RULES AND REGULATIONS**

1. No sale, distribution, possession, consumption of any alcohol, beer, drugs, or any other mood altering chemicals. If it is determined that a student is selling, distributing, consuming, or in possession of alcohol, beer, drugs, or any other mood altering chemicals he/she will be denied the privilege to participate in the athletic programs.

\*a. First Offense: Immediate dismissal from team for the remainder of the season. The student has the opportunity to earn back 50% of the season (based upon the maximum allowable regular season games permitted by the OHSA) by completing the following requirements: completing twenty hours of service to the Arcanum Athletic Department and participating in a substance abuse assessment and subsequent counseling or treatment as determined by the assessment results. Students will not be able to return to participation until the twenty service hours are complete and the student has participated in the substance abuse assessment. Any costs for the substance abuse assessment and counseling/treatment will be paid for by the student. The substance abuse assessment will be arranged through the Principal.

If the student completes the 50% suspension and the team is still competing in post-season play, the student is eligible to return. If less than 50% of the season remains, the student will be dismissed for the remainder of the season. The student may practice and travel with the team to competitions, but may not be dressed or participate as an athlete in any way.

\*b. Second Offense: (Anytime during student's high school career) – Denial of participation from one year from the date of determined guilt. The athlete will be required to participate in a substance abuse assessment and subsequent counseling or treatment as determined by the assessment results. Failure to meet these requirements prohibits the athlete from participation on any other athletic team until the obligation is met. Any costs for the substance abuse assessment and counseling/treatment will be paid for by the student. The substance abuse assessment will be arranged through the Principal.

\*c. Third Offense: (Anytime during student's high school career) - Student is no longer allowed to participate in athletics at Arcanum High School.

2. The use of tobacco in any form or any criminally related activity is prohibited.

a. First Offense: two-week suspension from all athletic competition. The student may practice and travel with the team to competitions, but may not be dressed or participate as an athlete in any way.

b. Second Offense: Immediate dismissal from the team for the remainder of the season

3. Athletes represent the team, school, and community. Thus, their conduct and appearance must reflect this responsibility. It is clearly understood that each coach will enforce conduct and appearance rules respective of the philosophy.

4. Discipline issues on any team should be handled by the head coach. Reports should be made to the Athletic Director and Principal if suspension or removal from a team is contemplated or required by the rules.

5. Every athlete will meet the rules and regulations set by the Arcanum-Butler Local Board of Education, and that of the Ohio High School Athletic Association.

6. If additional rules and/or responsibilities are initiated by a respective coach, then those rules should be communicated to the athlete and parents in the pre-season meeting. (The Athletic Director may elect to conduct the pre-season meeting for all sports at the beginning of each season.) The Athletic Department believes that by following the above rules and procedures, athletes will create a positive self-image, gain peer acceptance, learn self-control and self-discipline, and establish a positive set of values for future involvement in society.

## GUIDANCE SERVICES

A guidance counselor is employed to aid students with their problems. Guidance consists of helping pupils to set up objectives that are, for them, dynamic, reasonable, and worthwhile, and helping them so far as possible to attain the objectives.

**Feel free to consult the counselor at your convenience and take him into your confidence because he can help you considerably in preparing for tomorrow.**

The high school counselor is responsible for the following nine services in order to meet the needs of the student body.

I. Information Service - The counselor will provide information about personal-social development, the world of work, all aspects of school life, and a wide range of post-secondary educational opportunities.

II. Pupil Appraisal and Record Services - The counselor will help the students examine their potentialities and achievements.

III. Group Guidance Service - Help students to develop decision-making skills, attitudes, and values.

IV. Counseling Service - Help students with personal problems, career plans, and social problems.

V. Consultative Service - To refer and help students with special needs and act as a liaison between the classroom teacher and school specialist.

VI. Parent Conference Service - To help parents with the personal, social, educational, and career development of their children.

VII. Resource Coordination Service - To provide the student with information concerning community resources, community agencies and their services.

VIII. Placement Services - To help students with educational placement in special classes, levels within a class, and special curriculum areas.

IX. Evaluation and Planning Service - To annually determine if the guidance program is meeting its stated objectives.

## RULES AND PROCEDURES FOR MEDIA CENTER

### I. Student Passes

A. No student will be admitted to the Media Center without a valid pass.

1. Passes can be issued by teachers to any of their students who have research or related library work to do for a particular class assignment.

2. Passes will be issued to *flex time* students by the librarian before school for that day. No passes will be given between classes.

3. *Flex time* teachers will initial passes before releasing students. Students are to bring their passes with them to the library.

4. No student will be admitted to the Media center for more than one class period per day, without the librarian's permission.

5. When a student reports to the library, he/she will stay in the library for the full period.

6. Students will remain seated until the final bell rings.

7. Students are **NOT** to use the library telephone for any reason.

B. Students with an F, or two or more D's, in any subject(s) during a grading period will not be permitted library passes for use *during flex time* the following grading period. Students denied library privileges will be encouraged to use flex time more effectively and efficiently. Exceptions will be made for students who have been issued passes by classroom teachers to conduct research for a particular class assignment. Library computers are to be used for research and class assignments only. Students are not permitted to play games on the library computers.

### II. Student usage of the Media Center

A. Students will be expected at all times to conduct themselves with courtesy and respect for other library users and for the materials it contains.

B. **NO** talking is permitted upon entering the library. If students wish to study together, permission must be granted by the librarian.

C. Students should put all trash in wastebaskets. No food, games, or radios allowed in library.

D. Any infractions of these rules will be cause for being sent back to the classroom or *flex time* and no passes will be issued to the student for the amount of time designated below:

1. Library off limits for 3 weeks after student's first offense
2. Library off limits for 6 weeks after student's second offense
3. Library off limits for rest of the semester after student's third violation
4. Severe Clause: out for remainder of semester

*NOTE:* Any student caught skipping out of the library is automatically out of the library the rest of the semester.

**SEVERE CLAUSE:** Teacher may eliminate the initial steps in cases of repeated violation and/or severe misbehavior.

E. It is important that students recognize the Media Center as a teaching tool and learning source that contributes to their education and growth. If the above procedures are followed, students will have open usage of library facilities and complete cooperation from the library staff to help find materials.

F. Students may sign out magazines to read during *flex time* between classes only and are to return them after the bell rings.

G. Students may sign-up to use the computers on Wednesday only for the following week. Students will be permitted to sign-up for only two periods per week so that everyone who wishes to use them has an opportunity to do so.

H. Students will be permitted to access the Internet only if a signed Acceptable Use Policy form is on file and the student has been issued a special Internet pass from a teacher for research purposes.

## **STUDENT ACTIVITIES & ORGANIZATIONS**

**Student activities and organizations are a privilege to take part in at Arcanum High School.**

**Failure to participate in club or organization meetings or events could result in dismissal from the organization.**

**Failure to pay club or organization fees by the group picture day will result in removal from the club/organization.**

**Students who are involved in conduct unbecoming a member of the activity/organization could be removed or suspended from the club. Students who hold positions within the club could have their position revoked or suspended**

**Student Council** - The purpose of the Arcanum High School Student Council is to foster and promote proper school spirit; to promote democracy; citizenship, and unity among students of the high school; and to work in cooperation with the faculty and school administration to initiate measures for the welfare of the student body.

The council also promotes school activities and traditions, such as conducting homecoming activities each year. The council consists of members elected by students in each class. Senior and junior classes have five representatives each, and sophomores and freshmen have four for each class.

**Academic Team** - Members of the Academic Team compete against other high school teams in a quiz bowl format. Question topics cover all academic disciplines. Interested students should contact the faculty advisors for membership information.

**Arcette/Multi-Media** - The yearbook staff compiles and publishes the school annual under the direction of the faculty advisor. The yearbook offers a written and pictorial record of the social, academic, and athletic activities and accomplishments for the school

year for grades 9-12. Arcette students register for multi-media class, and are selected by the instructor.

**Band** - This co-curricular organization performs for both community and school events, marching and concert band contests, and concerts. AHS band groups include marching, concert, jazz, and pep bands.

**Choir** - This co-curricular organization performs for school, and community events, concerts, and competes in vocal music contests.

**Class Committees and Activities** - Each grade 9-12 has its own class officers, organization, faculty advisor, and activities. Fund-raisers and sponsorship of major school activities are conducted by committees. Every student is encouraged to participate in class activities and projects for their grade level.

**Drama** - Students may audition for acting parts and production crew positions for the two school play productions each year.

**FBLA** - Future Business Leaders of America is a national organization for students who are enrolled in business classes. Membership provides students with opportunities to develop and enhance skills in entrepreneurship, business management, communication, marketing and distribution, leadership and service.

**FCCLA** - Family, Career and Community Leaders of America is a national organization for students who are enrolled in Family and Consumer Sciences classes. Membership provides students with opportunities to develop and enhance skills in planning and directing projects, leadership, organization, communication, and community service.

## **National Honor Society**

### Membership

*Section 1.* Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding *scholarship, character, leadership, and service*. Once selected, members have the responsibility to continue to demonstrate these qualities.

*Section 2.* Membership shall be known as active and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

*Section 3.* The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisers, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.

*Section 4.* Candidates become members when inducted at a special ceremony.

*Section 5.* Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the NHS Scholarship Program.

*Section 6.* A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

*Section 7.* Members who resign or are dismissed are never again eligible for membership or its benefits.

### Selection of Members

*Section 1.* To be eligible for membership the candidate must be a sophomore, junior, or senior designated as eligible in the chapter bylaws. Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling.

*Section 2.* Candidates must have a cumulative scholastic average of at least 3.5 grade point average. Candidates shall then be evaluated on the basis of service, leadership, and character.

*Section 3.* The selection of each member to the chapter shall be by a majority vote of the faculty council made up of five voting members appointed by the principal. The advisor is not a voting member.

*Section 4.* A description of the selection procedure shall be published in the student handbook. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society.

#### Dismissal

*Section 1.* The procedure for dismissal shall be determined by the faculty council and in compliance with the rules and regulations of the National Honor Society.

*Section 2.* Members who fall below the standards, which were the basis for their selection, shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except in the case of a flagrant violation of school rules or civil laws a member does not necessarily have to be warned. At this time, the member is no longer considered a member in good standing and privileges, such as voting and holding office, are revoked.

In regards to academic standards, if a member drops below a 3.5 at the end of a grading period, the member will receive a warning letter and have up to one semester to bring the grades back up to a 3.5 or higher quarterly/semester averages. Failing to do so will result in a hearing and possible dismissal. In the case of a senior dropping below a 3.5 the semester before graduation and not bringing the grades back up, he or she will not receive recognition or the honor cord at graduation. He or she will remain a member, but not in good standing.

*Section 3.* The faculty council shall determine when an individual has exceeded a reasonable number of warnings.

*Section 4.* In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.

*Section 5.* A member who has been dismissed may appeal the decision of the faculty council under the same rules for disciplinary appeals in the school district.

*Section 6.* The National Council and the NASSP shall hear no appeals in dismissal cases.

**Renaissance Program** - The purposes of the program are to improve academic performance, increase attendance and to promote a positive school environment. High Honor Roll (4.01+ GPA), Honor Roll (3.67-4.0 GPA) and Merit Roll (3.0-3.66 GPA) achievers each grading period will receive special cards awarding extra school privileges and discounts for school events. Students with perfect attendance will be rewarded each grading term. Students who show marked improvement in grades from a previous grading term will also earn special rewards.

**SADD** - The members of this group have expanded their focus, as indicated by the name Students Against Deadly Decisions. The organization conducts activities to increase the awareness of students of the dangers associated with driving while under the influence, alcohol and drug use, and other life-threatening behaviors.

**Science Club** - This organization is open to any student who has an interest in science and its application. Group members will take field trips, compete in interscholastic science competitions, and promote interest in the application of scientific principles.

**Students participating in any interscholastic extracurricular activity involving direct competition between schools must be academically eligible per the eligibility policy cited in this handbook under Athletic Code, D. Eligibility. Such activities include athletics, cheerleading, academic team, and science teams.**

#### GENERAL SCHOOL RULES AND PROCEDURES

**Arcanum Virtual Academy-** All students enrolled in the Arcanum Virtual Academy are expected to adhere to the same rules and regulations as the regular education students at Arcanum High School.

**Building Hours** - Students are permitted in the building from 7:25 a.m. to 3:30 p.m. Exceptions are for special activities, tutoring, teacher conferences, or other special business.

**Food and Drink** – There is to be no food or drinks in the classroom or hallway with the exception of water.

**Lockers** - Students are each assigned a specific hall locker at the beginning of the school year for their exclusive use for storage of books, jackets, and personal items. Under no circumstances are students to share or exchange lockers. Lockers are the property of the Arcanum-Butler Schools, and are subject to random inspection and search for reasonable cause.

**Book Bags** - Students are to use book bags before and after school only, with book bags to be stored in lockers during the school day.

**Passing Time** - Students have three (3) minutes between classes to travel from one class to the next and take care of personal needs. Students are to be punctual. Horseplay, loud talk, and disruptive behaviors are not permitted.

**Hall Passes** - Students who are out of class during class time for any reason must have a written pass issued by a staff member. The pass must state the time, reason, and destination, and is to be signed by the staff member.

**Chewing Gum** - The use of chewing gum while in school is prohibited. Students are subject to one-half hour detention for repeated violations after warning.

**Cafeteria and Lunch Periods** - Students are not permitted to leave school grounds for lunch. Food should be restricted to the cafeteria during the school day. During lunchtime, students must stay in the cafeteria. Outside guests of students are not permitted into student lunch periods.

**Field Trips** - Attending field trips is a privilege. Students on attendance probation are not eligible for field trips. Permission forms must be signed and returned in advance, and all arrangements for work or tests missed on the day of field trip must be made in advance. Any teacher of a student may deny attendance on a field trip of any other teacher for noncompliance with class make-up work requirements or behavior problems.

**Miami Valley Career Technology Center** - Sophomore and other students planning to attend MVCTC in the junior and senior year are expected to have earned at least the following credits prior to enrolling: PE-0.5 credits, Health-0.5 credits, Computer Applications-0.5 credits, Social Studies-2.0 credits, English-2.0 credits, Math-2.0 credits, Science-2.0 credits. MVCTC students may participate in any Arcanum High School extracurricular programs and activities, as is practical.

**Substitute Teachers (Certified teachers and aides who fill in for absent teachers)** - Substitute teachers have the same authority as the regular teacher. Students are expected to treat substitute teachers with respect, and to assist these teachers in maintaining the regular classroom routine. Penalties for rules infractions and classroom disruption when a substitute teacher is in charge may be doubled.

**Work Permits** - Students who are employed during the school year are required to have a work permit. Students who do yard work, babysitting, or deliver newspapers are not subject to this requirement.

An employed minor must secure a new permit each time he/she changes employers. Application forms for a work permit may be obtained in the high school office.

**Student Schedules** - Students may change their class schedule, drop, or add a class only with the permission of the guidance counselor or principal. If a student drops a class after the second week of the class, a failing grade of “F” will automatically be given for each remaining grading period. Students are permitted to take a maximum of one (1) class period as a student aide in their class schedule.

**Visitors** - All visitors to the school must report in at the principal’s office. Visitors must sign in and out on a record sheet for this purpose, and will wear a visitor’s identification tag while on the school premises. Students who wish to have a guest attend classes with them during the school day must have advance permission from the principal. However, this practice is discouraged. Adult visitors to the school must secure advance permission from the principal. Failure to secure this authorization may result in charges of trespassing.

**Driving to School** - Driving a vehicle to school is a privilege that may be revoked by the

principal. Students must park in areas designated for student parking, and must not park in fire lanes, playground areas, athletic fields, bus traffic areas, or areas designated for visitor or faculty parking. Students may not be in or near vehicles during the school day without permission from the office. Reckless operation, speeding, loud noise from music or engines, or unauthorized use of motor vehicles may result in revocation of the driving privilege and additional disciplinary consequences.

**Obedience to All Teachers and School Personnel** - High School students are subject to the authority of all adult school staff, including elementary personnel and substitute teachers. Disrespect shown to any Arcanum-Butler school personnel or disobedience will subject violators to severe discipline for insubordination.

**Fees** - Many courses require the collection of fees to cover the cost of consumable items used by students in class work. Examples include workbooks, art supplies, chemicals, computer supplies, etc. Fees are collected at the beginning of the school year. The fee costs for the current school year are included in the back pages of this handbook.

All financial obligations to the school (including fees, fines, equipment return, etc.) must be settled with the office before grade cards, transcripts, and student records will be released. Seniors must settle all school financial obligations prior to graduation to be permitted to participate in commencement exercises.

**Wednesday Nights** - All school activities must conclude by 6:00 p.m. on Wednesday evenings per school district policy for church activities.

**Medication and Illness at School** - Students who become ill or are injured while at school should notify their teacher, and seek permission to see the school nurse. The nurse is located in the main office. If the school nurse is unavailable, ill or injured students should report to the secretary.

Parents of students who must take any over-the-counter or prescription medication during the school day must arrange for the school nurse or office to hold and dispense the medication through the Health Room. Students are not permitted to hold or self-administer any type of medication during the school day. Questions concerning this procedure should be directed to the school nurse.

**Graduation Requirements and Credits** - A credit is one Carnegie unit awarded for a passing grade in a course for an academic year. At Arcanum High School, credit is awarded on a semester basis. In a yearlong course, a student will receive 0.5 credits for each semester in which a passing semester grade is earned, for a total of 1.0 credit for the course if both semesters are passed. For example, Algebra I is a year long course and a student who receives passing grades of D- or above each semester would receive 1.0 credit. However, if a student received a grade of F for one semester and a grade of D- or above for the other semester, the student would earn only 0.5 credits. No year averages for courses are given. Exceptions include Physical Education and certain Fine Arts courses, where credit may be less than 0.5 credits per semester, and certain vocational courses, which may earn more than 0.5 credits per semester.

By Board of Education policy, a total of 22 credits are required for graduation:

- 3.0 credits in Social Studies (Including American Hist., Gov., Econ/Financial Literacy)
- 4.0 credits in English
- 3.0 credits in Science
- 4.0 credits in Mathematics (Including one unit of Algebra II or its equivalent)
- 0.5 credits in Computer Applications
- 0.5 credits in Physical Education
- 0.5 credits in Health
- 6.5 credits in Electives

If a student fails any semester of a course that is required for graduation, the semester(s) of the course failed must be repeated and the student must receive a passing grade.

Students must have earned a minimum of 16.0 credits and be in at the least the fourth year of high school to be classified as a senior.

The State of Ohio also requires that all students meet one of the following to graduate from high school:

1. Earn a cumulative passing score on the seven end-of-course exams.
2. Earn a “remediation-free” score on a nationally recognized college admission exam such as the ACT or SAT.
3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

**Commencement Exercises** - Board of Education policy states that any student who will not graduate because of discipline, failure of classes, or not meeting graduation requirements shall not be permitted to participate in commencement exercises. In addition, all financial obligations to the school must be satisfied and attendance at graduation practice are requirements for participation in commencement exercises.

**Care and Cost of School Books** - Textbooks are furnished to all students by the Board of Education. The Darke County textbook adoption list is used. The condition of your textbook is recorded as:

NEW - New books

GOOD - Books in good condition showing little wear, also rebound books

FAIR - Books showing considerable wear, but with covers and pages intact

POOR - Books in poor condition with frayed covers and torn pages.

At the end of each year, textbooks will be collected and the condition checked. Fines will be assessed according to the following scale. Check with the office for original book cost.

<b>ISSUED</b>	<b>COLLECTED</b>	<b>CHARGES</b>
New	Fair	\$8.00
Good	Fair	\$5.00
Fair	Poor	\$4.00
New/Good	Poor	\$8.00

A lost book or one unfit for further use will result in charges that follow:

<b>AGE OF BOOK</b>	<b>CHARGES</b>
1 year or less	Full cost of book
1-3 years	60% of the cost
Over 3 years	40% of the cost

Specific charges:  
Marring or defacing cover-\$.50 minimum  
Writing on the edges of pages-\$.25 minimum  
Unauthorized writing on pages-\$.50 minimum

If extenuating circumstances exist, the teachers should levy charges at their discretion.

**Assembly Programs** - Students must behave in such a way as is appropriate for the type of program presented. Awards assemblies require absolute quiet and dignified behavior for a formal program. Special speakers, plays, media productions and others may expect to generate audience reaction or participation. However, outlandish or disruptive behavior will not be tolerated, and offenders will be immediately removed from the assembly and severely disciplined.

All students are expected to attend scheduled assemblies. However, if a student prefers not to attend an assembly for religious or personal belief reasons, the student should see the principal in advance and make arrangements.

**Withdrawal Procedure** - The student who is withdrawing from Arcanum High School should follow this procedure:

1. Report to the guidance office or principal's office to obtain a withdrawal form. This should be done no later than one day in advance of the last day you will attend school.

2. Have form filled out by teachers, return all school books and property, and make sure all fines and fees are paid. Fines and fees are to be paid in the main office.
3. Take completed forms to the guidance office for final clearance.
4. No student under age eighteen may withdraw from school except to change schools or school programs approved by a parent or legal guardian.

**Change of Address or Telephone** - Inform the principal's office if you change your address or telephone number.

**Student of the Month Program** - Each month throughout the school year, teachers may nominate one boy and one girl from each of their classes as students of the month. The selection will be made on the basis of accountability, honesty, and service at AHS. The boy and girl who attain the highest number of votes or nominations in each month are named students of the month.

**Telephone** - Office telephones are business phones and may be used by students only with the permission of office personnel for emergencies

***Flex Time Regulations***

1. Students must be in the room when the bell rings or they are late.
2. No one gets out of his or her seat without permission.
3. Attendance will be checked before any passes are issued or honored.
4. *Students are allowed to leave flex time for restroom or miscellaneous reasons when the need is necessary.*
5. Locker passes, studying together, and talking to other students for the purpose of educational exchange of information is left to the teacher's discretion.
6. No horseplay.
7. Emergency calls may be made in the office.
8. All students must bring at least one textbook or other acceptable reading material.
9. No sleeping.

**Dance Rules**

1. The dance is the responsibility of the sponsoring organization(s).
2. Chaperones will consist of a head chaperone and at least four other adults. The head chaperone and a teacher will assist primarily to admit students.
3. Dances are normally open only to Arcanum High School students in grades 9-12 only. Exceptions are Prom and Homecoming, when AHS students may bring one guest from outside the school that is at least in grade 9 or older.
4. Dance requests must be approved prior to the day of the dance by the principal. A form for guest information and the principal's approval will be used for this purpose.
5. Students and their guest leaving the building from the dance without prior permission of the advisor in charge may not return to the dance.
6. A plan must be submitted in writing with the following information to be approved by the advisor and principal at least two weeks in advance: date, hours, chaperones, police protection, price of admission, source of music, and sale of tickets.
7. All dances must end by 11:00 p.m. with the exception of Prom and those following a varsity athletic contest, which shall end by 12:00 midnight.
8. *All decorating for dances must be done after school under supervision.* No students shall be given passes to decorate for dances during class time.

**ARCANUM-BUTLER GRADING SCALE**

A student must meet all requirements of the school district and teacher before any course will be considered passed. The following system must be used in determining the student's semester grades.

1. The district grading scale is as follows:
 

95-100	A	4.00	73-76	C	2.00
90-94	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	67-69	D+	1.33
83-86	B	3.00	63-66	D	1.00
80-82	B-	2.67	60-62	D-	.67

77-79 C+ 2.33 0-59 F .00

2. The semester grade must be calculated in a systematic and consistent manner for the purpose of ranking students in their class. The following mathematical formula will be used for computing the semester grade:

$$\frac{2 \times (1^{\text{st}} \text{ 9-wk gr}) + 2 \times (2^{\text{nd}} \text{ 9-wk gr}) + \text{semester exam grade}}{5}$$

Exams will be given at the end of each semester in all courses. Semester exams will count as 20% of the semester grade.

Students may exempt an exam if they earn the right to do so through the Renaissance Program or by having perfect attendance. Students will sign an exam waiver form accepting the grade in the course without having the exam factored into their semester grade.

If the student chooses to exercise an exam exemption, the semester average will be calculated using the following formula:

$$\frac{(1^{\text{st}} \text{ 9-wk gr}) + (2^{\text{nd}} \text{ 9-wk gr})}{2}$$

The following point values must be substituted in the above formula for proper calculation.

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = 0.67
C+ = 2.33	F = 0.00

Once the semester grade point average has been determined, the following system must be used to change the semester grade point average back to a semester letter grade:

A = 3.84-4.0+	C = 1.84-2.16
A- = 3.50-3.83	C- = 1.50-1.83
B+ = 3.17-3.49	D+ = 1.17-1.49
B = 2.84-3.16	D = .84-1.16
B- = 2.50-2.83	D- = .67- .83
C+ = 2.17-2.49	F = 0.-0.66

During the nine weeks grading period, teachers will be permitted to use class preparation, extra credit work, class contribution, etc. to make grade adjustments for students.

3. Any I or incomplete course grade must be completed to be graded within two school days or the grade may become an F.

4. Failure of High School Courses.

In order to successfully pass a semester course, a student must have a semester point average of 0.67 or D-.

Any student who does not maintain their average or who does not complete course requirements will fail.

An exception to the regular system of calculating final semester grades may be used when a student receives an F in either a quarter grade or a semester grade. A final grade of F is possible if the student, in the best judgment of the teacher, fails for any accountable reason, to achieve a level of work acceptable for passing. Some, but not all, reasons which would justify failure may be overall grade average, excessive work missed, class preparation, class contribution, or failing to fulfill any other expectations of the course. Extra credit is the option of the teacher.

In addition, if a student receives an exam grade of F, the semester grade may be determined by the teacher to best reflect the student's overall performance. This grade

may or may not be equal to the general formula grade, but will be justified using accountable reasons such as those described in the preceding paragraph.

To clarify, if a student receives an F in any grading area, it is the option of the teacher to follow the normal grading procedure or to determine pass or failure using accountable methods. For example, if a student receives a first quarter grade of C- (71%), a second quarter grade of F (50%), and an exam grade of F (40%), the teacher may pass the student using the normal grading procedure, or the teacher may fail the student for the justifiable reason that the three grades average 56%, failure by the present grading scale. Likewise, a student with a first quarter grade of D (66%), a second quarter grade of F (58%), and an exam grade of F (58%). The teacher may fail the student using the normal grading procedure or the teacher may pass the student for the justifiable reason that the three grades average 61%, a D- by the present grading scale. This judgment is best left in the hands of the accountable teacher.

5. A weighted grading scale will be used for the following tenth, eleventh and twelfth grade college-preparatory courses: Dual Enrollment (D.E.) Composition, D.E. Intermediate Composition, D.E. Introduction to Speech, D.E. Literature; D.E. Intermediate Algebra, D.E. Pre-Calculus, D.E. Elementary Mathematical Statistics; D.E. Calculus and Analytic Geometry I, D.E. Spanish III, D.E. Spanish IV, Advanced Physics, D.E. Anatomy and Physiology; D. E. Chemistry, D.E United States History I and II, D.E American Government, and Multi-Media. Students who take an equivalent course at a college or university will be awarded the same weighted credit. No other courses taken at a college or university will receive weighted credit.

The scale to be used in computing grade point averages, which will also be used to determine class ranking, shall be:

	<b>Regular</b>	<b>Weighted</b>
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

Credits earned under the postsecondary enrollment program are included in the student's grade-point average and class rank. College courses for high school credit will be completed at the non-weighted level. All letter grades earned for completion of college courses for high school graduation credit will be assigned the following numerical value:

A = 4.0	D = 1.0
B = 3.0	F = 0.0
C = 2.0	

Grades may be viewed online via Progress Book. They may be accessed by going to the high school home page and clicking on the link Progress Book or go to:

<https://pb1.mdeca.org/parentaccess/General/District.aspx>

### **Early Graduation Requirements**

\*Early graduation may occur no earlier than the end of the first semester of the senior year.

***The students wishing to apply for early graduation must:***

Have achieved senior status (16 ½ credits)

Apply in writing to the high school principal by the end of the second week of the school year.

Complete Early Graduation Form with guidance counselor.

Provide a letter from a parent/guardian stating that the student has permission to apply for early graduation.

Have 90% attendance for the senior year.

Pass all classes during the first semester of the senior year.

Score qualifying points on the Ohio End of Course Exams.

Waive the right to participate in any school sponsored athletic team event that is sanctioned by the OHSAA.

Meet all state and local requirements for a high school diploma.

Pay all financial obligations/fees owed to the school.

Understand that the student who qualifies for early graduation will not be eligible for valedictorian or salutatorian status.

### **Credit Flexibility- Optional**

\* The student who completes the requirements listed above will be awarded a diploma at the end of the first semester of their senior year. The student, if they choose, may also walk with their class during the high school graduation ceremony in June.

**Valedictorian & Salutatorian Criteria:** The valedictorian and salutatorian shall be selected, prior to graduation, as soon after the 3<sup>rd</sup> nine weeks grades of the senior year are made available. They will be selected on the basis of first and second positions in their class according to their accumulated high school grade point average. Numerical averages shall be calculated and rounded off to the hundredths place on the high school grading scale. In the event that grade averages are different after this procedure, the one valedictorian and one salutatorian will be selected. If the grade averages are equal, then co-valedictorians or co-salutatorians will be appointed.

**Honor and Merit Rolls** - Each grading period, students who achieve certain academic levels will be recognized for their success. Juniors and seniors in weighted courses who earn a GPA above 4.0 will be named to the High Honor Roll. Students with a GPA of 3.67 to 4.0 will be named to the Honor Roll. Students with at least a 3.0 GPA will be named to the Merit Roll. The GPA is calculated for the nine-week grading period and includes all grades in all subjects taken.

**Scholastic Awards Banquet** - Each spring our top academic students and their parents are honored. Those students in each class who are in the top ten of their class are awarded medals. These awards are based on the cumulative GPA through the first three grading periods of each school year. The awards are presented at a banquet. Students must attend the banquet in order to receive the awards.

**Correspondence Courses, Electronic Courses and Summer School** - See the guidance counselor.

**Tornado Drill Rules:**

1. Go to the shelter quickly, but do not run.
2. Leave books and personal belongings behind.
3. Stay quiet at all times.
4. Listen for teacher directions.

**Fire Drill Procedure:**

At the sounding of the fire alarm, follow emergency evacuation procedures.

1. Exit the room quickly, but do not run.
2. Leave books and personal belongings behind.
3. Stay quiet at all times.
4. Move at least 50 feet away from any part of the building.
5. Listen for teacher directions.

## BELL SCHEDULE A

Warning Bell	7:32 a.m.
Period 1	7:35-8:20
Period 2	8:23-9:08
Period 3	9:11-9:56
Period 4	9:59-10:44
Lunch	10:47-11:17
Flex Period	11:22-12:06 (Announcements)
Period 5	12:09-12:54
Period 6	12:57-1:42
Period 7	1:45-2:30 p.m.

## BELL SCHEDULE B

Warning Bell	7:32 a.m.
Period 1	7:35-8:15
Meeting	8:15-8:45
Period 2	8:48-9:25
Period 3	9:28-10:05
Period 4	10:08-10:44
Lunch	10:47-11:17
Flex Period	11:22-12:06 (Announcements)
Period 5	12:09-12:54
Period 6	12:57-1:42
Period 7	1:45-2:30 p.m.

## BELL SCHEDULE C

Warning Bell	7:32 a.m.
Period 1	7:35-8:20
Period 2	8:23-9:08
Period 3	9:11-9:56
Period 4	9:59-10:44
Lunch	10:47-11:17
Flex Period	11:22-12:06 (Announcements)
Period 5	12:09-12:44
Period 6	12:47-1:22
Period 7	1:25- 2:00
Meeting	2:00-2:30 p.m.

## **TWO-HOUR DELAY BELL SCHEDULE**

Warning Bell	9:32 a.m.
Period 1	9:35-10:05
Period 2	10:08-10:44
Lunch	10:47-11:17
Flex Period	11:22-12:00 ( No Announcements)
Period 3	12:03- 12:30
Period 4	12:33-1:00
Period 5	1:03-1:30
Period 6	1:33-2:00
Period 7	2:03-2:30 p.m.

## **ONE-HOUR DELAY BELL SCHEDULE**

Warning Bell	8:32 a.m.
Period 1	8:35-9:15
Period 2	9:18-9:58
Period 3	10:01-10:44
Lunch	10:47-11:17
Flex Period	11:22-12:00 (No Announcements)
Period 4	12:03- 12:38
Period 5	12:41-1:15
Period 6	1:18-1:52
Period 7	1:55-2:30 p.m.

## **TWO-HOUR EARLY RELEASE SCHEDULE**

Warning Bell	7:32 a.m.
Period 1	7:35-8:05
Period 2	8:08-8:37
Period 3	8:40-9:09
Period 4	9:12-9:41
Period 5	9:44-10:13
Period 6	10:16-10:44
Lunch	10:47-11:17
Flex Period	11:22-12:00 (No Announcements)
Period 7	12:03-12:30

## TELEPHONE NUMBERS

County ESC	548-4915
MVCTC	837-7781
Supt./Treas. Office	692-5174
High School	692-5174 x-1337
High School Fax	692-8865
Arcanum Supt. Fax	692-5959
Middle School	692-5174 x-1338
Elementary School	692-5174 x-1339
Arcanum Rescue & Fire	911
Police Business Calls	692-8121
Wayne HealthCare	548-1141
Arcanum Library	692-8484
The Early Bird	548-3330
Greenville Daily Advocate	548-3151
Driver's Test	548-4240
Dept. of Human Services	548-2920
Children's Services	548-7129
Juvenile Court	547-7350
Darke Co. Recovery	548-6842
Gateway	548-8002
Crisis Hotline	548-1635/1-800-351-7347

Arcanum-Butler school information is available on the Internet. The district home page address is: [www.arcanum-butler.k12.oh.us](http://www.arcanum-butler.k12.oh.us)

## PROFESSIONAL STAFF

David Baker	Wright State	Tech. Coord.
Joyce Bowers	Bowling Green State	Business
Lora Brandon	Wright State	Science
Andrew Bryant	U. of Findlay	Mathematics
Patty Carroll	Ohio State	Fam./Cons. Sci.
Steve Christ	Memphis State	Health, P.E.
Christen Cyphers	Wright State	English
Terri Greve	Andrews University	Nurse
Matt Grote	Ohio State University	Computer Tech.
Tara Hagan	Bowling Green State	Guidance
Shawn Hein	University of Findlay	Health, P.E.
Adam Kendig	U. of Dayton	Science
Kathy Kuhbander	Clearwater Christian	English
Heather Marsh	Miami U.	Music
Angie McMurry	Ohio Northern Univ.	Biology
Sarah Murphy	Ohio University	Spanish
Tim Pfahler	Cedarville University	Mathematics
Brian Pohlman	Ohio State	Ag. Science
Angie Polley	Miami U.	Social Studies
TJ Powers	Wright State	Social Studies
Kathy Pugh	Wright State	Art
Kevin Stanley	Wright State	Intervention Ed.
Emily Walters	Ohio State	English
Eric Weibel	Cumberland College	SS/Intervention Ed.
Heather Whittaker	Ball State	Mathematics
Bobbi Wiseman	Taylor University	Music

**LOYAL AND TRUE**

Loyal and true  
We pledge allegiance to you  
This is our motto  
We are one for all; And all for Alma Mater  
Here's to our school and  
Long on high may she rule  
Forever more you will find us  
Always loyal and true  
Rah-Rah Sis-Boom-Bah  
ARCANUM HIGH SCHOOL  
Rah-Rah-Rah

## 2018-2019 Student Fees

**Each student in Grades 9-12 ..... \$75.00**

**Additional fees may be charged for students taking the following courses due to the extra expense of materials that are consumed or used during student projects.**

Student fees must be paid in full to receive their grade card and obtain access to Progress Book.

Photography .....	20.00
Ceramics .....	15.00
Anatomy & Physiology.....	15.00
Chemistry.....	15.00
AP Biology.....	20.00
Culinary Fundamentals.....	20.00
Principles of Food.....	15.00
Food Science.....	15.00
Global Foods .....	20.00
Accounting I and II-Practice set for Acct. Simulation .....	10.00

PSEOP students must pay the class activity fee of \$15.00 and a prorated fee based upon the number of courses taken at Arcanum High School. The prorated fee will be as follows:

Full-time CCP student .....	15.00
(Class activity fee, class programs)	
$\frac{3}{4}$ part-time CCP student.....	41.25
$\frac{1}{2}$ part-time CCP student.....	53.50
$\frac{1}{4}$ part-time CCP student.....	61.50

Any CCP students taking the above courses at Arcanum High School will be charged the full amount of the additional fees for taking that course.