

Antwerp Middle / High School

303 South Harrmann Road
Antwerp, Ohio 45813
419-258-5421

Antwerp's Mission Statement

The mission of the Antwerp Local School District is to enable all students to become productive and resourceful members of an ever-changing world using a variety of strategies and technologies.

Antwerp's Vision Statement

The Antwerp Local School District's vision is for all students to graduate from its PreK - 12 educational facilities with 21st Century skills, knowledge, and behaviors that will enable them to successfully participate in the global economy as productive citizens. Ultimately, all students will graduate well prepared for success.

Antwerp's Website

<http://www.antwerpschools.org>



Dr. Martin Miller, Superintendent
Mr. Travis Lichty, Middle/High School Principal

Student Handbook 2021-2022

Approved June 2021

Welcome

Antwerp administration, faculty and staff would like to welcome you to the 2021-2022 school year. The policies, procedures, rules and regulations identified in the handbook have been established to provide a safe and productive learning environment for our students. They are a result of a concerted effort among faculty and administration

Many opportunities are available to you as a student at Antwerp Middle/High School. The staff and administration will provide you with a fine educational experience, a wide range of course offerings, extensive extracurricular programs, and valuable leadership activities. Antwerp places great value in the development of its students. The school provides the background and the discipline to assist students to achieve their goals and enable them to grow into productive adult citizens.

Antwerp students become a part of an established tradition of excellence. This tradition has led many successful students to rewarding and fulfilling lives. Dedication and work ethic are key characteristics of success, which will lead to confidence and self-respect. Self-respect will translate into appreciation for all members of the Antwerp Local School community.

As a student at Antwerp, it is extremely important that you read and familiarize yourself with the handbook. The administration and faculty wish you the best of luck this school year. The administration and faculty will put forth their best efforts to help you reach your full potential. Please make sure to contact your teachers, counselor, and/or administrator with any questions or concerns. Let's work together to assure we have a great year.

Board of Education

Mrs. Sara Schuette, President

Mrs. Jayme Landers, Vice President

Mrs. Anita Bok

Mr. Robert Herber

Mr. Dennis Recker

Guidance Counselor

Mrs. Diana Hammer

School Alma Mater

Our strong bond can ne'er be broken
Formed at Antwerp High
Far surpassing wealth unspoken
Sealed by friendship's tie

Alma Mater. Alma Mater
Deep graven on each heart,
Shall remain unwav'ring true
When we from life shall part.

Foreword

This student handbook was developed to answer many of the commonly asked questions that you or your parents may have during the school year. It will also provide specific information about certain Board of Education policies and procedures. Please take the time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules of Antwerp Middle/High School. If any policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of the current Board policies and administrative guidelines are available from the building principal and on the District's website. If you have any questions that aren't addressed in this handbook, you are encouraged to speak with a teacher or building principal.

Equal Education Opportunity

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer:

Elementary Principal
419-258-5421 ext. 2202

Complaints will be investigated in accordance with the procedures described in this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The compliance officer can provide additional information concerning equal access to educational opportunity.

Students with Disabilities

The American's with Disabilities Act (A.D.A.) and section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

The District has the specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study program to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact Mr. Hoepfner at 419-258-5421 ext. 2205 to inquire about evaluation procedures, programs and services.

Student Responsibilities

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. *All students are expected to follow staff members' directions and to obey all school rules.*

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the high school principal/guidance counselor.

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

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the school via email and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Promotion, Acceleration, and Retention

Promotion to the next grade (or level) is based on the following criteria:

- Aptitude Assessments, when applicable
- Current level of achievement based on instructional objectives and mandated requirements of the current grade
- Potential for success at the next level
- Emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Student can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- Aptitude testing, when applicable.
- Attendance rate
- Achievement of grade/course objective and any applicable State-Mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in which the student will skip
- Achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- Potential for success in the accelerated placement based on sufficient proficiency at current level
- Social, emotional, and physical maturation necessary for success in an accelerated placement.

A student may be retained at his/her current grade level based on the following criteria:

- Failure to demonstrate proficiency in the core subjects of Math, English Language Arts, Social Studies and/or Science
- Failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- Scoring at the below basic level on any State-mandated assessment test

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the ninth grade unless s/he has completed a one-year course in American History.

Summer School

Students ***will be required*** to attend Summer School if they fall into the following category:

- Middle School students that fail a course(s) for the year
- High School students that fail at least a semester of a required course

Families will be notified when students are at risk of failing. Parents and students are encouraged to check Progressbook and communicate with teachers regarding grades.

Student Well Being

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he **MUST** notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

Injury and Illness

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult, in the office, will determine whether the student should remain in school or go home. *No student will be released from school without proper parental permission. **Students will not use their electronic device to contact parents (text, tweet, call, etc.) without having permission from the office.***

Enrollment to District

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- Unless enrolling under the District's open enrollment policy
- Unless enrolling and paying Tuition

New Students, under the age of 18, must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency

D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about the documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Antwerp will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal Definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the district with a grandparent and is the subject of a (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the district the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the district with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school, in Ohio, may be temporarily denied admission to the district's schools during the period of suspension or expulsion, even if that student would otherwise be entitled to attend school in the district. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, maybe temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the district, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. An updated copy of the student's transcript
- B. A report of the student's behavior while in DHS's custody
- C. The student's current IEP, if one has been developed for the child; and
- D. A summary of the instructional record of the child's behavior

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Homeless Students:

Homeless students will be provided with a free and appropriate education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in educational programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be

denied enrollment based on the lack of proof of residency. For additional information, please contact the high school office.

Immunizations:

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove the student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the high school office.

School Bell Schedule

Regular Bell Schedule

Announcements	7:50 – 7:58
1 st Period:	7:58 – 8:43
2 nd Period:	8:46 – 9:31
3 rd Period:	9:34 – 10:19
4 th Period:	10:22 – 11:07
MS Lunch	11:10 – 11:40
HS 5 th Period:	11:10 – 11:55
MS 5 th Period:	11:43 – 12:28
HS Lunch:	11:58 – 12:28
6 th Period:	12:31 – 1:14
7 th Period	1:17 – 1:59
8 th Period:	2:02 – 2:44

Two-Hour Delay Schedule

Announcements:	9:50 – 9:58
1 st Period:	9:58-10:27
2 nd Period:	10:30-10:59
3 rd Period:	11:02-11:31
MS Lunch/HS 4 th :	11:34-12:04
HS Lunch/MS 4 th :	12:07-12:37
5 th Period:	12:40-1:09
6 th Period:	1:12-1:41
7 th Period:	1:44-2:13
8 th Period:	2:16-2:44

Board Approved Grading, GPA Scale & Range

A	93 – 100	4.00	3.80–4.00
A-	90 – 92	3.67	3.50-3.79
B+	87 – 89	3.33	3.20-3.49
B	83 – 86	3.00	2.80-3.19
B-	80 – 82	2.67	2.50-2.79
C+	77 – 79	2.33	2.20-2.49
C	73 – 76	2.00	1.80-2.19
C-	70 – 72	1.67	1.50-1.79
D+	67 – 69	1.33	1.20-1.49
D	63 – 66	1.00	0.80-1.19
D-	60 – 62	0.67	0.60-0.79
F	0 – 59	0.35	0.00-0.59

Withdrawal / Transfer from School

No student under the age of 18 is allowed to withdraw from school without written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about the plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parent's notice or request.

Early Dismissal

No student may leave school prior to dismissal without a parent or guardian either submitting a signed written request or coming to the School Office personally to request release. No student will be released to a person other than a custodial parent(s) or guardian without written permission from the custodial parent(s) or guardian.

School Fees

Fees change annually and will be provided to students at the beginning of the school year.

*Each class will have dues that will be used towards prom and senior trip. Each student is expected to be current on their dues to be eligible to participate in prom or senior trip.

Course Offerings

Course offerings catalog is available to parents and students on the school website. You will locate a link under the Guidance Counselor's section. If you have any questions, please contact the guidance office at 419-258-5421.

Children and Youth in Foster Care

Students, who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Policy 5111.03.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule will be handled through the guidance office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their assigned schedules. Any variation must be approved by the guidance counselor.

Creating a schedule to meet the needs of as many students as possible is a difficult process. Your son or daughter may have to make a selection between a core course and an elective. Both classes are important in the student's educational experience, but the student needs to identify which one s/he needs the most.

Student Fees & Fines Policy

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Antwerp charges specific fees for the activities and materials (p.8) used in the course of instruction.

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits, denial of participation in extra-curricular activities, denial of driver privileges, and other actions deemed appropriate. Payment of school fees, or arrangement for payment, is to be completed by the end of the first mid-term, grading period of the school year. Students are to be current with school fees or on a payment plan from the previous school year.

Student Valuables

Student should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

Field Trips

Field Trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered on field trips. The student code of conduct applies to all field trips.

Attendance rules apply to all field trips. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on future field trips. (To participate in extra-curricular fieldtrips, students must have all fees paid or be current on a payment plan, passing all courses and have good attendance)

Graduation Ceremony

Participating in the graduation ceremony is a privilege and not a right. The expectation is that you meet the requirements of the Board of Education and the Ohio Department of Education. **The student must be academically eligible to graduate, all school fines and fees must be paid in order to participate in the graduation rehearsal. The student must participate in the graduation rehearsal to be eligible to participate in the graduation ceremony.**

Report Cards

Antwerp Middle/High School will operate on a 9-week report card system. Midterms and Report Cards for the 1st, 2nd, 3rd, 4th nine weeks will be available on Progress Book. Report Cards will no longer be mailed home. (You may pick up a hard copy of the 1st nine weeks grade card by attending the Parent/Teacher

Conferences in November.) If you do not have access to the internet, please contact the office and we will print a report for you.

Scheduling Changes

Student schedules are provided to each student prior to the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule will be handled through the guidance department. Students may be denied course enrollment due to the lack of available space or the need for the student to meet prerequisite courses. Students are expected to follow their assigned schedules.

Any student wishing to drop a course may do so within the first 10 days of a new semester without penalty. Any student that drops a course after 10 or more school days, of a new semester, will earn the grade of withdraw/fail. This mark (withdraw/fail) will be reflected on the student's transcript and will be figured into the student's grade point average as an F.

Exception: Extenuating circumstances may exist. In this case, a meeting to determine whether dropping a course is appropriate. (A parent, student, teacher, principal, and guidance counselor must be in attendance)

Educational Options

Antwerp Local provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

A list of approved Educational Options is available in the Guidance Office.

In order to participate in an Educational Option, the student must first submit an application for approval by the Guidance Counselor. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the Guidance office. Credit will be granted upon the successful completion of an approved program and will be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with District policy and established administrative guidelines.

*The descriptions of the approved Educational Options are available in the Guidance Office.

**A student must be enrolled in at least 5 Carnegie units of credits each nine weeks.

****College Credit Plus Option: Any student in grades 7-12 may enroll in a post-secondary program provided he/she meets the requirements established by law and by the District. A student may be denied high school credit for any portion of or for an entire class if taken during a period of expulsion (Policy 2271). Student participation requires written consent of the Superintendent and, for students under the 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the guidance counselor to obtain the necessary information.*

College Credit Plus Program

Any student in grades 7-12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling offered with this educational option. Any interested students should contact the guidance counselor to obtain the necessary information.

Grades

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

Homework

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

Semester Grading

A semester grade is composed of two 9-week grades and an exam grade. Each 9-week grade will count for 40% of the semester grade, while the semester exam will count for 20% of the semester grade. The computation is as follows:

$$[(1^{\text{st}} \text{ 9-week grade} \times 2) + (2^{\text{nd}} \text{ 9-week grade} \times 2) + (\text{Exam grade})] / 5 = \text{Semester Average}$$

*If a class is failed for the semester, the student must repeat the semester to earn credit.

**If a student earns an INCOMPLETE, he/she will have five (5) days to complete the missing work or the grade will be changed to an F.

**The calculation is not based on the percentages earned in each grading period, but a point value.

Grading Periods

Student will be notified when their report cards are available at the end of each 9 week grading period, indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Grade Point Average

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses, use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, and year or for a series of school years.

Honor Roll

The Honor Roll for grades 6-12 is compiled at the conclusion of each nine-week grading period. To be eligible for the Honor Roll, a student must have earned a grade point average of 3.00 or higher.

Students achieving a G.P.A. of 3.67-4.00, with no grades below a B-, will qualify for the top category.

Students achieving a G.P.A. of 3.33-3.66, with no grades below a C+, will qualify for the middle category.

Students achieving a G.P.A. of 3.00-3.32, with no grades below a C, will qualify for the third category.

Academic Pride Card

The Academic Pride Incentive Program is based upon the grade point average from the preceding nine-week grading period. To be eligible for consideration, a student MUST have a minimum nine-week G.P.A. of 3.33 or higher. Students who have earned more than one Detention, a Friday School, In-School or Out-of-School Suspensions, are not eligible for consideration and/or forfeit program incentives.

Student/Grade Classification

Students having successfully completed at least five (5) units of credit are classified as sophomores.
Students having successfully completed at least ten (10) units of credit are classified as juniors.
Students having successfully completed at least fifteen (15) units of credit are classified as seniors.

*Students will be assigned grade level at the beginning of each school year.

National Honor Society

Students eligible for consideration are evaluated based on the National Honor Society ideals of scholarship, service, leadership, and character. The National Honor Society strives to recognize the total student: one who excels in all of these areas. No student is inducted simply because he/she meets the minimum grade point average requirement. Students selected must receive a majority vote of the five-member faculty council. The Antwerp Chapter of the National Honor Society evaluates candidates based upon the following criteria:

Scholarship

- Maintain a cumulative GPA of 3.5 or higher for the first four semesters for juniors and first six semesters of seniors.
- Average 4 classes per year from the approved list of core classes
- Enroll in 7 classes each school year from the date of the induction ceremony until graduation
- Pass all required sections of the Ohio Graduation Tests

Service

- Participation in a variety of extracurricular activities and organizations at AHS
- Participation in service projects that benefit the community or school
- Participation in community organizations

Leadership

- Holds club or organizational leadership positions
- Demonstrates initiative in and out of the classroom
- Accepts and handles responsibility
- Is influential in the proper conduct of others

Character

- Displays integrity with no incidents of cheating, intentional dishonesty, or deception
- Demonstrates cooperation and works with others in a positive manner
- Exhibits maturity, has good ethics, and attempts to do what is “right” in all situations
- Demonstrates positive behavior with no record of skipping classes, excessive tardiness or absences; no cases of knowingly violating school rules and regulations; and no record of civil or criminal offenses within the community.
- Refrains from the use of alcohol, tobacco, and drugs and avoids situations where they are present when those items are being used by other minors
- Shows courtesy, concern, and respect for others

*The five-member faculty council reserves the right to dismiss any student(s) who fails to maintain the standards stated in all four areas listed above.

Graduation Requirements

Regular Diploma:

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education for graduation or the State-Approved Alternative Pathway, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

I. Curriculum Requirements

1. All students take end-of-course exams
 - Algebra I, Geometry or Integrated Math I & Integrated Math II
 - Physical Science or Biology
 - American History and American Government
 - English II

*Students studying Advanced Placement (AP), International Baccalaureate (IB) or taking dual enrollment in biology, American History, or American Government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

2. Meet one of the following three:
 - a. Earn a cumulative passing score on seven end-of-course exams. The State Board of Education has set the minimum number of cumulative points at 18. Each student must earn the minimum number of points to be eligible to earn a diploma.
 - b. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th grade students.
 - c. 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.

**All students must receive instruction in economics and financial literacy during Grades 9-12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or written request of the parent.*

II. Assessments

In addition to course credits, students will earn points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests.

The courses in which students take an end-of-course exam will be: English I, English II, Algebra I, Geometry (or Integrated Math I & II), Physical Science or Biology, American History and American Government.

Students can earn from 1 – 5 points for each exam, based on their performance.

- 5 – Advanced
- 4 – Accelerated
- 3 – Proficient
- 2 – Basic

*You may also refer to the Ohio Department of Education Website. Search: graduation requirements

Graduating with Honors

Depending on whether a student is completing a college preparatory or career-technical education curriculum, honors diploma requirements differ slightly. The student must meet the requirements for the diploma plus criteria for honors listed below.

Beginning September 15, 2001, the student who completes the college preparatory curriculum in high school and attains at least the applicable scores on the achievement tests required by the State Board of Education must meet 7 of the following eight criteria:

- a. earn 4 units of English
- b. earn 4 units of Mathematics that include Algebra I, Algebra II or equivalent, Geometry, and another higher course or a complete a 4-year sequence of courses which contains equivalent content;
- c. earn 4 units of Science, including physics and chemistry
- d. earn 4 units of Social Studies
- e. either earn 3 units of one(1) Foreign Language or 2 units each or 2 Foreign Languages (must include no less than 2 units for which credit is sought);
- f. earn 1 unit of Fine Arts
- g. maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year; or
- h. obtain a composite score of 27 on the ACT (American College Testing) or an equivalent composite score of 1210 on the SAT (Scholastic Assessment Test)

Beginning September 15, 2001, the student who completes an intensive Career-Technical education curriculum and met at least 7 of the following 8 criteria:

- a. earn 4 units of English,
- b. earn 4 units of Mathematics, which will include Algebra I, Algebra II or equivalent, Geometry, and higher level course or 4-year sequence of courses that contain equivalent content
- c. earn 4 units of Science, including physics and chemistry
- d. earn 4 units of Social Studies
- e. earn 4 units of Career-technical education curriculum that leads to an industry-recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to postsecondary credit (Otherwise, the student must achieve the proficiency benchmark established for the applicable Ohio Career-Technical competency assessment or the equivalent)
- f. maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
- g. achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment or equivalent assessment aligned with State-approved and industry validated technical standards; or
- h. obtain a composite score of 27 on the ACT (American College Testing) or an equivalent composite score of 1210 on the SAT (Scholastic Assessment Test)

***It is the student's responsibility to maintain contact with his/her guidance counselor to ensure that his/her graduation requirements are being met.**

Early Graduation

Students wishing to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

Students Arrival to School

The suggested arrival time for students to enter the building is between 7:25a.m. – 7:45 a.m. Students are to be out of the hallways and in their first period class by 7:50 a.m. Students who are consistently arriving before 7:25a.m. will be asked to make prior arrangements.

Use of Office Telephones

Office telephones may not be used for personal calls. Except in an emergency, student will not be called to the office to receive a telephone call. Telephones are available for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Students Signing Out-of-the-Building

Students who are planning on signing out for a scheduled appointment must turn in a parental note to the High School Office before reporting to his/her first period class. No student will be released to a person other than a custodial parent(s) or guardian without written permission from the custodial parent(s) or guardian.

Care of Property (Student Valuables)

Antwerp Middle/High School requests that all students be responsible for their school property. The school will not assume responsibility for student book-bags, textbooks, money, jewelry, etc., left unattended. All valuables should be secured in a locker both in the hallway and/or locker room. Students using the locker room should not leave any articles of clothing or footwear unattended or in an unlocked locker.

Student Parking

Parking for student drivers is available in the lot at the east side of the building. Students will properly park their vehicles between the designated lines and not use more than one space per vehicle. Drivers are to yield the right of way to buses at all times. Students may not leave the parking lot, at the end of the school day, until the buses have left the parking lot.

A student driving to school is a privilege, which can be revoked. Students are provided the opportunity to ride the school transportation to school each day and are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the school.

Student drivers must follow preplanned parking procedures, which include the following guidelines:

- a. The parking lot is off limits during school hours unless prior arrangements have been made through the office.
- b. The speed limit on school property is 10 miles per hour.
- c. Students will, at all times, refrain from any driving considered reckless, including but not limited to spinning tires on school-owned property. This also includes all school events on school property as well as school events on other school's property. (It is the adult's perception, not the student's perception)
- d. The driveway to the field house is for students wishing to use the field house, football field, baseball field, or track areas. This driveway is not to be used as a street to get from the school to another part of town.
- e. Student drivers wishing to park a vehicle on school property, during school hours, must register his/her vehicle for a parking permit. The cost of the permit is \$3.00 and will provide a parking spot for the student for the academic school year.

- f. Failure to observe any or all stated driving and parking rules may result in the following consequences:
1. First Offense:
 - Parking privileges revoked for a period of 1-5 school days
 2. Second Offense:
 - Parking privileges revoked for a period of 6-20 school days
 3. Third Offense:
 - Parking privileges revoked for the remainder of the school year. This may have an impact on driving privileges for the next school year.

*The above mentioned consequences are strictly guidelines. The school administration reserves the right to revoke driving and/or parking privileges for the first or second violation (if the offense is severe enough).

**Antwerp Local School is not responsible for accidents between/among student drivers that may occur on school property. These matters will be turned over to the local police department for any necessary investigations.

*****Remember, driving to school is a privilege and not a right. If you abuse the privilege, it may be revoked.**

Vantage Career Center

Students wishing to attend Vantage during his/her junior and senior years may do so. Students attending Vantage must abide by the rules as outlined in the student code of conduct while on school property, while attending school-sponsored activities, etc. Students wishing to attend Vantage may meet with the guidance counselor to discuss school policies and procedures for enrolling.

Student Fund-Raising

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

1. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds
2. Students may not participate in a fundraising activity for a group in which they are not members without the approval of the students' counselor
3. Students may not participate in fundraising activities off school property without prior supervision by approved staff or other adults
4. Students may not participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal

Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action. All fundraising must be pre-approved by the Elementary Principal.

Meal Service

The School participates in the National School Lunch Program and makes lunches available to students. A la Carte items are available for the students to purchase at extra cost to the students. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's **Free and Reduced-Priced** Meal program are distributed to all students. To get the free & reduced price meals, parents/guardians must complete the application and return it to the

school. Only completed applications may be approved, so please read the directions carefully. (See policy 8531)

Charge Policy for Middle/High School Students: Students may charge two (2) lunches. Balance due letters are sent home with student, mailed home as needed. After second charge, calls are made to parent/guardian to resolve the issue. No students are permitted to charge breakfast.

SPS EZPAY is an online payment system that will allow you to place money on your student's account. There is a fee for utilizing this option. You can also utilize this system to track your student's lunch account free of charge. It will email you low balance alerts and also allow you to see what your student has purchased. If your student has money left over at the end of the school year, it will be available to the student the following school year for cafeteria purchases. Refunds are only given to those students who move out of the District or graduates.

General K-12 Cafeteria Information and Guidelines:

1. All students must turn lunch money in to the office before school begins.
2. Students may not use sibling's lunch accounts.
3. Students must eat or dispose of all purchased foods in the cafeteria.
4. Students should clean up their area and return their tray, before leaving the cafeteria.
5. Student may purchase a school lunch or pack a lunch from home.
6. Students should use proper manners at all times.
7. Students are not permitted to have food delivered by vendors during lunchtime.

Medication (Policy 5330)

Non-Prescribed (Over-the-Counter) Medication:

No staff member will dispense non-prescribed, over-the-counter (OTC) medication without parental authorization on file in the office. Parent may authorize administration of a non-prescribed medication on forms available from the principal's office.

If a student is found using or possessing a non-prescribed medication without parental authorization, the student will be brought to the high school office while his/her parents are contacted. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

Prescription Medications at School:

The medications and/or treatments which may be administered are defined in Policy [5330](#). In those circumstances where a student must take prescribed medication during the school day, must comply with the following guidelines:

1. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.

2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any changes in the medication. The following are forms you can find on the school's webpage. Use an epinephrine auto-injector (epi-pen), [Form 5330 F1](#), Parent Request and Authorization to Administer a Prescribed Medication/Drug or Treatment, [Form 5330 F3](#), Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s), or [Form 5330 F4](#), Authorization for the Possession and Use of Epinephrine Auto-injector (epi-pen) must be filed annually and as necessary for any change in medication order with the school principal and, to the school nurse if one is assigned to the student's building.

3. Upon receipt, a copy of [Form 5330 F1](#), Parent Request and Authorization to Administer a Prescribed Medication/Drug or Treatment, a copy of [Form 5330 F3](#), Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s), and/or a copy of [Form 5330 F4](#), Authorization for the Possession and Use of Epinephrine Auto-injector (Epi-pen), shall be filed in the student's permanent record, as well as in the binder with the student medication log sheet.

4. All medications to be administered during school hours must be registered with the school nurse's office. Medications must be delivered to school in the original container in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, student's name, and the exact dosage to be administered.

5. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent's or guardian's request. Except as noted below, students may not bring medication into school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi-pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back-up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi-pens, or inhalers to any other student for their use or possession.

*Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver) at parental request. This should be arranged in advance.

*If, for supportable reasons, the Principal wishes to discontinue the privilege of the student self-administering a medication, except for the possession and use of asthma inhalers, the parents shall be notified of the decision in sufficient time for an alternative means of administration to be established.

6. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of a school year.

7. Parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

8. All medications are to be administered in such a way as to not unduly embarrass the student.

9. A log (Nurse documented) for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the prescriber's written request and the parent's written release.

Control of Casual-Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

Control of Noncasual-Contact Communicable Diseases

The school district has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS related complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

Control of Blood-Borne Pathogens

The school district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (e.g.-physical education) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (e.g.-athletic activities) where physical injuries or other actions that can cause bleeding.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the office (nurse) and assist the student in completing the requisite documents (Form 8453.02 F1 – Exposure Report)

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or the Paulding County Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- The student's parent(s) will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV either in cooperation with his/her physician or the Paulding County Health Department.

- The student's parent(s) will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- The student's parent(s) will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

Clinic

The clinic is an area provided to serve as an emergency aid area. Students must obtain a pass to enter the clinic from the high school office. If a student needs to be sent to the clinic from a classroom, the teacher must send the student to the office first.

Visitors

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without a visitor's badge shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not have personal visitors in the building or on school grounds during the academic school day. There may be some extraneous circumstances where permission may be granted, but principal approval must occur first.

Safety & Security

All visitors must report to the office when they arrive at school. All visitors will be given a visitor's badge to wear while they are in the building. Staff members are expected to question people in the building whom they do not recognize and who aren't wearing a visitor's badge, and to question people who are "hanging around" the building after hours. The students and staff are expected to immediately report any suspicious behavior to an administrator. Outside doors as possible are locked during the school day. Portions of the building that will not be needed after the regular school days are closed off. All District employees are expected to wear photo-identification badges while in school during school hours.

Auditeria & Lunchtime

Antwerp Middle/High School has closed lunch periods. Students must remain on school grounds unless granted permission by the office. Pushing or moving up in the line is not permitted. Students are not to hold a place in line for another student. Food or drink is not to be taken out of the auditeria during lunch periods. After finishing meals, students are to take their trays, utensils, waste paper and beverage containers to the proper area for disposal and cleaning. Tables should be left free of trash. Horseplay will not be tolerated during school hours, which includes lunch periods. Students may move to the gymnasium after eating and properly disposing of their tray and trash.

The auditeria uses a computerized payment system, so parents will need to make sure their child(ren) has/have money in the account(s).

Food & Beverages

Students are permitted to possess and store food and beverages in the building during the school day. However, all food and beverages must be consumed in the auditeria during lunchtime. No food is

permitted to be delivered to the school without prior approval from the office. To enter the building with a beverage, the seal of the container must be unbroken.

Use of School Equipment and Facilities

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

Advertising Outside Activities

Student may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will attempt to respond to a request for approval within 1 school day of its receipt.

The school has a central bulletin board located outside the high school office that may be used for posting notices after receiving permission from the principal.

Harassment Policy and Reporting Student Harassment

The Antwerp Local School harassment policy can be found on the NEOLA website @ www.neola.com/antwerp-oh/search/policies (Policy 5517). Parents and/or students wishing to bring harassment charges against another student or a member of the staff need to follow the proper procedure of this policy. Harassment should be documented and reported to an adult as soon as possible.

Textbooks

Textbooks are furnished to students by the Board of Education. All books must be returned at the end of the school year or at the time of withdrawal. Students are responsible for the care of their books. Covers are recommended for the books to help protect them. These may be obtained at the school or made by the students. Restitution must be made for books lost or damaged. *Books that cannot be repaired will be replaced at the cost of the family.*

Lockers

Student lockers, desks, cabinets, and similar property are the property of the Antwerp Board of Education. The items are provided to students as convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. Student lockers, desks, cabinets, etc., and their contents are subject to search by school authorities at any time and without warning.

Students should not leave money or other articles of value in school lockers or unattended anywhere. Please bring articles too large for placement in the locker to the office for safekeeping during the school day. Leaving valuable property unattended/unguarded is only an invitation to a low character and dishonest person to commit a crime.

Lockers are assigned to 1 student only. No one will trade lockers. Any person caught tampering with another student's locker or in possession of another student's property will be subject to the student code of conduct disciplinary schedule. Likewise, students tampering with their own lockers will be subject to this same disciplinary schedule. Depending upon the severity of the offense, students may be disciplined according to the "Major" misbehavior management schedule.

Search & Seizure

School administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Students have NO reasonable expectation of privacy in their actions in public areas including but not limited to common areas, hallways, auditoria, classrooms, and gymnasiums.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or law, and may be taken, held or turned over to the police. The school reserves the right not to return the items that were confiscated.

Use of Dogs for Search

In accordance with Policy 5571, the Board of Education has authorized the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. Dogs, handled by law enforcement officers specially trained to safely and competently work with them, may come to the school and conduct a search without notice, except to the superintendent and building principal. The dogs will be allowed to examine student's possessions, including vehicles. The dogs may also be allowed to examine school property, such as lockers as permitted by the building principal.

Video Surveillance Equipment

Antwerp Middle/High School reserves the right to utilize video surveillance equipment in all common areas on school property, both inside and outside of the building. This will help to provide and maintain a safe and secure environment for students and staff.

If a student's action indicates a violation of the Code of Conduct, the administration and possibly the police will view the videotape. The information acquired using this type of technology will remain strictly confidential. Disciplinary and possible police action may follow as a result of the viewing of the tape by the administration, or its designee, and law enforcement agencies.

Displaying Items on Lockers and in Hallways

No adhesives (except magnets) may be used to display items on or in lockers as well as the building walls. In addition, all displays that are in plain view must be approved by the building principal. Display cases may be utilized by students for special events. See the building principal for exceptions to the above stated guidelines.

Athletics

Antwerp Local School provides a variety of athletic activities in which students may participate, provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

Athletic Eligibility/Weekly Eligibility

Students in grades 7-12, who desire to participate in extracurricular activities, must have maintained from the beginning of the nine week grading period passing grades (D-) or better in classes that total a minimum of five (5) units of credit. A student may not earn more than one (1) F or I or he/she will be declared ineligible to participate in extracurricular activities for the following week.

When a student is declared ineligible, he/she is expected to attend team activities, travel with the team to away games, and sit with the team. The ineligible student will wear street clothes and not the team uniform.

NOTE: See the athletic handbook for more specific guidelines concerning student-athletes.

Anabolic Steroids

Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without valid prescription is a crime punishable by a fine and imprisonment.

Assemblies

Assemblies serve as a means of exploring various phases of school life, widening and deepening the interest of the student, and aiding in the development of appreciation. Assemblies are also means of unifying the student body towards a common goal.

At Antwerp Middle/High School, we are proud of student behavior in assemblies, and we request that students display their best behavior and politeness for the speaker. Assemblies are a privilege provided by the school for the students, and we don't want you to misuse this privilege. Books and other school-related items will be left in the classroom or lockers unless otherwise stated by the building principal.

Student Attendance at School Events

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will they be responsible for students who arrive without an adult chaperone.

Athletic events, field trips, dances, plays, concerts, and other school sponsored events/activities are under the jurisdiction of the school. Students who attend/participate in these activities are to comply with the student code of conduct.

(2431B F4 – Administrative Guidelines – Sportsmanship Expectations)

Members of other student groups (pep club, band, etc.) are expected to:

1. Establish themselves as leaders in conduct before, during, and after contest and events. Always provide positive support for the school's team, rather than intimidating or ridiculing the other team.
2. Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
3. Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.
4. Refrain from taunting or making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature.
5. Conduct themselves in an exemplary manner, remembering they represent the school both home and away.
6. Respect the integrity and judgment of game officials. Treating them with the respect, even if disagreeing with their judgment will only make a positive impression of the group, the team, and community in the eyes of all people at the event.
7. Be exemplary role models by positively supporting teams in every manner possible, including content of cheers and signs.

**Any form of unacceptable behavior by any student is subject to discipline which may include removal from the event, suspension of participation in all athletic events for a season or school year, suspension from school, and/or referral to the local authorities.

School-Sponsored Clubs and Activities

Antwerp Local provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, dramas, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and student may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights accordance with Board Policy 5610.05.

Non-Sponsored Clubs and Activities

Non-school sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

No non-district sponsored organization may use the name of the school or school mascot on any materials or information.

School Dance Policy

1. Those attending dances must have all fees paid or be current on a payment plan.
2. Antwerp High School dances, unless otherwise announced, are closed dances. Dances are open only to each Antwerp High School student and one (1) approved invited guest. Guests are to be approved, in advance, through the advisor. The Antwerp student must turn-in his/her completed date approval form for approval.
3. Once a student enters the dance, he/she may not leave the building. If he/she does so, he/she may not return to the dance.
4. Antwerp School dress code should be considered when selecting attire.
5. All contracts for bands, DJ's, etc., must be approved and signed by the club advisor.
6. Dances are to run from 8:00p.m. – 11:00p.m. unless the principal grants special approval. Dances following home basketball games will end at 11:00p.m.
7. Any student who is serving an in-school or out-of-school suspension will not be allowed to attend the dance.

*Administration reserves the right to exclude any visitor they deem a detriment to the efficient implementation of the dance. Any student attending the dance may not be 21 years of age or older.

Prom Policy

Attending prom is a privilege that is afforded to the students who have been accountable throughout the school year. Students will not be allowed to invite a guest who is 21 years of age or older. In addition, students will not be allowed to attend prom if one or more of the following conditions apply at the time of prom:

1. Fees/fines are not paid or on a current payment plan
2. The student is serving an in-school or out-of-school suspension
3. If the student has earned four or more Friday Schools
4. The student has dropped out during the school year
5. Students must be passing all courses enrolled in
6. Forms not completed and turned in by due date

*Administration reserves the right to exclude any student or visitor they deem a detriment to the efficient implementation of the dance.

Directory Information

From time to time, school officials receive notice from outside sources wishing to obtain student data known as "directory information". This data may include items such as a student's name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, or scholarships.

Parents and eligible students may refuse that school officials disclose any or all such "directory information" to outside sources by supplying a written notification to the building level office within five (5) days after receipt of this information is made available to students and parents. If written notification is not received within these five (5) days, then school officials have the permission of parents and eligible student to provide such information as listed above. Parents have until November to provide written notification.

Also, the same rules apply for release of a student's photograph to be used on the school-owned website, the school yearbook, and other such publications containing students' pictures.

Directory information shall not be provided to any organization for profit-making purposes.

FERPA (Protection and Privacy of Student Records)

The School District maintains many student records including both directory information and confidential information.

In keeping with the State Board of Education policy and Family Education Rights and Privacy Act (FERPA), the Antwerp Board of Education has authorized the release of directory information to non-profit organizations. The Antwerp Board of Education defines “directory information” as including: student’s name, address, telephone number, social security number, and date of birth (form 8330 FI)

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. The written request should be provided to the Board by November of the current school year. Please include the child’s complete name and his/her grade level.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. (See form 8330 F13)

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, you must provide a written notice identifying requested student records to the building principal or his/her designee. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record, in writing, and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the district’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student’s parents
2. Mental or psychological problems of the student or the student’s family
3. Sex behaviors or attitudes
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or his/her parents

8. Income (other than that required by law to determine eligibility for participation in a program or form receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parent may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose.
2. The administration of any survey by a third party that contains one or more of the items described in 1 through 8 above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.GOV
PPRA@ED.GOV

Grievance Process

Step 1: Any student (assisted by parent/guardian) with a complaint not resolved by an informal conference, may provide the principal with a written concern regarding an incident or situation. This must take place within 10 days of the incident or situation. (For public complaints, please refer to Policy 9130)

Step 2: If the principal or his/her designee is unable to resolve the complaint to the parent's/student's satisfaction (within 10 days after the request), the parent/student may submit a letter of grievance to the superintendent (who will respond within 10 days).

Step 3: If the parent/student filing the grievance letter is dissatisfied with the decision rendered by the superintendent, the parent/student may appeal the decision to the Board of Education for review. Such appeals must be made within ten days following receipt to the decision of the Board. The decision of the Board shall be final.

*Please note that a student who is 18 years of age or older may utilize the grievance process in his/her own right.

Stay-Put / Lockdown

In the event a situation arises that requires the school to go to an inside lockdown, the principal or his designee will make an announcement over the P.A. The purpose is to provide our staff/students with as much detail to inform them of the situation.

When a Stay-Put or Lockdown command is given, students will stay in classrooms and teachers will lock classroom doors. Students in the hallways will go to the nearest classroom and knock on the door. Students in the auditoria will go to the band, choir, drafting, and shop classrooms. Students in the gymnasiums will go to the locker rooms. Staff and students will remain behind locked doors until further instructions are given or the all-clear sound is given.

Student Attendance Policy

Philosophy:

Regular school attendance is an important ingredient in a student's academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. As a means to encourage and support a preventative approach to excessive absences and truancy, new legislation has been put in place that outlines that all hours of absence, both excused and unexcused now count toward the hours students may miss during the school year. In order to meet the changes in attendance laws and support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

Every parent, guardian, or other person having charge of any child of compulsory school age, who is not employed on an age and schooling certificate, must send his/her child to a school that conforms to the minimum standards prescribed by the State Board of Education. The student must attend for the full time the school is in session, which shall, in no case, be less than thirty-two weeks, per school year. Such attendance must begin the first week of the date at which the child begins to reside in the district, or within one week after his/her withdrawal date from employment.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employees. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit Antwerp wants to help students develop as early as possible.

Absences:

**The school administration has the right to determine whether an absence is excused or not.*

****Students accumulate 60 hours (10 days) or more absences, during a semester, may be denied credit.**

Excused Absences:

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

1. Personal Illness (must be verified by a doctor if for more than three (3) consecutive days)
 - a. Treating physician's note is required if the absence is NOT to be counted in the total accumulated absences.
2. Death in the Family (limited to a period of 3 days unless reasonable cause can be shown for a longer absence).
3. Professional Appointments (documentation is needed to verify)

- a. Parents should make every effort to avoid dental and doctor's appointments during school hours.
- b. Treating physician's note is required if the absence is NOT to be counted in the total accumulated absences.
- 4. School Sponsored Functions
- 5. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- 6. Observation or celebration of a bona fide religious holiday
- 7. Quarantine of the home (Limited to the length of the quarantine as fixed by the proper health officials)
- 8. Court Appointments (Documentation from the court house will be required to be considered excused)

**A student will be required to have a doctor's excuse/note for every absence beyond 5 excused absences. Without a doctor's note, the absence will be considered unexcused. The principal has discretion to determine excused/unexcused.*

Notification of Absence:

If a student needs to be absent, parents must notify the school at 419-258-5421 ext. 2100 by 7:45 a.m. and provide an explanation. If prior contact is not possible, the parent should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for the student's absence is questionable or if the number of student absences is excessive, the school staff will notify parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up the class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Upon returning to school, students are to report to the office prior to 7:50 a.m. to sign-in. Students that come to the office to ask for an admission slip after the tardy bell may receive an after-school detention for the second offense, a Friday School for the third offense, an in-school suspension for the fourth offense, etc.

If the absence is excused, an excused pass will be issued for the student to show to all his/her teachers. If the absence is unexcused, an unexcused pass will be issued. Any absence not reported to the attendance officer will be considered unexcused. Students will not earn credit for work missed due to an unexcused absence.

Unexcused Absences:

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

All other absences except those listed above will be considered unexcused. An unexcused absences means the student will not receive credit for missing class time and assignments for the period of unexcused absence.

If a student under the age of 18, has 30 or more consecutive hours, for 42 or more hours in a month, or 72 or more hours in one school year, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

*All day/half day (4 periods constitutes ½ day, 6 periods constitutes one day)

- 1. Truancy
- 2. Shopping Trips

3. Hair Appointments, etc.
4. Babysitting
5. Hunting (except if prearranged)
6. Overslept, etc.

Truancy:

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered "*habitually truant*" if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in a month, or 72 or more hours in one school year.

If a student is *habitually truant* and the student's parent fails to correct the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Vacations:

Families are strongly encouraged to schedule vacations during the school's regular vacation times. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

A student who is going on a family vacation, while school is in session, MUST bring in a note to the office and obtain a vacation form. This form must be signed by all of the student's teachers 7 school days before the dates of the absence.

*Failure to do so may result in a student earning unexcused absences for those school days missed while on vacation. Also, those vacation days will be counted toward the 10 days absence total.

College Visitations:

Students wishing to visit colleges during regular school hours are expected to follow the guidelines as listed on the "College Visit Form" located in the guidance office. Students who do not comply with these guidelines may have the absence(s) be counted toward the 9.5 limit each semester.

Homebound Instruction:

The School may arrange for individual instruction at home for students who are unable to attend school because of any accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the principal.

Make-up of Tests and Other School Work:

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact his/her teacher as soon as possible to obtain assignments.

The number of days for completion of make-up work will be equivalent to the number of excused days of absence plus 1 day.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the principal to arrange for administration of the test at another time.

Suspension from School:

Absence from school due to suspension shall be considered an authorized absence. A student who is out-of-school suspended will be given assignments to complete during their time at home. The work is due upon return, and credit will be given for completed assignments. Assessments will be made up for credit, if applicable.

Tardiness to School:

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her assigned location. Students that are tardy to School more than 3 times during a grading period, shall be disciplined according to the Student Code of Conduct. After the 3rd tardy to school, the student will earn escalating consequences for each tardy to school. Example: 4th Tardy-Detention, 5th Tardy-Friday School, etc.

The district will utilize several strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an **(AIP) Absence Intervention Plan**, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

Additionally, the following updates/changes have occurred with our district policies.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

1. Definition of **'habitual truant'** changed from days to hours. The new definition is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one school month without a legitimate excuse;
 - c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Definition of **'excessive absences'**:
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

TRUANCY AND EXCESSIVE ABSENCES ACTION PLAN

Level I: An initial effort will be provided by the school to assist students who are endanger of being labeled as habitually truant or having excessive absences. Parents of students with 19.5 – 39 hours of unexcused absence will receive an (AIT) Absence Intervention Team Notification Letter stating that the School District Attendance Officer will conduct an informal meeting/intervention with parents/student for the purpose of preventing further unexcused absences.

Level II: If a student continues to accumulate unexcused absences in excess of 39 hours, the School District Attendance Officer will refer to formal truancy mediation with Shalom. Shalom will set up mediation at the school with the student and parent(s)/guardians.

Level III: Parents/Guardians of a student accumulating 65 or more hours in one school year with or without a legitimate excuse will receive a letter from the District Attendance Officer within 7 days of the attendance policy violation and the legal ramifications of further absences. Additionally, the school may begin the process of forming the (AIT) Absence Intervention Team.

Level IV: Parents/Guardians of students accumulating 72 hour of unexcused absences will be notified within 7 days to secure their participation in an (AIT) Absence Intervention Team meeting. Within 14 days of assignment to the AIT, the team will develop an (AIP) Absence Intervention Plan for that student in an effort to reduce or eliminate further absences.

DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
 - a. Select members of the **(AIT) Absence Intervention Team**;
 - b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the **(AIT) Absence Intervention Team**.
2. Within 10 days of the triggering absence, the student will be assigned to the selected **(AIT) Absence Intervention Team**;
3. Within 14 days after the assignment of the team, the district will develop the student's **(AIP) Absence Intervention Plan**;

4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within 7 days of the triggering absence;
2. The student will follow the district's **(AIT) Absence intervention Team** plan; and
3. The student and family may be referred to community resources.

Details of the **AIT (Absence Intervention Team)**:

1. Districts must establish an **(AIT) Absence Intervention Team** when a student is deemed habitually truant or has excessive unexcused absences. Team membership should vary based on the needs of each individual student, but each team **MUST** include:
 - a. A representative from the individual's school or district;
 - b. Another representative from the school or district who has a relationship with the child;
 - c. The child's parent (or parent's designee) or the child's guardian, custodian, guardian ad litem or temporary custodian;
 - d. The district or school may consult or partner with public and nonprofit agencies to provide assistance, as appropriate, to students and their families to reduce absences.
2. The purpose of the **(AIT) Absence Intervention Team** is to establish a student-centered **(AIP) Absence Intervention Plan** for every child who has been deemed habitually truant by identifying specific barriers and solutions to attendance. As stated above, the team is cross-sector and ideally includes the participation of the student and the parent. This requirement is new and is aimed at breaking down barriers to attendance without filing criminal complaints against the student in juvenile.

Tardiness to Class:

Tardies will be tracked by staff members. If you are tardy, the following steps will occur:

- 1st – 3rd: Tardy entered on the digital tracking system
- 4th: After-School Detention
- 5th: Friday School
- 6th: In-School Suspension

The consequences will continue to escalate.

Students who are tardy to school more than 3 times during a grading period shall be disciplined according to the Student Code of Conduct.

Student Employment

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact his/her counselor/principal to discuss any legal requirements and obtain any required documents.

Drills

Antwerp school complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills during the tornado season following the procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Fire Drill (Rapid Dismissal): There will be a fire drill most months throughout the school year. Students are to quietly exit the building to their assigned area.

Tornado Drill (Take Cover): There will be a minimum of two tornado drills during the school year. Students will quietly walk to their assigned area and listen for directions. Students will kneel down facing the wall.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where the students must be secured in their building rather

than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Interrogation of Students

The school is committed to protecting students from harm that may be connected with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies. While the school believes these agencies should conduct their investigations off school property, if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact the parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

Investigation of Child Abuse/Neglect by a Public Children's Services Agency or Law Enforcement Agency

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board Policy [8462](#).

At the request of the building administrator, an official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency should contact the student during non-school hours and investigate the matter off school property, if at all possible, unless the alleged child abuse took place on school property and/or involves an emergency situation.

If the student (or a member of his/her family) is the subject of a child abuse/neglect investigation, or the student is being interviewed regarding alleged child abuse that took place on school property or involves an emergency, the building administrator shall attempt to contact the parent prior to questioning, and s/he will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

If an agency investigating child abuse/neglect indicates that the parent is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

Investigations of Violations of Law by Law Enforcement Agencies

Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property

during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

Notification and Release of Records

Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations should be documented diligently.

When an authorized law enforcement officer or public children's services agency removes a student, the building administrator shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or public children's services agency without prior written permission of the parent, a lawfully-issued subpoena, or a court order. (See Board Policy [8330](#)).

Board Of Education Policy on Bullying (R.C. 3313.666)

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student/school personnel; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors;
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following:
 - 1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
 - 2. sending abusive or threatening instant messages;
 - 3. using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise distributing them;
 - 4. using web sites to circulate gossip and rumors to other students; and,
 - 5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

Complaint Procedures

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate

behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

Step I Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, () in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step III If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the Step III decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student in the Antwerp Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,**
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.**

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

Non-Disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Intervention Strategies

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.
- B. Planned professional development programs addressing targeted individuals' problem, including what is safe and acceptable Internet use.
- C. Data collection to document victim problems to determine the nature and scope of the problem.
- D. Use of peers to help ameliorate the plight of victims and include them in group activities.

- E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).
- F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.
- G. An attitude that promotes communication, friendship, assertiveness skills and character education.
- H. Modeling by school personnel of positive, respectful, and supportive behavior toward students.
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

Intervention Strategies for Protecting Victims

- A. Supervise and discipline offending students fairly and consistently.
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.
- C. Maintain contact with parents and guardians of all involved parties.
- D. Assist the victims to obtain counseling if assessment indicates that it is needed.
- E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- F. Check with the victim daily to verify that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

Training

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, including dating violence prevention education in grades 7-12, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials used with employees and volunteers with direct contact with students. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct

that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

Police and Child Protective Services

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

State Board of Education Model Policy (2007) Approved 4/03
Revised 12/05
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Revised 1/11

Code of Conduct

A major component of the educational program is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and Local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

STUDENT CODE OF CONDUCT

Philosophy of Discipline:

Antwerp Middle/High School, as an educational institution, has an obligation to provide a safe environment where all students can receive a quality education. To accomplish this, students must understand and exhibit ACCOUNTABILITY. This involves the students taking responsibility for their actions, whether good or bad. Students will be informed of the rules, regulations, and procedures so they can take responsibility for their actions.

The following discipline code was devised so that all concerned parties will have a clear understanding of the behavior of students in our schools. Hopefully, an increased understanding will reduce the need to use punishment and will foster improved discipline in our school. The Purpose of the following Code of Conduct is to maintain an appropriate educational climate at Antwerp Local School.

Classroom Environment:

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

1. a teacher to communicate effectively with all students in the class; and
2. all students in the class the opportunity to learn.

Expected Behaviors:

Students are expected to:

1. act courteously to adults and fellow students
2. be prompt to school and attentive in class;
3. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. complete assigned tasks on time and as directed;
5. help maintain a school environment that is safe, friendly, and productive;
6. act at all times in a manner that reflects pride in self, family, and in the School.

Dress and Grooming:

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

Does my clothing expose too much?

Does my clothing advertise something that is prohibited to minors?

Does my clothing advertise something that implies inappropriate double meanings?

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?

Am I dressed appropriately for the weather?

Students that are representing Antwerp Local at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, or other such groups.

*Refer to the Student Code of Conduct for Discipline.

Gangs

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

Care of Property

Students are responsible for the care of their own property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to the school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

Discipline Code:

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

A major component of the educational program at Antwerp is to prepare students to become responsible productive citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and Board

policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

Each behavior and/or types of misconduct described below will subject the student to disciplinary action, including, but not limited to, **student conference, parent/guardian conference, detention, Friday school, alternate place, out-of-school suspension, and/or expulsion from school**. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Scope of Jurisdiction:

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

In addition, this code of conduct includes misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school district property and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of an official or employee.

****Changes in Student Handbook:**

Students are responsible for any additions, deletions, or changes to the guidelines set forth in this handbook and are communicated to the students verbally or in writing. If any changes occur during the school year, per Board decision, the principal will inform the changes to the students.

The following types of conduct are **PROHIBITED** by this Code of Conduct:

1. **Use of Inappropriate language:** **(Most infractions will follow the Major offense schedule)*
The use of profane, indecent, or obscene language. This including the use of underground newspapers. Either verbally or in writing towards any student, teacher, administrator and/or other school employees. In case of an employee, this will be enforced off school property as well as on school property. Included in this prohibition would be the possession of obscene pictures, use of obscene gestures, or use of gang related gestures.

Students will not distribute or sell unauthorized materials on school property.
2. **Harassment and/or Aggressive Behavior (Including Bullying/Cyberbullying), Dating Violence: (Policy 5517)** **(All infractions will follow the Major offense schedule)*
The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

**Dating Violence is a pattern of behavior when a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner.*

Conduct constituting sexual harassment, may include, but is not limited to: Verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, cartoons, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety; a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; remarks speculating about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District Employee or other adult member of the School District community into a student's personal space and person life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State Law.

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

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

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

Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, students, or other person associated with the district, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This Type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the district, should report it to the office immediately.

The Guidance Counselor or Principal will be available during regular school hours to discuss student concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Guidance Counselor or Principal either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The guidance counselor will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report/incident will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint

is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim, or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

An investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the upmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse and must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e. to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State and Federal law).

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment or aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

**Individuals engaging in such above conduct will be subject to disciplinary action.*

- 3. Verbally threatening (either orally, in writing or otherwise expressed) a staff member / student / person associated with the district:** **(All infractions will follow the Major offense, may include possible expulsion)*

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the district reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

No student shall threaten, intimidate, use obscene or profane language, or use pranks toward members of the staff. Staff is interpreted to be any employee of the Antwerp Board of Education.

**Consequences will be at the discretion of the Principal.*

- 4. Physically Assaulting a staff member / student / person associated with the district:** **(All infractions will follow the Major offense, probable suspension with recommendation of expulsion)*

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the district, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered assault. Assault may result in criminal charges and may be subject to expulsion.

5. **Misconduct Against a School Official or Employee, or the Property of Such a Person, Regardless of Where it Occurs:** **(All infractions will follow the Major offense, may include more severe consequences depending on the circumstances)*

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalizing, assault (verbal and or physical), and destruction of property.

**Consequences will be at the discretion of the principal.*

6. **Misconduct Off School Grounds:** **(All infractions will follow the Minor/Major offense, may include more severe consequences depending on the circumstances)*

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned by the District. Misconduct is defined as any violation of the Student Discipline Code.

7. **Hazing: (Policy 5516)** **(All infractions will follow the Major offense schedule)*

Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, content, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by an individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club; advisor/supervisor; and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties

8. **Persistent Absence or Tardiness:** **(Begin with Minor Offense)*

All students enrolled in the Antwerp Local School are required, by law, to attend school regularly. It is expected that students regularly attend scheduled classes unless excused there from.

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

9. **Insubordination:** **(Infractions will be handled on an individual basis – Minor-Major offense)*

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

Students will not show any sign of disrespect toward any school personnel either on or off school property. Teachers are authorized to make rules that apply in their areas of instruction and supervision, which will aid in efficient operation.

10. **Violation of Individual School/Classroom Rules:** **(Most infractions will follow Major offense)*

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

11. **Interference, Disruption or Obstruction of the Educational Process:** **(Depending upon offense, administration's determination)*
Any actions or manner of dress that materially and substantially disrupts or interferes with school activities, or the educational process, or which threaten to do so, are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

12. **Fighting:** **(All infractions will follow Major schedule, probable suspension)*
No student shall intentionally make unwanted contact or use any other violent actions or verbally initiate a fight with another student. In the event of a physical altercation between two or more students, all participants may be suspended, including who used violent behavior as a form of retaliation.

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving, or scuffling) in which one or the other party(ies) or both contribute to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior)

**If a fight occurs in the school building, the School Resource Officer and/or local police may be notified of the incident.*

13. **Refusal to Accept Discipline:** **(All infractions will follow the Major offense schedule)*
Students failing to comply with disciplinary consequences will face enhanced consequences for such an action.
14. **Aiding or Abetting Violation of School Rules:** **(Minor offense/Major offense, depends upon circumstances)*
Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
15. **Leaving School Property without Parental Permission or Skipping Class:** **(All infractions will follow Major offense schedule)*
No student shall leave school property without parental permission and the student signing out in the office. All students are expected to be in the correct classroom during their assigned periods.
16. **Trespassing or Loitering:** **(Serious offenses will follow Major offense schedule)*
Although schools are public facilities, the law allows the Board of Education to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

Students shall not loiter on school grounds or enter school facilities unless participating in or attending a school-sponsored activity. This guideline applies also to hours in which school is not in session. During or after school hours, no students shall be present in an authorized place or on school property and refuse to leave when told to do so by school or law enforcement personnel.

17. **Unauthorized use of school or private property:** **(Most infractions will follow the Major offense)*

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

18. **Theft, or knowingly receiving or possessing stolen property:** **(Major offense, police may be contacted)*
Unauthorized taking of property of another person, or receiving/possessing such property. Students caught stealing will be disciplined and may be reported to the law enforcement officials. Students should not bring anything of value to school without prior authorization from the Principal. The school is not responsible for personal property.

19. **Falsification of School Work, Identification, Forgery :** **(All infractions will follow the Major offense schedule)*
Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

20. **Bomb Threats, and other False Alarm and Reports:** **(Major offense, mandatory suspension with possible expulsion. Police contacted)*
A student shall not give false alarm of fire, bomb, or hazard or misuse of the school's fire system in any manner.

Making a bomb threat (i.e. intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will be subject the student to severe disciplinary action.

21. **Terroristic Threat:** **(Major offense, mandatory 1 year expulsion by law)*
Directly or indirectly, threatening to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

22. **Use of an object as a Weapon:** **(Major offense, discipline will be determined by principal)*
Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

23. **Use and/or Possession of a Firearm:** **(Major offense, mandatory 1 year expulsion by law)*
Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school sponsored activity, competition, program, or event, regardless of where it will result in a Mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guidelines set forth in Board Policy.

*Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

*Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an

object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

24. **Use and/or Possession of a Weapon:** **(Major offense, probable suspension with possible expulsion)*
A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject to expulsion and possible permanent exclusion.
- A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury. If a student brings a knife on school property, a school administrator may expel the student from school, with implications as noted above. (Intent will be considered).
25. **Knowledge of Dangerous Weapons or Threats of Violence:** **(Major offense, depends upon severity)*
The Board of Education believes their students, staff members, and visitors are entitled to function in a safe school environment. Students are required to report knowledge of dangerous weapons or threats of violence to the Principal or School Resource Officer. Failure to report such knowledge may subject the student to discipline.
- *The consequences will be left to the discretion of the principal.*
26. **Possession and/or use of Explosives and/or Fireworks:****(Major offense, probable suspension with possible expulsion)*
Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.
27. **Lighting Incendiary Devices:** **(Major offense, probable suspension)*
Unauthorized igniting of matches, lighters, and other devices that produce flames.
28. **Damaging Property (Vandalism):** **(Major offense, probable suspension with possible expulsion)*
Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or other and disregard for school property.
29. **Arson:** **(Major offense, mandatory suspension with possible expulsion)*
Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
30. **Extortion:** **(Major offense, probable suspension and possible expulsion)*
Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. No student shall use extortion to gain privileges, property, or money from others. Extortion is against the law.
31. **Gambling:** **(Minor offense but can lead to a Major offense, depends upon severity)*
Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity, which they are involved, may also be banned from that school activity.
32. **Display of Public Affection (PDA):** **(Minor offense but can lead to Major offense, depends upon severity)*

Public displays of affection are prohibited during school hours and school sponsored activities. Affection between students is personal and not meant for public display. This includes, but is not limited to, holding hands, hugging, kissing, shoulder massages, etc.

33. **Academic Integrity/Cheating:** **(All infractions will follow the Major offense schedule)*
Students shall not engage in any act of cheating, plagiarism, or academic dishonesty. This will include, but is not limited to, the removal and/or alteration of any school records.

Cheating and plagiarism are offenses that can get you kicked out of college. These are serious issues and must be addressed. If caught cheating and/or plagiarizing, then you will have academic as well as disciplinary actions.

34. **Possession/Consumption/Showing Evidence of having Consumed Drugs and/or Alcohol:**
**(Major offense with mandatory suspension with possible expulsion)*
Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substances, look-alikes, over-the-counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student, in question, to submit to any appropriate testing. This will include, but not be limited to, a breathalyzer or urinalysis test. In such circumstances, the student will be taken to a private administrative area, on school property, for such testing with at least one other member of the teaching or administrative staff present to witness. (The principal will contact the local police department to administer a breathalyzer test.) If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drugs use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

A student who is selling or distributing drugs, hallucinogens, volatile chemical, or alcohol may be expelled from school. A complete report of all incidents involving narcotics, drugs, drug paraphernalia, or look-alike drugs shall be filed with the local police department.

35. **Possession/Use of Tobacco:** **(Major offense with mandatory suspension with possible expulsion)*
Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in/on school grounds, on school buses, and any interscholastic competition, extracurricular event, or other school-sponsored events are prohibited. Tobacco products include, but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, “vapor”, or other substitute forms of cigarettes, or clove cigarettes is also prohibited.

36. **Bus Conduct:** **(At discretion of the administration. Depends upon severity)*
Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses, vans as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Consequences will be determined by the violation committed per the Student Code of Conduct.

37. **Student Drivers:** **(At discretion of the administration. Depends upon severity)*
It is a privilege for students to drive to school and not a right. If the students misuse that privilege, it will be taken away from him/her. Student drivers will not violate the prescribed rules and regulations for the use of vehicles on school property.

Student drivers must wait for all buses to leave the parking lot before leaving the lot. There may be some extraneous circumstances where a student may need to leave early. Only the office will/can provide that permission.

38. **Dress Code:** **(Minor offense but can lead to Major offense, depends upon severity)*

Antwerp Middle/High School is a place of learning and business. Student dress and appearance should reflect this philosophy. Students are expected to exercise good judgment regarding their attire and grooming so as not to disrupt the educational environment and to establish a healthy school climate. Clothing must be clean, in good repair, and worn in such a manner as to exercise good taste and not to distract from the learning environment.

It is the parents'/guardians' responsibility to see that students come to school in reasonable and acceptable attire. Students have very definite obligations and duties in this process. No student shall set himself/herself a course of conduct that is detrimental to the equal opportunity of others to learn. Compliance with reasonable guidelines is a duty of every student. Any dress or appearance that clearly constitutes a threat to the health and safety of students, or disrupts the educational process shall be prohibited.

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

*Length of shorts, skirts, dresses, etc., must reach the end of the finger tips when the student's arms are extended at his/her side.

*Shorts or jeans will be worn at the waist level.

*When dress or grooming conditions, including hair, disrupts the educational function of the classroom or school. (Examples prohibited attire: bare-midriiffs, bare feet, controversial slogans, double meaning slogans, see-through blouses, low-cut tops, spaghetti-strap tops, tank-tops, exposed undergarments)

*Hair must be neat, clean, and well groomed. Hair styles that are deemed to cause an educational disruption will not be tolerated. This may include, but not limited to, Mohawk-style haircuts. Hair coloring must be natural colors.

*Visible piercings besides ears and nose (must be a post nose ring) are not permitted. (Students may use bandages, tape, etc., to cover such piercings).

*Hats, jackets, and coats are classified as "outdoor" clothing and will be kept in the student's locker as well as bandanas, caps, etc.

*Pants, jeans, shorts, skirts, dresses, or any similar items with holes, tears, distressed material, etc. above the knees are not permitted

****Again, the school administration may need to make judgments regarding student appearance, we will focus on whether the appearance clearly constitutes a threat to the health and safety of students, or disrupts the educational process shall be prohibited.**

39. **Possession of Electronic Equipment:** **(All infractions will follow the Major offense schedule)*

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or any school activity without the permission of the Principal. Examples of prohibited devices include, but not limited to cameras (photographic and/or video), laptops, personal digital assistants (PDA's), lasers, laser pens or pointers, radios, "boom-boxes", headphones, portable CD/MP3 players, portable TV's, electronic games/toys, and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

****Cell phones are to be turned off/silenced and kept in lockers during the school day.**

1st Offense: Phone will be confiscated for the remainder of the day and may be

picked up in the office at the end of the school day. Student will be assigned 1 Friday School (2:45-5:30)
2nd Offense: Phone will be confiscated and may be picked up in the office **by a parent**. Student will be assigned 2 Friday Schools (2:45-5:30)
3rd Offense: Phone will be confiscated and may be picked up in the office by a parent. Student will be assigned 1 day of Alternate Placement.
***Additional offenses* will result in additional Alternate Placement and/or a loss of Privileges (driving, dances, activities...)

Revised 6/25/09

****Use of Wireless Communication Devices: "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others. This could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.***

40. **Possession of Pornography:** **(Major Offense)*
Possessing sexually explicit material.
41. **Violent Conduct:** **(Major offense)*
Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.
42. **Burglary:** **(Major offense)*
Entering a building or a specific area of the building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.
43. **Unauthorized Use of Vehicles:** **(Minor/Major offense)*
Occupying or using vehicles during school hours without parental permission and/or school authorization.

Explanation of Consequences

Discipline:

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school sponsored events, on school transportation, and on property not owned or controlled by the Board of Education but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. A student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences of misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list all possible misbehaviors that may occur, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, **Informal and Formal**

Informal Discipline: Informal discipline takes place within the school. It includes:

Early-Arrival, Lunch-Time, After-School Detentions, Friday School or Alternate Placement (formally known as In-School Suspension)

1. **Early-Arrival Detention:** The principal (or faculty member) may require a student to come to school early providing the parent(s) have been given at least one (1) day's notice and have agreed to be responsible for their child's transportation to school before the detention period. The student is to be given definite assignments or duties to complete during the detention period. Failure to report for or complete the detention may result in:
 - assignment to Friday School
 - an Alternate Placement
 - an Out-of-School Suspension
2. **Lunch-Time Detention:** The principal (or faculty member) may designate an area in which the student must remain during the lunch period. Failure to report or remain in the assigned area may lead to:
 - assignment to Friday School
 - an Alternate Placement
 - an Out-of-School Suspension
3. **After-School Detention:** The principal (or faculty member) may require a student to remain after school providing the parent(s) have been given at least one (1) days' notice. The student is to be given definite assignments or duties to complete during the detention period. Failure to report for or to complete the detention may result in:
 - additional detentions
 - assignment to Friday School
 - an Alternate Placement
 - an Out-of-School Suspension

*The student or his/her parents are responsible for transportation.

Friday School/Alternate Placement

4. **Friday School:**

*Transportation from Friday School is the parent's responsibility. Friday School will meet from 2:45 p.m. to 5:30 p.m. in an assigned classroom. Students who have earned a Friday School will report to the high school office before the end of the school day. The students will be escorted to the classroom and report to the monitoring teacher. Students will need to bring school materials to work on during this time frame. Friday School is a positive alternative to an Alternate Placement or out-of-school suspension or other actions that may be taken by the school to enforce the student code of conduct and attendance policies. **A student who attempts to skip his/her assigned Friday School may earn a 1-3 day suspension.**

*A student may be reassigned to the next scheduled Friday School if a legitimate request is made by the parent/guardian. It will be at the principal's discretion whether the request is accepted or rejected.

*If the student is absent from school on the day s/he is assigned to serve a Friday School, the student will be automatically assigned to the next scheduled Friday School.
5. **Alternate Placement (formally known as In-School Suspension):** As a means for keeping a student in school, rather than suspending him/her, the District has established an alternate placement program. The student is not only removed from the classroom and assigned to a designated work area; s/he is also denied participation in any school activity for the length of the alternate placement.

Assignment to alternate placement means that the student is removed from the classroom but not from the educational program. S/He will report to the assigned location where the student will work on classroom tasks assigned by the teacher(s), all of which are related to a course of study in which the student is currently enrolled. When completed, the assignments are to be turned in to the teacher(s) for review and grading. Thus, the student continues his/her academic program but just in a different setting and receives full credit for the completed work.

A student who is serving an out-of-school suspension will not be allowed to participate or attend any co-curricular or extra-curricular activities.

If the student doesn't exhibit the expected behavior while serving his/her alternate placement, he/she may earn more days or could be emergency removed from school.

Formal Discipline: Formal discipline involves removal of the student from school. It includes emergency removal for up to 3 school days, suspension for up to 10 school days, expulsion for up to 80 school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than 20 days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than 1 school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for out-of-school suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. A student who is serving an out-of-school suspension will not be allowed to participate or attend any co-curricular or extra-curricular activities.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

Due Process Rights

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Out-of-School Suspension/Emergency Removal/Expulsion

1. *Out-of-School Suspension (OSS):* When a student is being considered for a suspension, the administrator will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the administrator will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be mailed written notification of the suspension setting forth the reason for the suspension, the length of the suspension, and the process of appeal.

The suspension may be appealed, within 5 days after receipt for the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school. If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

2. *Emergency Removal (ER)*: If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent or principal may remove the student from the curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within 1 school day. No prior notice or hearing is required for any removal under this procedure.

If the emergency removal exceeds 1 school day, then a hearing will be held within 3 school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within 1 school day of the decision to suspend, written notification will be given to the parents/guardians or custodians of the student. This notice will include the reasons for the suspension, the right of the student or his/her parents/guardians or custodians to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within 3 school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension, or expulsion.

3. *Expulsion (EXP)*: When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. A student being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than 3 days, nor later than 5 school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within 1 school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parents/guardians or custodians to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 5 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of the student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time of the expulsion is imposed.

4. *Permanent Exclusion (PC)*: State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio School:
- Conveying deadly weapons onto school property or to a school function
 - Possessing deadly weapons onto school property or at a school function
 - Carrying a concealed weapon onto school property or at a school function
 - Trafficking in drugs onto school property or at a school function
 - Murder, aggravated murder on school property or at a school function
 - Voluntary or involuntary manslaughter on school grounds or at a school function
 - Assault or aggravated assault on school property or at a school function
 - Rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee
 - Complicity in any of the above offenses, regardless of the location.

*This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities:

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Any Issues Not Discussed in the Student Code of Conduct will be determined by the Principal

Student Code of Conduct Discipline Consequences

“Minor” Offense

- **1st Offense:** Parent notification and student conference with possible detention or Friday School
- **2nd Offense:** Parent notification for Friday School or Alternate Placement or out-of-school suspension
- **3rd Offense:** Parent notification for alternate placement or out-of-school suspension

- **4th Offense:** Parent notification for 5-10 day suspension out-of-school.

“Major” Offense

- **1st Offense:** Parent notification and Friday School or alternate placement or out-of- school suspension
- **2nd Offense:** Parent notification and 3 to 5 days of suspension
- **3rd Offense:** Parent notification and 5 to 10 days of suspension
- **4th Offense:** Parent notification and 10 days out-of-school suspension with recommendation for expulsion

***For repeated offenses, the discipline issued will become more severe.**

****It will be at the discretion of the principal whether the offense is determined as “Minor” or “Major”.**

Once the offense is determined as a “Minor” or “Major” offense, it is at the administration’s discretion what punishment will be assigned to the student. The administration will look at the severity of the offense and use its best judgment.

**There are offenses that will be automatically determined as a Major offense with suspension. If severe enough, a recommendation of expulsion can occur.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that hearing, the principal will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student’s bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within 1 day, of the reason for and the length of the suspension

Eighteen Year Old Students

Eighteen year old students must comply with the rules and regulations of Antwerp High School. This includes, but not limited to, detentions, Friday School, in- or out-of-school suspensions. If an 18 year old student is still living with his/her parent(s)/guardian(s), the parent(s)/guardian(s) are expected to provide the written excuses/phone calls. Students living on their own will prove residency as requested by the administration. Students who are 18 years old may be withdrawn from school for excessive unexcused absences.

Senior Class Trip

The Board of Education is responsible for approving or disapproving all “Senior Class Trips.” If a senior trip is approved, the seniors not going on the trip are required to attend school on those days school is in session. It is within the school’s rights to not allow a student to attend or send home a student from the trip if he/she isn’t abiding by the school’s policies, rules or procedures. If a student is sent home from the senior trip, it will be at the expense of the parent(s). In order for a student to participate in this activity, s/he must have paid school fees/fines or be current on a payment plan. ****Attendance Requirement: Any Senior wishing to take part in the Senior trip must have an attendance rate of at least 90%. >>All decisions regarding the interpretation of this requirement as well as special exceptions due to extra-ordinary circumstances (death in family, injury, prolonged illness...) are at the discretion of the administration.**

Emergency Medical Authorization

A completed Emergency Medical Authorization Form must be on file with the school for every student. This is also necessary for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic or other extracurricular activities, and co-curricular activities.

K – 12 Library/Media Center

The K-12 Library/ Media Center is a multi-group, multi-use environment. All students in grades K-12 are expected to respect the need for everyone to be able to work in a quiet space. No visiting, loud talking, or socializing will be permitted. Food, drinks, candy, suckers, and gum are not permitted.

Library Use Policies

In order for students to make the best use of their time, students are asked not to talk in the library. If discussion is necessary, students will ask permission from the library staff, and if granted, then whisper. During periods when the library is used for class visits, student access will be limited.

Students may use the resources available in the Library/Media Center for research or to check out books or magazines. The Library is NOT to be used as a study hall. (Students are scheduled in study hall classrooms for that purpose.) Students visiting the library from any other location will have a limited pass signed by their classroom teacher.

All library materials used or borrowed must be scanned for circulation. Books and magazines may be checked out for 2 weeks with the exception of the most current magazine issues; they may be read only in the library. Borrowed materials may be renewed one time. Overdue fines will be in effect this year – 5 cents per day. Any student with excessive overdue materials or fines will be denied the use of the library and may have his/her grade card withheld until the library account is cleared. The only reference materials that can be checked out are the encyclopedias, and that is overnight only.

All library materials used or borrowed must be scanned for circulation. Books may be borrowed for 4 weeks; magazines are borrowed overnight and due back the next school day. Borrowed materials may be renewed once. No **reference materials** will leave the library. No overdue **fines** are charged. Students with excessive overdue materials will lose library visit/borrowing privileges and may have their grade cards withheld at grading period until library account is cleared.

Library Computer Use:

Laptop computers are available for student use in the library. Computer-use log must be signed for each laptop use.

Laptops may NOT be removed from the library. Before a library visit to use a computer, students must request a **Library Computer Pass** from the librarian to reserve a computer. Priority will be given to classes scheduled to use computers. Only schoolwork will be allowed; no Internet surfing is permitted. Personal data storage devices must be authorized before use. No music CD's are permitted.

Library Photocopier Use:

Only staff may operate the photocopier. No student **personal** photocopying is permitted. Copying of library materials as required by a teacher must have permission from library staff.

Transmission of Records and other Communications

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

Student Assessment

All students will take the state mandated assessment(s) that correspond to their grade level and scheduled classes.

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

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

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

College entrance testing information can be obtained from the guidance office.

Student Rights of Expression

The school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

Material cannot be displayed if it

- is obscene to minors, libelous, or pervasively indecent or vulgar
- advertises any product or service not permitted to minor by law
- intends to be insulting or harassing
- intends to incite fighting or
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch period, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

*Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

Transportation

Bus Transportation to School:

The school provides transportation for all students who live farther than 2 miles from school. The transportation schedule and routes are available by contacting the transportation coordinator (Kyle Kauser) at 419-258-5421 ext. 2701

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

Prior to loading (on the road and at school):

BUS CONDUCT:

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign

seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Each student shall:

- be on time at the designated loading zone
- stay off the road at all times while walking to and waiting for school transportation
- wait until the school transportation is completely stopped before moving forward to enter
- refrain from crossing a highway until the driver signals it is safe to cross
- properly board and depart the vehicle
- go immediately to the assigned seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the Trip:

Each student shall:

- remain seated while the school transportation is in motion
- keep head, hands, arms, and legs inside the school transportation at all times
- not push, shove or engage in scuffling
- not litter in the school vehicle or throw anything in, into, or from the vehicle
- keep books, packages, coats and all other objects out of the aisle
- be courteous to the driver and to other riders
- not eat or play games, cards, etc.
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment)

Exiting the School Vehicle:

Each student shall:

- remain seated until the vehicle has stopped
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe
- be alert to possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Transportation of Students by Private Vehicle:

When transportation by district vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660F2 – Parental Consent Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Self-Transportation to School

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

- Students under age 18 must have written permission prior to driving to school
- Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles on School Property and Provide evidence of: driver’s license & insurance
- Student are required to obey the parking limit of 10 mph
- The student must obtain a permit from the high school office and pay a fee of \$3.00 for the entire school year
- When the school provides transportation, students shall not drive to school-sponsored activities *unless the student’s parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 (Parental Authorization and Release from Liability Form- which is approved by the principal
- ALL VEHICLES entering school property are subject to search and inspection.

Protection and Privacy of Students Records

The School District maintains many student records including both directory information and confidential information.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

(Administrative Guidelines 7540.03)

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

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

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

the Internet. The District supports and respects each family's right to decide whether to apply for independent access to the Internet.

Students are encouraged to use the Board's computers, network, and Internet connection ("Network") for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Network, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Network students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

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

- A. Students are responsible for their behavior and communication on the Network. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g. software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; including sexting; fraud; sale of illegal substances and goods).
 1. Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 2. Students shall not use the Network to transmit material that is

threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.

- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites,) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
4. posting misleading or fake photographs of students on websites.

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

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
 1. Be polite, courteous, and respectful in your messages to others. Use

language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 8. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.
- I. Use of the Network to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that s/he intentionally violated this provision.

If a student inadvertently accesses material that is considered Prohibited or

Restricted, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the student against an allegation that s/he intentionally violated the provision.

- J. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Network in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher, building principal, or Technology Director if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

- K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

- L. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the Technology Director. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or installs a software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

- M. Students must secure prior approval from a teacher or the Technology Director before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or Listservs.

- N. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the Technology Director. All such authorized communications must comply with these guidelines.

- O. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to access, monitor, review, and inspect any directories, files and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

The following notice will be included as part of the computer log-on screen:

"The District's computers, network, and Internet system is to be used for educational and professional purposes. Users are reminded that all Network use, including Internet use, is monitored by the District."

- P. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- Q. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- R. Proprietary rights in the design of websites hosted on the Board's servers remains at all times with the Board.
- S. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- T. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- U. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- V. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Technology Director. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class- or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by

any student requiring access for class- or instruction-related purpose.

1. Class work, assigned and supervised by a staff member.
2. Class work, specifically assigned but independently conducted.
3. Personal correspondence (e-mail – checking, composing, and sending).
4. Training (use of such programs as typing tutors, etc.).
5. Personal discovery ("surfing the Internet").
6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the building principal or the Technology Director.

****Game playing is not permitted at any time.****

P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)

Antwerp High School Plagiarism Policy

Rationale

The faculty at Antwerp High School is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written, or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Antwerp High School or any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy.

Definition of Plagiarism

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper

- In-text documentation that is not reflected in the Works Cited page

Plagiarism Violations

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. A committee comprised of the teacher involved, the high school principal, the librarian, and one other teacher (preferably from the language arts department) then has the option to meet to determine what actions, if any, may be taken.

DEGREES OF PLAGIARISM

1. **A First-Degree Violation** may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student's using a paragraph or a few lines of text without citing or paraphrasing the material properly; however, most of the paper is the student's own work.

Procedures for First-Degree Violations:

1. The teacher will meet with the student, discuss the mistake(s), and document the violation.
2. The teacher may deduct points from the assignment based on the assignment rubric.
2. **A Second-Degree Violation** is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may take the form of improper paraphrasing throughout the work. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and has not been referenced. A student has also committed a second-degree violation if he/she has not included a Works Cited page and/or in-text citations.

Procedures for Second-Degree Violations:

1. After the student has formally met with the teacher about the issue, the student will have one day (24 hours after the meeting) to fix the error(s) for half credit. If the student does not resubmit the corrected work within this time frame, he/she may not receive credit for the assignment.
2. If the redone work is completed within the teacher's expectations, the student may serve one after-school detention.
3. If the work is not done or is not completed to the teacher's expectations, the student may serve up to two Saturday Schools.
4. If necessary, the involved teacher and/or principal may notify the National Honor Society advisor.
3. **A Third-Degree Violation** is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and has not been referenced or has been copied verbatim (even if cited). An example may be the use of a purchased term paper or a previous student's work. Also, this violation may involve improperly acquiring information and/or intentionally altering it (i.e. citing sources that are not actually sources). In addition, a third-degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this situation, the plagiarism committee will meet to discuss what will happen.

Procedures for Third-Degree Violations:

1. The student may not receive credit for the assignment.
2. If necessary, the involved teacher and/or principal may notify the National Honor Society advisor.
3. The committee, led by the principal, will determine an appropriate punishment based on previous violations and/or academic record. At a minimum, though, the student may serve two Saturday Schools.

**This student handbook and student Code of Conduct was adopted by the Board of Education at the June 2021 regular meeting*

Board Policies and Board Policy Numbers

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*This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the document reviewed in this Handbook since it was printed in June 2017. If you have questions or would like more information about a specific issue or document, contact your principal, or access the document on the District’s website: www.antwerpschools.org by clicking on “District Info”, and then clicking on “District Policies”. You will find the specific policy or administrative guideline in the Table of Contents for that section.

Student Verification Sheet

Name _____

Grade _____

1st Period Teacher _____

Date _____

By signing this document, I verify that I have reviewed and understand the Student Handbook and Code of Conduct.

Name (signature)

Date

