

1755 Palmer Drive
Defiance, Ohio 43512
(419) 784-2777
Robert Morton, Principal
Jay Jerger, Assistant Principal
Jerry Buti, Athletic Director
Ashley Peters, Sam Manz,
Thomas Singer Guidance Counselors

<http://www.defiancecityschools.org/>

SCHOOL CALENDAR 2018-2019

Dates in the following calendar may be changed if necessary to schedule makeup days due to emergency school closings in order to meet the minimum number of student instructional days required by state law.

SEMESTER SCHEDULES

First Semester Wednesday, August 22, 2018 through Friday, January 11, 2019
Second Semester Monday, January 14, 2019 through Wednesday, May 29, 2019

STAFF DEVELOPMENT DAYS AND HOLIDAYS

Teachers' Meetings and Work Day	Monday, August 20, and Tuesday, August 21, 2018
Labor Day	Monday, September 3, 2018
Thanksgiving Vacation	Wednesday, November 21 thru Friday, November 23, 2018
Christmas Vacation	Thursday, December 20, 2018 thru Wednesday, January 2, 2019
Martin Luther King, Jr. Day & Work Day	Monday, January 21, 2019
Presidents' Day	Monday, February 18, 2019
Spring Break	Monday, March 25 thru Friday, March 29, 2019
Good Friday	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Teacher Work Day	Thursday, May 30, 2019
Commencement	Sunday, June 2, 2019

Alma Mater

Sing a song to ol' Defiance
Ere to her be true.
Live up to the best that's in you
For the White and Blue
Hail Defiance, Hail Defiance
We'll uphold thy fame
Striving ever to be worthy,
Of thy glorious name.

Fight Song

"On Defiance"
On Defiance! On Defiance!
Fight unto the end?
Honor, glory lie before thee
Forth thy warriors send

Fight thee ever, fail thee never
Loyal in the fight
On Defiance, may thy cause
Be ever right!

I. Daily Schedule

Regular Schedule by period:

1	7:50-8:34
2	8:38-9:22
3	9:26-10:10
4	10:14-10:58
5	11:02-11:46
6	11:50-12:34 - Lunch
7	12:38-1:22 - Lunch
8	1:26-1:56 – Intervention/Enrichment
9	2:00-2:44

Two Hour Delay Schedule by period:

1	9:50-10:20
2	10:24-10:54
4	10:58-11:28
5	11:32-12:02
6	12:06-12:36 - Lunch
7	12:40-1:10 - Lunch
8	1:14-1:36 - Intervention/Enrichment
3	1:40-2:10
9	2:14-2:44

II. Mission

Mission Statement

The Defiance City Schools District realized that students come first-to that end, the district community is held accountable to educate all students equally to foster skills, strategies, and behaviors to promote educational and personal excellence.

Objectives of Defiance High School

Aided by a sound, thoughtfully designed curriculum, a broad spectrum of activities allowing maximum student involvement, and an adequate physical plant, the faculty, administration, and School Board of Defiance High School are pledged to the creation of a quality educational environment designed.

1. To enable the student to communicate effectively in spoken and written form.
2. To enable the student to rationally analyze problem situations, evaluate possible solutions, and choose the solution, which is in the best interests of society, culture and his or her person.
3. To teach the principles of democracy and good citizenship by developing the student's self-respect and for the rights and dignity of others and by practicing consistently firm and fair discipline.
4. To develop and understanding and acceptance of persons who differ culturally, physically, and psychologically.
5. To help the student recognize his/her limitations and capacities and to set realistic goals which will result in a happy, healthy personality.
6. To encourage constructive program originality and creativity of thought and expression.
7. To encourage the student to recognize his or her personal values, the source of these vales, and to relate these values to the survival of our society and culture.
8. To develop a productive member of society whose contributions reflect personal growth and result in the improvement of our society.

Bill of Rights and Responsibilities

Rights

- To speak my opinion without penalty;
- To be told the truth;
- To be treated honestly, fairly, courteously, and respectfully by others;
- To have the opportunity to work for a high quality, well-balanced education;
- To be recognized as an individual and not be prejudged;
- To have input in the planning and implementation of the educational program;
- To feel physically, psychologically, and emotionally safe in school.

Responsibilities

- To be truthful and act honestly
- To listen to and to respect
- To be truthful and act honestly;
- To listen to and respect others' opinions;
- To refrain from stereotyping or prejudging others;
- To be responsible for my own actions and be prepared to accept the consequences of those actions;
- To recognize and accept differences among individuals;
- To respect the property of others;
- To respect and protect the emotional and physical environment of the school;
- To know and uphold the school rules;
- To contribute service to the school and/or the community;

Your rights and responsibilities must be applied to everyday life. By enjoying the rights and accepting the responsibilities of the Defiance High School community, it is hoped that each individual will offer his/her best efforts toward the promotion of just and peaceful human relations.

Discrimination on the Basis of Sex

It is the policy of Defiance High School not to discriminate on the basis of sex in its educational programs or employment policies as required by Title IX of the 1972 Amendments.

Values

The Defiance City Board of Education has approved the following values to be included in this student handbook:

- HONESTY:** Telling the truth, meaning what you say.
RESPONSIBILITY: Treating everyone, including yourself, with dignity.
SELF-CONTROL: Being able to control your actions
PROMISE KEEPING: Keeping your word.
SOCIAL JUSTICE: Treating all people fairly.

Admission to Defiance High School

Students attending Defiance High School must live within the boundary lines of our school district. Students not living in this school district must apply for Open Enrollment through the Superintendent's Office of the Defiance City Schools District. Requests will be reviewed and either denied or approved as quickly as possible. If the Open Enrollment request is approved, then the student(s) may attend DHS. If the Open Enrollment request is denied, the student cannot attend DHS and must attend their home school.

Students that are new to the Defiance City Schools District are required to enroll with their parents or legal guardians. When enrolling, the parent or guardian must provide copies of the following items: 1) birth certificate, 2) court papers allocating parental rights and responsibilities or custody, 3) proof of residency, and 4) proof of immunizations. The student, parent or guardian must also make us aware of the previous school that was attended so that a records request can be made

A student who has been suspended or expelled by another public school in Ohio or from a public school in another state may be temporarily denied admission to DHS during the period of suspension or expulsion. Prior to the denying of admission, 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.

Transfer/Withdrawal from Defiance High School

A student who anticipates transferring to another school must obtain a withdrawal form from the main office. The student must return all textbooks and other class materials that the teachers need returned. All debts must also be paid before any school records are released. In compliance with state law, no student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents or custodians. A student under the age of 18 who withdraws from school shall be reported to the juvenile judge of the county. Students under the age of 18 must also have a work permit and show that they will be working. The signature of the Superintendent must also be obtained by a student under the age of 18 who is withdrawing from school.

III. ACADEMICS

Academic Honesty Policy

The faculty and administration of Defiance High School believe that academic honesty is a vital element in developing student achievement, character, and responsibility. To ensure the academic honesty in all classrooms, the following policy will be enforced:

1. All teachers will inform their students of what constitutes academic dishonesty in their classrooms. Some common examples of academic dishonesty are plagiarizing and cheating on tests, quizzes, and homework assignments. These are just examples, and are in no way a complete list of all academic dishonesties.
2. When a teacher determines that a student has committed an act that is academically dishonest, the student will be penalized as follows:
 - First Offense:** Failure on the item (test, quiz, paper, etc.) in question.
 - Second Offense:** Failure for the quarter in the academic subject.
 - Third Offense:** Failure for the semester in the academic subject.
3. After each offense, the parents/guardians will be contacted by the teacher or administration and informed of the academically dishonest action. If parents wish to appeal the determination of the teacher, due process procedures will be followed.

Advanced Placement (AP) Courses

The Advanced Placement program enables students to complete college level studies while they are still in high school and to obtain college placement and credit on the basis of their performance in rigorous AP examinations.

College Credit Plus

College Credit Plus (replaces Post-Secondary Options Program and all Dual Enrollment Programs) is available to college-ready students who qualify for college admission. This program allows students to earn college credits and high school credits while taking a college level course. College credits earned must be non-remedial and must apply toward a degree or professional certificate; therefore will need a counselor's approval. Parent(s) and student must attend an informational presentation and have high school forms of intent to participate turned into a counselor by March 31st of the current school year.

Credit Flexibility Option (CFO)

Credit Flexibility awards credit based on a demonstration of subject area competency instead of or in combination with completing hours of classroom instruction. The Defiance Senior High School credit flexibility plan is designed to focus on supporting and accelerating student learning; and reflects the need for students' readiness for college without remediation.

Eligibility

1. Must be a student entering grades 9, 10, 11, or 12 for the school year for which application is being made to participate in the CFO.
2. Must maintain enrollment as a full-time student (enrolled in 6 classes) in Defiance City Schools (DCS) for the academic year for which the application is being made to participate in CFO.
3. Must have been enrolled as a full-time student in Defiance City Schools for at least one full academic year (180 days) in the academic year immediately preceding the academic year for which applying for the CFO.
4. Must attend with parent/guardian an individual counseling session with the school counselor to discuss their plans, intended outcomes, and impacts of participation in the CFO.
5. Must obtain pre-approval from the District Credit Flexibility Review Panel and adhere to all deadlines set forth in the CFO policy, Defiance City Schools Board Policy, the District calendar, and the Defiance Senior High School student handbook.
6. Must meet all established course pre-requisites.
7. Must demonstrate previous competency in the content area for which he/she wishes to apply for the CFO.

8. Must possess sufficient skills or knowledge to be able to work independently; to analyze, synthesize, and evaluate information, and resources; to research independently and complete learning by established deadlines.

Final Exam Procedures:

High school semester exams will be administered in December/January and May.

1. Students shall remain in the classroom for the entire test period.
2. If a student is absent during a scheduled exam day, the procedure for excused, unexcused, and permissible absences will be followed.
3. Incomplete (I) grades may appear on the grade card for the subjects in which final exams were missed. All incompletes must be made up within two (2) weeks of the end of the grading period or the grade of ‘F’ will be recorded. Teachers are responsible for changing an incomplete (I) to a grade.
4. The type of make-up tests or exams offered will be at the teacher’s discretion.

Graduation Requirements

Recent legislation requires high schools to acquaint students with diploma requirements under which they may be graduated. Currently, there are two sets of requirements that have been outlined:

1. To receive a Standard High School Diploma or
2. To receive a High school Diploma with Honors

GRADE	9	10	11	12
CLASS OF	2022	2021	2020	2019
English	4	4	4	4
Math	4	4	4	4
Science (1 Life, 1 Physical Science)	3	3	3	3
Social Studies (1 U.S. History, 1/2 Government)	3	3	3	3
Health	1/2	1/2	1/2	1/2
P.E.	1/2	1/2	1/2	1/2
Econ/Finance	1/2	1/2	1/2	1/2
FineArts	1	1	1	1
Electives	5	5	5	5
Total Credits	21	21	21	21

In addition to the requirements, students must also show that they are ready for college or a job by:

Ohio’s State Tests

Earn at least 18 points on seven end-of-course state tests. End-of-course tests are:

- Algebra I or Integrated Math I
- Geometry or Integrated Math II
- American Government
- American History
- English I
- English II
- Biology

Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies. Our school and district receive grades on the Ohio School Report Cards for all students’ scores and participation on state tests.

Industry Credential and Workforce Readiness

Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn a 13 on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

College and Career Readiness Tests

Earn the “remediation-free” scores* on either:

ACT

English - 18 or higher

Mathematics - 22 or higher

Reading - 22 or higher

Your district will choose either the ACT or SAT for all students in your district to take for free during a one-time statewide spring test in grade 11.

SAT

Writing - 430 or higher

Mathematics - 520 or higher

Reading - 450 or higher

*Ohio’s university presidents set these scores, which are subject

Any student who plans to attend Four County Career Center must take World History in Grade 9 and U.S. History in grade 10 if he/she is going to attend Four County for the junior/senior years of high school or participate in the Tech Prep program at Northwest State Community College.

Graduation Requirements for the Diploma with Honors

*All the requirements for the Standard High School diploma must first be met. Then the following requirements must be met to qualify for the Diploma with Honors:

*Beginning with the Class of 2018: House Bill 487 updated Ohio’s graduation requirements to ensure that all students are ready for success in college and work. Additionally, every student will have the opportunity to take a nationally recognized college admission exam free of charge in the 11th grade.

Students who remain in the Defiance High School building must meet 7 of the following 8 requirements:

1. Must earn 4 units of credit in English
2. Must earn 4 units of credit in Mathematics (This must include Algebra 1 & 2 & Geometry or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content.)
3. Must earn 4 units of credit in Science including 2 Units of Advanced Science.
4. Must earn 4 units of credit in Social Studies
5. Must earn 3 units of credit in 1 Foreign Language or 2 units of credit in each language studied
6. Must earn 1 unit of credit in the Fine Arts
7. Must earn an accumulated GPA of 3.50 or higher.
8. Must score a composite of 27 on the ACT (excluding the optional writing test), or a 1210 on the SAT

Students who complete the final 2 years of high school at Four County Career Center must meet 9 of the following 10 requirements:

1. Must earn 4 units of credit in English
2. Must earn 4 units of credit in Mathematics, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
3. Must earn 4 units of credit in Science, including Physics and Chemistry.
4. Must earn 4 units of credit in Social Studies
5. Electives 4 units of Career-Technical minimum. Program must lead to an industry-recognized credential, apprenticeship or be part of an articulated career pathway, which can lead to post secondary credit.
6. Must earn an accumulated GPA of 3.50 or higher through the last grading period of the senior year.
7. Must score a composite of 27 on the ACT or a 1210 on the SAT
8. Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent.

Grade Check

Students and parents are encouraged to check their grades regularly using the school website: www.defiancecityschools.org/. You will be asked to submit the student’s ID number along with their date of birth.

Guidance Department

All DHS students are assigned to one of three guidance counselors, Mrs. Peters, Mr. Manz. or Mr. Singer. Counselor assignments for the 2018-2019 school year are as follows:

Mr. Singer:	All Seniors
Mr. Manz:	All Juniors and Sophomores Last Name M - Z
Mrs. Peters:	All Freshmen and Sophomores Last Name A - L

Physical Education Waiver

In accordance with Ohio Revised Code Section 3313.603, Defiance Senior High School students may be excused from all physical education course requirements by participating in District-sponsored interscholastic athletics, marching band, or cheerleading for at least two full seasons while enrolled in high school and prior to entering their 12th grade year of school.

Scholastic Eligibility for Interscholastic Athletics

A student must be currently enrolled in school and receiving passing grades in a minimum of 5 one-credit courses or the equivalent and also achieve a 1.5 GPA or better and passing grades in a minimum of 5 one-credit courses in the immediately preceding grading period. Students in their first semester after promotion from 8th grade must have had passing grades in a minimum of 75% of their courses in the immediately preceding grading period.

Summer School:

It is important that students make every attempt to succeed in their regularly scheduled classes before the alternative of Summer School is used. To bring summer school in line with other alternatives, Summer school hours meet the minimum state requirements for course credit. The following attendance limits must be met: 1.) Students will be dropped from a class with a failure if they exceed four days absence from a six weeks course; 2.) Two days absence for a three-week course. A tardy will count as ½ day absence. Advance Class: Classes taken for the first time. Remedial Class: Classes that may be taken only if the student has completed the course, but failed. Withdrawal from a course during the school year does not qualify the student for remedial courses. No refunds after the first class day.

Withdrawal From a Course

A student who withdraws from a semester course within the first five days of a semester, or a student who withdraws from a year course within the first five days of the first semester, will not be penalized for the withdrawal. If a student withdraws from a semester course after the first five days, he/she will receive a WF for that course. A student who earns an A, B, or C in the first semester of a year course and who is capable of continued successful work in the course will be penalized for withdrawing from the second semester of that course by receiving a WF for the course work not completed.

A student who is enrolled in a year course and is not successful, (D or F) at the end of the first semester, will not be penalized if he/she withdraws from that course during the first five days of the second semester. The student will receive a W for the second semester to indicate withdrawal. A W denotes withdrawal from a course with no academic penalty. A WF denotes withdrawal from a course with the academic penalty of having the course count as an attempt with no points earned. This will lower the student's GPA.

Review Request: A review committee composed of the student's counselor, two teachers, and the principal will review any request for exceptions (i.e. teacher recommendation, health restrictions) to the policy.

IV. Technology

Computer Network and Internet Acceptable Use Policy

***Students will complete the terms of agreement online for the student handbook. Electronically signing for the student handbook ensures students do agree to the acceptable use policy.*

The Defiance City School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

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

Upon reviewing, signing, and returning the Agreement as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Agreement. The School District cannot provide access to any student who, if 18 or older, fails to sign the Agreement as directed or, if under 18, does not return the Agreement as directed with the signatures of the student and his/her parents or guardians.

Listed are the provisions of the Agreement regarding computer network and Internet use. If there are any questions about these provisions, contact the person(s) that the School has designated as the one to whom questions are directed. If any user violates this Policy, the student's access will be denied, if not already provided or withdrawn, and he/she may be subject to additional disciplinary action.

Failure to Follow Policy and Breach of Agreement

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School district may refuse to reinstate for the remainder of the student's tenure in the School District. A user breaches his or her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may take other disciplinary action.

Netiquette

All users must abide by rules of network etiquette, which include:

1. Politeness. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
2. Safety. In using the computer network and Internet, do not reveal personal information such as home address and telephone number. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet.
3. Among uses that are considered unacceptable and constitute a violation of this Policy and Agreement are:
 - a. Uses that are offensive to others. Don't use access to make ethnic, sexual preference or gender-related slurs or jokes.
 - b. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance whose possession or use of is prohibited by the School District's Student Conduct Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, assume that all materials are protected unless there is explicit permission on the materials for use.
 - c. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the student is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojan, time bomb, or other harmful programming or vandalism.
 - d. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; impersonate another.
 - e. Uses that access controversial or offensive materials. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged persons. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
 - f. Uses that are commercial transactions. Students may not sell or buy anything over the Internet. Students should not give others private information about themselves or others, including credit card numbers and social security numbers.
 - g. Use of social networking sites. Network and Internet access is provided as a tool of the student's education. School is not the appropriate setting for the use of social networking sites and such use is prohibited. Social networking sites are sites where individuals create and view personal profiles, create networks of friends, leave messages for each other, etc.

h. Uses that are harassment or bullying. Cyber-bullying is strictly prohibited. Do not use the Internet or school computers to engage in another, or to encourage others to do the same. If a student finds that other users are engaging in cyber-bullying or harassment he or she should report such use to the person designated by the School.

Personal Responsibility

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

Privacy

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

Purpose and Use

The School District is providing access to its computer networks and the Internet for only educational purposes. If there is any doubt about whether a contemplated activity is educational, consult with the person(s) designated by the School to help decide if a use is appropriate.

Term of the Permitted Use

A student who submits to the School, as directed, a properly signed Agreement and follows the Policy to which he/she has agreed will have computer network and Internet access during the course of his/her school tenure.

Wireless Communication Devices

Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by an student who fails to abide by the terms of this guideline or otherwise engages in misuse of this privilege. Strict adherence to this guideline is required.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students are discouraged from using WCDs or having them "On" during the regularly scheduled school day (from entering Defiance High School until 2:44 pm). The device should be powered completely "Off" and not just placed into vibrate or silent mode; a device will be considered "On" if it ready to receive, send, capture or record any communication, visual image, sound, text message or other information. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board of Education or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

WCDs, including but not limited to devices with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, locker rooms, shower facilities, bathrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Students participating in extra-curricular, co-curricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of WCDs after school hours or on after school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

No Expectation of Confidentiality will exist in the use of WCDs on school premises/property. The Defiance City School Board of Education and Defiance High School assumes no responsibility or theft, loss, damage or vandalism to WCDs brought onto its property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day with permission from office personnel. Using a WCD in an unauthorized manner or in violation of this guideline may result in loss of this privilege and/or additional disciplinary action (such as; warnings, parental notification and conferences, loss privilege to have the WCD on school premises/property, suspension, Saturday school assignments, after school, confiscation of the WCD, expulsion and/or referral to law enforcement if the violation involves an illegal activity).

V. CHROMEBOOKS

Chromebooks

Our students live in a digital world, altered by ever-changing technology. Whether they are described as "Digital Natives" or "21st Century Learners", we, as educators are well aware that students today are very different from past years. This generation of 21st Century Learners can absorb a great deal of information at super-charged speed whether it is transmitted via a cell phone, television, the Internet, or MP3 player. Digital students are masters of varying types of technology. These students are always connected with their peers and the world through technology.

It is our vision at Defiance City Schools to incorporate these 21st Century Skills into our classrooms. A classroom environment that encourages collaboration and online learning will better engage our students, preparing them for the adult world.

Cleaning

Only use a clean, soft cloth to clean the screen, no cleansers of any type – no window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasive material.

Content Filtering

All internet content is automatically filtered while your child is at school. We will also have a filter system in place on the Chromebook to filter content while on other networks, such as your home wireless.

We stress the importance of responsible use of our networks and do our best to protect our students from harmful content.

Coverage and Repair

This agreement covers the Chromebook loaned to the student against all accidental, inadvertent, or unforeseen damage or loss over **\$25.00**. Coverage is 24 hours per day. Accessories (charger and case) and damages valued at less the **\$25.00** are NOT covered and are the sole responsibility of the student. The coverage does not cover any malicious, intentional, or deliberate damage caused to the Chromebook. Additionally, any neglect or failure to report damage, loss, or other within 24 hours will not be covered by the agreement.

Daily Use

- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Waiting to charge the Chromebook until the charge is low (20% life or red indicator light) extends the battery life.
- The Chromebook screens can be damaged if subjected to rough treatment.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Avoid using any sharp object(s) on the Chromebook.
- Do not place anything in the carrying case that will press against the cover.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors
- Careful placement in your backpack is important.
- Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects.
- Appearance
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the school

- Chromebooks should always be within the protective case.
- Each case and Chromebook is identifiable. Do not remove any school ID tags or labels.
- Safe Keeping
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area
- Pads must NOT be removed from its protective case.
- When not in your personal possession, the Chromebook should be in a secure, locked environment.
- Unattended Chromebooks will be collected and stored in the school's office.
- Each Chromebook has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
- Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
- Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.
- Never expose an Chromebook to long-term temperature extremes or direct sunlight. An automobile is not a good place to store an Chromebook.

Effective and Expiration

This coverage is effective from the date this required form and premium payment are received by the school through the date on which the Chromebook is required to be returned in good order to the school.

Parent Meetings

Parent Meetings are scheduled for late summer. This is a very important meeting to introduce parents to the Chromebook Project, to answer questions, and to sign necessary forms. Students are invited to attend, but it is required that they be accompanied by a parent. No student will receive a Chromebook without these signed documents. More information will be forthcoming about those meetings. *Parents may complete the online review in lieu of attending the Chromebook meeting.*

Grade level meetings will be held on the first day of school. Expectations and Responsibilities will be discussed with students at that time.

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer,

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the Chromebook I will not load or delete any software from the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to school when requested and upon my child's withdrawal from Defiance High School.

Premium

The total premium cost is **\$25.00** per school year. Partial semesters are not refundable.

It is agreed and understood that:

- The Defiance High School Technology Protection Fund will offer coverage to all students
- Participation is totally voluntary. If a student does not participate they will not be allowed to take their Chromebook off school property.
- A separate application will be needed for each Chromebook covered.
- It will be the responsibility of the Technology Department to determine if loss/damages were due to negligence or accident. A student with a lost or damaged Chromebook due to negligence will be given a replacement, but will not be allowed to take the Chromebook home.

Repair

- The Chromebook is an electronic device and care must be exercised when handling the Chromebook.
- Do not attempt to gain access to the internal electronics or repair your Chromebook.
- If your Chromebook fails to work or is damaged, report the problem to the Technology Department as soon as possible.

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the follow responsibilities:

When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Defiance City Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.

- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times
- I will not load any software onto the Chromebook
- I will not remove programs or files from the Chromebook
- I will honor my family's values when using the Chromebook
- I will not give personal information when using the Chromebook
- I will bring the Chromebook to school everyday
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the Chromebook
- I will recharge the Chromebook battery each night.
- I will return the Chromebook when requested and upon my withdrawal from Defiance High School.
- I will place the Chromebook in its protective case when it is being moved.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) and a new Agreement must be signed if the user wishes to continue to receive service. If after the student has provided account information, some or all of the information changes, the student must notify the person designated by the School to receive such information.

Warranties/Identification

The School District makes no warranties of any kind, either express or implied in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy.

By signing the Agreement, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardians(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School District's network.

Wireless Access

The Chromebooks are not 3G. Any email between teacher/student can be accomplished at school if need be. There are also many free wireless hotspots throughout our town.

As for wireless, we are not asking parents to go wireless at home, but it would be great if you did! Very affordable wireless access points can be found at Walmart, Meijer, and Office Max. You don't need the pricey ones with the Chromebook. Very easy to install as well.

VI. ATTENDANCE

Absence for Vacation or Travel

Defiance High School students are asked to make vacation or travel plans during school vacation periods whenever possible. Students are permitted up to a maximum of four (4) days per school year (Bd. of Ed. Policy 5200). Even though actual work can be made up, it is often done without the degree of understanding necessary to be successful. Classroom participation is also a vital part of a student's education. With this in mind, it is recognized that circumstances will arise in which a family is unable to vacation or travel during school vacation periods. It is also recognized that traveling is a form of education. The following policy is made to protect students from falling behind in classes that could lower grades.

Defiance High School will follow these procedures when students request school absence to travel and/or vacation;

1. A written request from the parent must be filed in the attendance office **5 school days prior to the absence or the absence is unexcused**; no make-up work is allowed for unexcused absences.
2. Students are required to request assignments in advance.
3. As much work as possible as **determined by the teacher** should be completed and turned in prior to the absence; if the work is not completed, the student will receive a zero for those assignments.
4. If the teacher allows the missed work to be completed after the absence and the student does not complete the work in a timely manner **as determined by the teacher**, the student will receive a zero for those assignments.
5. Upon returning to school, the student will be allowed the same number of days to complete any work not yet finished as days of absence, provided the teacher has not required the completed work prior to the absence.
6. Long-range assignments and/or due dates established previously will not be affected by the student's vacation or travel plans.

House Bill 410

The Ohio Revised Code provides for public school boards of education to establish policies to encourage regular attendance of students. The Defiance City Board of Education recognizes that regular attendance plays a very important part in the success or failure of our students.

With the increased emphasis on state-mandated testing, it is even more important than ever to stress the importance of good attendance. Every student has a right to an education, but every student also has an obligation to attend regularly and to abide by the rules and regulations of the school system and the State of Ohio.

House Bill 410 encourages and supports a preventative approach to excessive absences and truancy. A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

Highlights of HB 410

Definition of 'habitual truant' changed from days to hours.

The new definition for habitual truant: a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one month without a legitimate excuse; or c. Absent 72 or more hours in one year without a legitimate excuse.

Excessive absences: a. Absent 38 or more hours in one school month with or without a legitimate excuse; or b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Once a student has met the criteria for "Excessive Absences" (Hour of absences - 38 or more in a month and/or 65 or more hours in a school year), a letter will be sent home to the parents informing them of their student's excessive absences, according to HB 410.

According to HB 410, if a student is a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one month without a legitimate excuse; or c. Absent 72 or more hours in one year without a legitimate excuse, a letter will be sent home informing the parent(s) of a Absence Intervention Team meeting to assess the student's absences and to create an Absence Intervention Plan, to hold the student and their parents accountable for attending school regularly.

Permitting students to attend class at their leisure, to miss school whenever they wish, to be tardy excessively, to be inattentive in class, or to create disturbances simply teaches laziness and irresponsibility. For these reasons, minimum

attendance standards must be met. The school must work in partnership with the parents toward this goal. **Therefore, all absences will be documented.**

Absences that are not documented will be unexcused.

Defiance High School establishes the following guidelines as mandated by the State of Ohio for absence from school:

Accepted Reasons for Absence:

1. Illness (with a phone call or note from parent/guardian when student returns), up to **5 days for the year**
2. Doctor or dentist appointments (with doctor slip when student returns)
3. Death in family (with call to school)
4. Court appointments (with note from court when student returns)
5. Quarantine (with doctor's slip)
6. School-approved field trips (no note required)
7. College visitation (allowed 3 visitations/must be approved 5 school days prior to leaving or absence will be counted as unexcused. Must bring note from college when student returns)
8. Family travel: Up to maximum of 4 days per year (Bd. of Ed Policy 5200) and must be approved 5 school days prior to leaving or absence will be counted as unexcused
9. Extenuating circumstances warranting individual consideration by the building administrators. A parent must notify the school by the first hour on the day a student is to be absent unless previous notification has been given in accordance with school procedure for reporting absences

(O.R.C. 3313.205). If such notification is not received, the school will notify the student's parent or guardian of the absence by telephone or in writing. The parent is responsible for providing the school with current home and/or work telephone numbers and to notify the school of any change in the above information. A note from the parent/guardian or other official documentation explaining the previous day's absence is required in the attendance office before school on the day of return. If this procedure is not followed, then the student's absence will be considered unexcused.

Early Release for Professional Appointments

Whenever possible, medical or dental appointments should be made outside the regular school day. However, when this is not possible, the student must give a written note to the attendance office the morning of the appointment. The student must bring a signed statement (doctor, dentist, court) to the effect that he/she reported promptly for the appointment, and the student shall report back to school immediately following the appointment. For these cases, the parent **does not have to take physical custody** of student.

Early Release from School

Early release (whether parent or student generated) will require the parent/guardian to take physical custody of student if the student is under 18. The parent will sign the student out in the office. Only if the student is over 18 can this be accomplished with a parent/guardian phone call.

Students are prohibited from signing out for reasons other than those approved by the state as accepted reasons for absence. Going home to get forgotten items, running errands, and going out for lunch are not state-approved reasons for absence. Leaving school for any other reason than the state-mandated reasons for absence will be counted as unexcused; no make-up work is allowed for unexcused absences.

Illness/Accident During School Hours

In the event that a student becomes ill or has an accident, he/she must report to the attendance office at once.

Makeup Work

If the absence is excused, it is the student's responsibility to contact his/her teacher's regarding makeup work. The student will be given a day for a day to make up his/her work. Example: If a student is excused for two days, then he/she will be given two days to make up the work. There may be exceptions to this policy that will be determined by the principal or assistant principal.

Once a student has accumulated 5 days unexcused absences from school in a full year, a letter will be sent to the parents/guardian notifying them of the situation and the student will meet with the guidance counselor.

When the student accumulates 5 parent phone calls into the school for illness and/or 5 notes for illness during a full school year, a letter will be sent home notifying the parents/guardian of the situation. The school will need a doctor's slip for illness from then on. If the school does not get a doctor's slip after 5 calls or notes, the day or days will be counted as unexcused.

Students who are near or over the excessive absence limits are strongly discouraged from requesting prearranged absences such as vacations, college visitations, etc., as this only adds to the excessive absence problem.

Participation in After-School Activities

As a minimum requirement, all students are expected to be in attendance for at least four full periods and have an accepted reason for any absence in order to participate or attend a school sponsored, after-school activity. This includes, but is not limited to, activities and practices such as athletic contests, plays, quiz teams matches, musicals, choir performances, prom, homecoming, Saturday games, etc. If a situation arises where the student cannot attend classes due to an emergency situation or other extenuating circumstances, the principal must give approval for participation.

Students between the ages of 16 and 18 who have a valid Ohio driver's license are subject to having it suspended by the state for the following reasons:

1. When a student drops out of school, the school system is required to notify the Registrar of Motor Vehicles.
2. When a student is suspended/expelled for the use or possession of alcohol or drugs, the school system will notify the Registrar.
3. When a student is excessively absent without legitimate excuse for either 10 consecutive days or a total of 15 days during a semester, the school system will notify the Registrar.

Tardiness to School: Tardiness to school or a class must be avoided. Students are expected to be in school and on time. The school day begins at 7:50 AM, with a warning bell at 7:45 AM. All students are expected to be in their assigned location by the 7:50 AM bell. A student who is tardy should report to the attendance office, sign in, and get an admit slip before reporting to class. No one will be admitted to a first period class without a slip.

Tardy Discipline Sequence:

- 1st and 2nd Tardies - Warnings
- 3rd & 4th Tardies – Detention
- 5th and subsequent Tardies – Saturday School

Tardiness to Other Classes

To be handled by the individual teacher. Repeated tardiness will result in assignment of school detentions by the teacher. A misconduct report will be completed by the teacher and sent to the assistant principal at the third tardy for any individual class.

Unexcused Absences

Any absence that has not been documented under the accepted reasons for absence;
Including: Out-of-school suspension, Truancy, Skipping school/classes, etc.

*****Any unexcused absence will result in "0" credit for that day with no chance of making up the work*****

The only exceptions to this will be:

1. State-mandated accepted reasons
2. Hospitalization
3. Participation in a school-sponsored function
4. Professional counseling
5. Students who are assigned to In-School Suspension and given credit for completed assignments (board policy)
6. Emergency or set of circumstances which, in the judgment of the building principal, constitutes a good and sufficient cause for absence from school or class

VII. STUDENT CODE OF CONDUCT

House Bill 421 requires each board of education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The board of education's primary concern is that students learn in an environment conducive to learning. All students have the responsibility to act in such a way as not to interfere with the rights of others to an appropriate educational opportunity. By accepting the right to participate in all school programs, including extracurricular activities and athletics, on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs. Violation of the Student Code of Conduct will result in assignment of detentions, Saturday school, suspension or expulsion, including denial of participation in privileged activities (prom, graduation, senior activities, etc.).

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this district.

The Superintendent shall establish procedures to carry out the policy and philosophy of the Board of Education, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically.

Misconduct for Which Discipline Including Suspension and Expulsion May Occur

The following rules, regulations and procedures are based upon philosophy of the Defiance City Board of Education. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein, on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function or event. A student found to be in violation of any of these rules or a portion thereof will be subject to disciplinary notice, suspension for a set number of days, or expulsion. In addition to, or in lieu of this disciplinary action, the disciplining authority may impose disciplinary measures in the nature of after schoolwork, repair of or payment for physical damage caused by the student, cleanup, painting and revocation of the privilege of participation in school activities.

Administrative Appeal Form

Even though DHS strives to remain open and fair, we recognize that from time to time situations involving conflict do occur. To assist the District in becoming uniform in handling such incidents, the Board of Education has adopted an Administrative Appeal Form. In an effort to help our students and parents in understanding the correct procedure in dealing with any concerns, the form may be requested.

Disciplinary Action

Disciplinary Action is determined based primarily on the type of offense committed. Other factors, such as the frequency of an offense are also considered. Although the disciplinary actions listed below reflect a progressive disciplinary process, all steps may not be considered or appropriate in a given case. Offenses of a repetitious or more serious nature may result in discipline commensurate with the seriousness of the offense and may justify suspension and/or expulsion without reference to previous warnings.

1. Detention (after school)
2. Emergency removal from school
3. Reassignment to In-School Suspension
4. Out-of-school Suspension
5. Referral to Juvenile Court
6. Referral to police department
7. Expulsion

Teacher will intervene with classroom misconduct, enforcing the classroom discipline plan. For serious misconduct such as fighting, blatant insubordination, drugs or alcohol, weapons, etc. an immediate suspension hearing will be held. Students may be assigned detention, Saturday School, in-school reassignment in the Directed Learning Center, out-of-school suspension and/or expulsion.

Detention: School detentions are held on Wednesdays in an assigned classroom after school for one hour beginning at 2:50 and ending at 3:50. Failure to serve detentions when assigned will result in a Saturday School being assigned.

Saturday School: In lieu of suspension, the student may be assigned an extended detention period of individual study meeting from 8:00 a.m. to 12:00 noon Saturday at the high school. Students will be required to provide their own transportation to each session and report to the designated room at 8:00 a.m. Students who are tardy to these sessions will be required to make up additional time the following Saturday unless weather conditions or circumstances determined by the supervisor are appropriate reasons for being late.

Students are expected to adhere to the following rules while attending the Saturday School program:

1. Students are expected to work on homework or bring reading material appropriate to an educational atmosphere.
2. Sleeping, games, food, or beverages will not be permitted.
3. Permission must be obtained from the supervisor to sharpen pencils, go to the restroom, or leave the directed study area for any reason.
4. Students will be required to obtain all assignments and materials needed to study before each session begins.
5. Questions concerning assignments will be directed to the supervisor for assistance. A student who is disruptive or insubordinate at any time during the session will be subject to further discipline.

In-School Suspension: In lieu of suspension the student will be assigned to In-School Suspension and given an information sheet and classroom regulation sheet. It is the students' responsibility to bring their books. Their assignment will be waiting for them. The student will receive full credit for all work done. They cannot participate in extracurricular activities.

Suspension: The student will not be allowed to come to school or participate or attend any extracurricular activities. The student will receive no credit during the duration of the suspension.

In the case of a student's intended removal from school for purposes of suspension, the following procedure shall be enacted:

1. The student shall be informed in writing of the intended suspension and reasons for the proposed action.
2. The student shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and/or otherwise explain his actions.
3. An attempt shall be made to notify the parent or guardian immediately by telephone of the impending action and reason.
4. Within twenty-four hours a letter shall be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action to the Board.
5. Simultaneous written notice of the suspension shall be sent to Superintendent of Schools, Clerk of the Board of Education, and the student's school record. Suspensions may not exceed 10 school days beginning with the first day of removal from school. Only the principal and/or superintendent may initiate suspension plans.

Expulsion: The student will not be allowed to attend Defiance City Schools up to 80 days. (Special Education 45 days). Expulsion is not to be taken casually, but to be used in extreme circumstances. Students can be expelled from Defiance City Schools on the first offense for these offenses that take place on school property or at a school sponsored event: (1) sale or possession/use of a mind altering substance or alcohol, (2) sale possession/use of a look alike drug, as determined by O.R.C. 2925.37, (3) breaking and entering school-owned property/buildings, (4) extreme vandalism (\$100.00 or more) to school-owned property or personal property of a school employee, (5) assaulting an employee of the Board of Education. (6) Use and or possession of a firearm, weapon, or object as a weapon. (7) Knowledge of dangerous weapon or threats of violence (verbal or written).

A student may be expelled by the Superintendent of Schools in accordance with procedures outlined by Ohio Revised Code. Due process shall be afforded the student by the building administrator before such administrator recommends expulsion to the superintendent. Prior to the intended expulsion, the Superintendent must enact the following procedures:

1. Give the student and parent or guardian written notice of the intention to expel. That notice must advise the student and parent or guardian or other representative of their right to appear in person before the Superintendent or his designee to challenge the reasons for expulsion. That notification must carry the time and place of the hearing which must take place no earlier than three (3) days and no later than five (5) days after the notice is sent. The superintendent may grant an extension of time upon request provided all parties are notified.
2. Conduct a hearing when feasible under appropriate guidelines of hearing procedures within the above stated period. Within twenty-four (24) hours of the expulsion, the Superintendent must notify the parent or guardian and Clerk of the Board of the action to expel the student. The notice must include the reasons for the expulsion; and the right of the student, parent, or

guardian to appeal to the Board of Education; and the right to be represented at the appeal and to request a hearing to be held in executive session. The suspension or expulsion of a student from school is considered to be an extremely serious decision and shall be utilized only after careful investigation of the incident and thoughtful consideration of the educational consequences to the student and to the school.

Students who are expelled will not be given credit for any of the course work currently in progress, nor will the student be given an opportunity to complete the course work. This includes home instruction, tutors, and/or correspondence work. The grade at the end of the semester that the student is expelled will indicate either a withdrawn passing (WP) or withdrawn failure (WF), depending on the grade at the time of expulsion.

Removal by Administrator

If a student's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the superintendent, principal, or assistant principal may remove the student from the school premises, curricular, or extracurricular activity.

If it is intended that the student be removed from a curricular or extracurricular activity for more than 24 hours, a due process hearing must be held within 72 hours after a removal is ordered.

1. An attempt should be made to notify the parent/guardian immediately by telephone of the pending action and reasons.
2. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the student as soon as feasible prior to the hearing.
3. The person who ordered or requested the removal must be at the hearing.
4. If suspension or expulsion is intended, the due process requirements of the law must be adhered to.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of a civil law or school rule. A search may also be conducted to protect the safety of others. All searches may be conducted without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated a civil law or school rule. Locks are to prevent theft, not to prevent searches.

Computers and all information, programs, software, and use privileges belong solely to the school, and, therefore, are subject to review and inspection at any time without suspicion or cause. There should be no student expectations of privacy for any information contained in, accessed from, transmitted to, or transmitted from a school computer.

No strip searches will be conducted by any employee of the District, but anything that is found in the course of a search that may be evidence of a violation of a civil law or school rule may be taken and held or turned over to the civil authorities. The school reserves the right not to return items that have been confiscated.

Definitions of Major Offenses

Rule #1 Disruption of School – A student shall not by use of violence, force, coercion, threat, harassment, or insubordination, cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities.

Rule # 2 Damage to Property/Vandalism – A student shall not cause or attempt to cause damage to the property of another, public or private on school premises, or at any school activity on or off school grounds. The student may be required to pay for damages. Marking, defacing, or damaging school property or grounds will not be tolerated. If students violate laws such as breaking and entering or causing damage to school buildings, prosecution will be pursued, as well as those consequences listed in the Student Code of Conduct. Any damage to public property is to be reimbursed to the school treasurer by any proven guilty person(s) as guided by law, and any school labor for cleanup will also be charged to the guilty person(s).

Rule # 3 Fighting/Physical Abuse/Assault – A student shall not cause physical injury or behave in such a way that could cause physical injury to another. (FIGHTING** is an unacceptable method of dealing with problems. Students involved in conflict are encouraged to seek the aid of a teacher, counselor, assistant principal or principal. A student who allows himself/herself to be drawn into a fight will be disciplined along with the “instigator”.)

**The police may be summoned and charges filed if the fight is of a serious nature.

Rule # 4 Dangerous Weapons/Instrument – A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person such as guns, rifles, knives, razor blades, switch blades, brass knuckles, etc. Included in this prohibition would be the use of chemicals and gasses including mace, firecrackers and smoke bombs (metal detectors may be used intermittently to search for weapons).

Rule # 5 Narcotics, Alcoholic Beverages and Drugs–A student shall not possess, use, exhibit evidence of use, buy, sell, or distribute, or be under the influence of alcohol, controlled substance, or harmful intoxicant. This includes look-alike drugs thought to be drugs, sold as drugs, or inferred by the buyer or seller to be any mind-altering substances. Likewise, a student shall not possess, use, buy, or sell any drug-related paraphernalia. Also, students shall not possess non-alcoholic beer. These rules apply while on school property, at any school-related function, or while under the supervision and jurisdiction of the school. When the student’s use of prescription drugs has been authorized by a licensed physician, written notification and permission shall be provided to the school by the parent or legal guardian. (Specifically defined under Board Policy 4.15)

Rule # 6 Tobacco/Smokeless Tobacco/E-Cigarette – A student shall not use or possess tobacco, smokeless tobacco, or e-cigarette(s) on school property, or in attendance at a school-sponsored activity, or within sight of the school.

Rule # 7 Repeated Violations – A student shall not repeatedly fail to comply with directions of any authorized school personnel during any period of time when the student is properly under the authority of the school personnel (curricular or extracurricular).

Rule # 8 Insubordination – A student shall not disregard or refuse to obey reasonable directions given by school personnel.

Rule # 9 Profanity or Obscene Language – A student shall not use profanity or obscene language, either written or verbal, in communication with any other person. Included in this prohibition would be the use of obscene gestures, signs, or publication.

Rule # 10 Truancy and Tardiness – Truancy is declared when a student is absent from school or an assigned area without school authorization. A student is tardy if he/she is not in his/her assigned place at the required time.

Tardiness – Each student will be allowed 4 excused tardies to school for the year (2 per semester). Any further tardies will result in detention time or Saturday School. Teachers will handle classroom tardies on an individual basis.

Truancy – Truancy from classes or school will not be taken lightly. The following penalties will be enforced:
1st and 2nd offense – Detention
3rd, 4th, 5th offense and subsequent – Saturday School

Rule # 11 Theft /Extortion – A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. In the event of theft, the student will be required to make full restitution.

Rule # 12 Repeated use of Inappropriate Dress – A student shall not dress or appear in a fashion deemed inappropriate because it either (1) interferes with the student’s health and welfare or that of other students, or (2) causes disruption or directly interferes with the educational process, or (3) pertains to alcohol and/or drugs, or (4) is obscene.

Rule # 13 Harassment of School Personnel Outside the School – Students may be subject to school discipline for any harassment, verbal abuse, vandalism, physical abuse or other disruptive behavior towards school personnel during non-school time.

Rule # 14 Public Display of Affection – Public display is prohibited on the campus at Defiance High School. Disciplinary consequences may be assigned for Public Display of Affection (P.D.A.), such as hugging, or kissing. Public displays of affection are unacceptable and create a very negative reaction among students, staff and guests. Unacceptable public displays of affection are defined as those physical actions, which are contrary to good judgment and public decency in that they create the feeling of inappropriateness and embarrassment among students, staff and guests. Students who engage in such inappropriate and/or unacceptable public displays of affection will be subject to the intervention of staff, and the student will be subject to disciplinary action.

Rule # 15 Dress Code – The correctness of any form of dress or grooming at Defiance Senior High School will be judged by the following principles: **Any form of dress or grooming that constitutes a threat to a student’s health and safety, interferes with educational process, disrupts or is offensive will not be allowed.**

The responsibility for the personal appearance of the student rests with the parent/guardian and the student. Personal appearance shall not detract from the educational process. Appropriateness and tastefulness are the criteria of proper dress for both male and females at Defiance High School. The following establishes the minimum acceptable standards for student dress. Questionable student dress and appearance will be ruled acceptable or unacceptable by the principal or assistant principal.

The following are specifics that must be observed:

- a. Appropriate footwear must be worn at all times. No student may wear slippers.
- b. Earrings/studs are to be worn in the ears only.
- c. Clothing with rivets or other objects that can damage property or people may not be worn. This is meant to include thick chains, dog collars, etc.
- d. Hats/head scarves, or bandanas will not be worn in school and must be placed in lockers. Coats should not be worn. It is suggested you bring a sweater or sweatshirt to place in your locker should you get cold.
- e. Clothes may not be excessively tight.
- f. **Shorts of appropriate length and style** are permitted during the allotted time frame. The following types of shorts are not permitted: bicycle shorts, boxer shorts, short-shorts, or shorts that are excessively tight.
- g. “Muscle shirts” (tank tops) and sleeveless shirts shall not be worn. Blouses must have shoulder coverage that is approximately 2 inches wide.
- h. Students will not wear “sheer” or “see-through” blouses or shirts. This is meant to include fishnet tops or tube tops. No bare midriffs are allowed. Tops should cover the midriff.
- i. Sunglasses are not permitted to be worn in the building.
- j. Sweat suits should be appropriate – not too tight or excessively loose. They cannot have holes in them.
- k. Slogans on clothing that are obscene or advertise alcohol or drugs are not permitted. In addition, no student will wear anything which makes reference to race, creed, religion, or sexual orientation.
- l. Hair is to be a natural color (i.e. not a bright or unnatural color).
- m. Pants or trousers of **appropriate length** are to be worn **fastened around the waist** (no sagging). Bib overalls are to be buckled.
- n. Undergarments should not be visible. Belts are to be buckled and worn as apparel only.
- o. Boys shall wear no beards or goatees; mustaches should be neatly trimmed and above the lip; sideburns are not to grow past the middle of the ear.
- p. Pajama bottoms and tops are not to be worn to school.
- q. Face painting is prohibited. Extreme makeup or hairstyles are prohibited.
- r. Shorts can be worn to school prior to October 1st and after May 1st.
- s. Shorts/skirts of appropriate length are permitted. Shorts should reach the tip of the middle fingers when the child’s arms are extended at their side. Common sense would dictate that halfway between the knee and thigh is appropriate. If excessive infractions of this rule occur, the principal has the right to eliminate wearing of shorts/skirts to school.
- t. Shirts and tops must have enough necklines to cover all cleavage. Shirt sleeves, sweater sleeves and vests must not be so loose fitting or decorative as to create a hazard in lab classes, etc. Sleeveless shirts must completely cover the area from the base of the neck to the tip of the arm, and not have oversized armholes or open sides that expose undergarments

or skin under the arm. Examples of inappropriate apparel include, but are not limited to halters, midriff tops, crop tops, spaghetti strap tops, strapless tops, revealing and/or see-through tops, open mesh garments, garments with open sides that expose skin or undergarments, tank tops and muscle tops (oversized arm holes).
u. Pants are not permitted to have holes above the knee that reveal "skin". Any holes above the knee must be covered.

Rule # 16 Misconduct away from school (field trips, athletic contests)

Rule # 17 Hazing - A student shall not haze (harass by exacting unnecessary or disagreeable work, ridicule or playing abusive or humiliating tricks by way of initiation) another student, a school employee or persons who are guests of the school or persons conducting business for the school or otherwise violate the anti-hazing policy.

Rule # 18 Forgery and Falsification - A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.

Rule # 19 Cheating - Students are expected to exhibit honesty in all schoolwork. A student shall not engage in academic misconduct, including cheating or plagiarism. Students in violation of this policy will receive a zero for the work in question in addition to other disciplinary procedures that may be imposed.

Rule # 20 Disrespect - Every member of the Defiance community is deserving of respect. Failure to demonstrate respect towards students and/or staff is considered a serious breach of the Student Code of Conduct. A student shall not demonstrate disrespect toward any other individual. Actions may include verbal or nonverbal disrespect, psychological or material abuse.

Rule # 21 Gambling - A student shall not engage in any form of gambling.

Rule # 22 Loitering, Trespassing, or Unauthorized Entry - Students shall not be willfully present in a school building, locker room, restricted area of the school building or any part of the school grounds at an unauthorized time or without specific permission from a staff member. Student shall not attempt to enter a locker, classroom, closed and/or restricted area without proper authorization.

Rule # 23 Unauthorized Use of Fire/Possession of Fire Starting Device - A student shall not be in possession of matches, lighters, etc. while on school grounds.

VIII. TRANSPORTATION

Bus Transportation

Bus transportation is provided for high school students providing they reside 1 mile or more from the building that they attend. Busses will pick students up at designated areas within the city limits and rural areas. Students are not to ride busses if they are not in attendance at school.

During the course of the school year, most students are passengers on a school bus for transportation to school, field trips, athletic contests, etc. Student safety is a primary concern. The following are three major components involved in the safe transportation of students: selection and training of drivers, constant mechanical inspection and preventive maintenance of busses, and appropriate student behavior.

The absence of any one of these factors is a safety concern. The Defiance City Schools Transportation Department complies with and exceeds the rigid driver training standards established by the State of Ohio. Busses are inspected daily to ensure safe mechanical performance. The third aspect of safe transportation, appropriate student behavior, is where both students and parents become involved.

The school bus driver has the responsibility to maintain control of the students on the bus. The driver's attention must be directed entirely to the job or performing his/her function at the wheel. It is obvious that if the driver's attention is constantly devoted to rowdy behavior, horseplay, and misconduct, the safety of all on board is endangered: therefore, unacceptable behavior cannot be tolerated. These misbehaviors prevent safe school bus operation and will not be tolerated:

Failure to remain seated	Improper Exit
Disorderly boarding procedures	Profanity
Refusing to obey driver	Fighting

Throwing objects on bus	Insubordination
Throwing objects out of bus	Harassing others
Throwing objects at bus	Spitting
Unnecessary noise*	Vandalism*
Creating fire hazards*	Smoking on Bus*
Hanging out of window	Other

The riding privilege of a student may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the school bus.

The driver is in full charge of the bus and the students and has the authority and the responsibility to discipline students on the school bus. If rule infractions occur, the driver will contact the principal who in turn will usually take the following actions:

First offense:	Warning—communication with parents in writing
Second offense:	Probation or removal of riding privileges for 3–5 days.
Third offense:	Removal of riding privileges for 5–10 days
Fourth offense:	Removal of riding privileges for 10–15 days
Fifth offense:	Removal of riding privileges for the rest of the year.

*If an offense is smoking or fighting or constitutes a major safety hazard, no warning will be given and the principal may suspend riding privileges with written notification to parents.

Responsibilities of the Student

Arrive at the bus stop BEFORE the bus is scheduled to arrive and wait in a location clear of traffic and away from the bus stop. Behavior at the school bus stop must not threaten life, limb or property of any individual. Go directly to an available or assigned seat. Drivers may assign seats to maintain control of students on the bus, and to promote safer driving conditions by allowing the driver to direct his/her attention entirely on the job of driving the bus. Remain seated, keeping aisles and exits clear until the bus stops.

Observe classroom conduct and obey the driver promptly and respectfully. Remain quiet when the bus is approaching railroad crossings or dangerous intersections. Do not use profane language. Refrain from eating and drinking on the bus except as required for medical reasons. Do not use tobacco on the bus. Do not have dangerous weapons in your possession on the bus. Do not have alcohol or drugs in your possession on the bus except for prescription medication required for a student. Inform the driver if you have any medical problems that may require the driver's attention.

Do not throw or pass objects on, from, or into the bus. Do not put head or arms out of the bus windows. Carry on the bus only objects that can be held on your lap. When carrying large band instruments, class projects, etc., check with the driver. LEAVE NOTHING IN THE BUS WHEN DEPARTING.

Leave or board the bus at locations to which you have been assigned unless you have parental and administrative authorization to do otherwise. NEVER tamper with the bus or any of its equipment. THOSE RESPONSIBLE will be required to pay for damage intentionally caused to seats or other interior parts of the bus.

When necessary to cross the road after getting off the bus, cross at least 10 feet in front of the bus, after looking carefully both ways to make certain no traffic is approaching. Always look for the bus driver's signal to cross the street or road. The bus driver is in a position to see traffic from both directions.

On extracurricular trips (band, choir, athletics, field trips, etc.) all riding rules and regulations shall apply to ANY TRIP sponsored by school authorities. Any suspension, expulsion or immediate removal from the bus requires that a notice of the reason or reasons be given, followed by a hearing and notice of the action taken. If a student is denied transportation privileges, the duration of time must be noted.

Dates assigned for denial of privileges will not be altered by calamity days. Parents or guardians who wish to appeal the suspension, expulsion, or removal of a student from a bus are to contact their child's building principal at which time a meeting with the driver, principal, and parents may be scheduled. Parents or guardians should not contact the bus driver directly.

AT NO TIME should a parent board a bus to confront a driver about a discipline situation or loss of transportation privileges.

Driving Policy

The Board of Education provides transportation for all school district students who reside within the district of Defiance City Schools. While transportation is offered to all eligible students, some students may choose to provide their own transportation. Regulations are established regarding student parking and driving. Violations of the Student Code of Conduct may result in the loss of driving/parking privileges. Students who are charged with Driving Under the Influence on or off of school property or who are charged with any alcohol or drug violations on or off of school property may lose their driving/parking privileges. Students who lose their driving/parking privileges during the second semester may lose their privilege of purchasing a parking permit when they become re-eligible.

Parking of Vehicles Driven by Students:

1. A student shall not park a motor vehicle without a proper parking permit, including any motorized conveyance, in any visitor or faculty parking area or in any location on school premises other than in a designated parking spot between the hours of 7:00 am and 3:00 pm on all school days.
2. A vehicle driven by a student shall be parked immediately upon arrival on the school premises.
3. To facilitate identification, vehicles shall be parked with the front end headed into the designated parking space.
4. Defiance High School is not responsible for any theft or damage to a vehicle parked on school property.

Registration of Vehicles Driven by Students

1. The privilege to park at Defiance High School is granted to students according to established academic, behavioral and tardy criteria established by Defiance High School.
2. Students who have finished the previous year with a failing grade and/or behavior or tardy concerns may not have the opportunity to purchase a parking permit at the beginning of the school year, but may earn the privilege with improved academic, behavioral and/or tardy choices.
3. A student who desires to drive to and park a motor vehicle on school premises shall make application for and, if approved, purchase a registration tag from the office for a fee of \$5.00 a year.
4. A lost or stolen tag must be reported immediately to the office. Because of possible theft, it is highly recommended that car doors be locked. Replacement tags cost \$5.00.
5. A student shall not sell, give, share or otherwise transfer a registration decal to another student or person.
6. The student registration tag shall be visible from outside of the vehicle.
7. Only licensed drivers may purchase a permit.
8. Academic and behavior concerns could result in the loss of parking privileges. General Regulations for Student Driving &

Parking

1. A student shall not violate any law or ordinance regarding the operation of a motor vehicle or any regulation set forth herein while on school premises, under school authority or at any school-sponsored activity, function or event.
2. A student shall operate a motor vehicle on school premises safely and at a speed consistent with existing conditions, but in no case at a speed greater than ten (10) miles an hour.
3. A student operating a motor vehicle on school premises shall yield the right-of-way to pedestrians, school buses and the directions of the parking lot supervisor.
4. A student who operates a motor vehicle on school premises shall have a valid operator's license and the motor vehicle shall be insured against liability for personal injury and property damage caused by the student driver. The Defiance Board of Education shall not be liable for the student driver, for the vehicle or for the contents of the vehicle.
5. A motor vehicle parked on school premises (including Central Office) in violation of parking and driving regulations shall be subject to being towed away at the owner's expense.
6. A student shall not drive or park a motor vehicle on school premises when his or her privilege to do so has been suspended or revoked.
7. All students, pedestrians and drivers shall follow the directions of the traffic attendant and abide by school regulations.

Disciplinary Action for Violation of Driving and Parking Regulations

Disciplinary action may result from the violation of any of the driving and parking regulations set forth herein. The circumstances of a particular offense may result in suspension or revocation of a student's registration sticker without refund or more severe disciplinary action. However, the student shall be subject to other disciplinary action as appropriate and the sequence of disciplinary action herein shall be subject to alteration.

Students who lose their driving/parking privileges for any reason will not receive a refund. A vehicle may be towed in accordance with Board and civil policies.

Students that drive to school are required to purchase parking passes in the office at a cost of \$5.00. (Students may return their previous year's pass and purchase a new pass for the current year at a reduced price of \$2.50).

IX. SAFE SCHOOLS DIRECTIVES

Dangerous Weapons and Instruments

A student shall not possess, handle, transmit, or conceal any weapon or instrument capable of harming another person, such as firearms, knives, ice picks, switch blades, brass knuckles, laser pointers, etc. Included in this prohibition would be the use of chemicals and gasses, including mace, firecrackers and smoke bombs.

Violation of Policy: Students who violate this policy shall be subject to suspension and or expulsion, in addition to applicable criminal and civil penalties.

Gang Policy

The Defiance City Schools recognizes that a school must create a safe environment in which learning can take place. The presence of gangs within a school disrupts that environment by threatening the safety of the students in the school building and causing disruption to the academic process. Gang activities also create an atmosphere of intimidation in the entire school community. In order to ensure safe and violence-free schools, the Board of Education establishes the policy that gangs and gang activities are prohibited in the Defiance City Schools.

Definition

A gang is any identifiable group or club who displays or communicates membership in that group and whose purposes include the commission of illegal acts or the violation of disciplinary rules of the Defiance City schools.

Procedures

In accordance with the Safe School Act of 1994, no student on school property, to or from school, or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with, any gang.
2. Engage in any act that furthers the interest of any gang or gang activity, including, but not limited to
 - a. Soliciting membership in, or affiliation with, any gang.
 - b. Soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
 - c. Painting, writing, tattooing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on one's self, school property, or personal property.
 - d. Using hand gestures for gang "signing."
 - e. Engaging in violence, extortion, or any other illegal act or other violation of school policy.
 - f. Soliciting any person to engage in physical violence against any other person. Intervention

It is believed that early intervention in the gang activity process means less destruction for the student who may be harmfully involved. In deterring, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials will exercise discretion and judgment based upon current circumstances in their schools, neighborhoods, and communities.

The removal of gang-related graffiti shall be a priority in maintenance of school property. After police notification, all such graffiti on school or personal property shall be removed or covered within twenty-four hours of its appearance to school officials, or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items. School officials will work closely with local law enforcement officials in controlling gang-related activities.

Violation of Policy

Students who violate this policy shall be subject to suspension and/or expulsion, in addition to applicable criminal and civil penalties. School administrators will confiscate materials and report any act of gang-related activities to local law enforcement authorities and parents and/or guardian.

Narcotics, Alcoholic Beverages, and Drugs

A student shall not possess, use, exhibit evidence of use, buy, sell or distribute, or be under the influence of alcohol, controlled substances, or harmful intoxicants. This includes look-alike drugs thought to be drugs, sold as drugs, or inferred

by the buyer or seller to be any mind-altering substances. Likewise, a student shall not possess, use, buy or sell any drug-related paraphernalia. These rules apply while on school property, in a school vehicle, at any school-related function, or while under the supervision and jurisdiction of the school. When the student's use of prescription drugs has been authorized by a licensed physician, written notification and permission shall be provided to the school by the parent or legal guardian.

Chemical use suspected

1. Behavioral referral process will be initiated.
2. Parents or legal guardian will be notified.
3. Recommendation will be made according to findings and/or nature of incident.
4. Follow-up at parent discretion. (The school will take no disciplinary action.)

Being Under the Influence of Alcohol, any Controlled Substances or Harmful Intoxicants
First Offense

1. 10 day suspension* and possible expulsion
2. Notify parents or legal guardian.
3. Notify guidance counselor.
4. Notify juvenile probation department and local police for charges to be filed. *5 days of the suspension may be waived after successful completion of a mutually agreed upon contract. A contract constitutes an agreement between the student, parent or guardian, and school officials that shall include, but not be limited to, an in-school education program, school-approved intervention program, or out-of-school counseling.

A school education program will include at least **10 hours** of individualized study directed and monitored by school personnel and parents. This individualized program is to be completed outside the regular school day.

Second offense

1. Expulsion or a 10-day suspension and successful completion of mutually agreed upon contract. (The contract shall include school intervention program that may consist of small group meetings such as Insight classes or weekly individual meetings with a substance abuse coordinator. This alternative is not available to students who have already completed this option or an out-of-school alcohol/drug-counseling program.)
2. Notify parents or legal guardian.
3. Notify guidance counselor.
4. Notify juvenile probation department and police for charges to be filed.
5. Recommend chemical abuse counseling and/or treatment.

Third Offense

1. Expulsion**
2. Notify parents or legal guardian.
3. Notify guidance counselor.
4. Notify juvenile probation department and police for charges to be filed.
5. Recommend chemical abuse counseling and/or treatment

Possession

1. Expulsion **
2. Court referral
3. Notify parents or legal guardian
4. Notify juvenile probation department and police for charges to be filed.
5. Recommend chemical abuse counseling and/or treatment.

** The total number of days of the expulsion may be reduced to 30 upon completion of a chemical abuse treatment program. A student may receive academic credit for the semester the expulsion occurred provided that the minimum requirements of his/her courses have been met (as determined by the teachers of the courses); and that the rehabilitation program has been successfully completed (as determined by the treatment coordinator in Paulding.)

Selling or Distributing

(As defined in Ohio Revised Code)

1. Expulsion***
2. Recommend chemical abuse counseling and/or treatment.
3. Notify parents or legal guardian.
4. Notify juvenile probation department and police for charges to be filed. ***No academic credit will be granted.

Sexual Harassment

Definition: Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such an individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexually oriented conduct considered being sexual harassment might include, but not be limited to:

1. **Verbal conduct:** making or using derogatory comments, epithets, slurs, or jokes: making sexually based remarks about another person's or one's own body.
2. **Nonverbal conduct:** leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters.
3. **Physical contact** such as patting, pinching, or frequent brushing against another's body.

Complaint Procedure

Students who believe that they have been subjected to sexual harassment are encouraged to take appropriate action. Such action may include any of the following:

1. Directly informing the person engaging in sexually harassing conduct that such conduct is offensive and must stop.
2. Reporting the incident(s) immediately to a counselor or building administrator. **Details of the allegation should be in writing.**

Complaints of sexual harassment shall be treated seriously. A counselor, teacher, or administrator who receives a complaint of sexual harassment will report the complaint to the administration. The administration will notify the complainant within 3 to 5 working days that the complaint has been received.

The board-designated compliance officer will investigate sexual harassment complaints.

The investigation process will include:

1. Conferencing with the complainant to obtain a clear understanding of the charges.
2. Conferencing with the alleged offender to obtain her/his response to the complaint.
3. Holding additional meetings as necessary to gather information.

If after investigation, the compliance officer believes that there has been a violation, the findings will be presented to the Superintendent. Copies will be provided to parties involved. Appropriate disciplinary action will be promptly taken. Students have a right to due process. To the extent possible, every reasonable attempt will be made to maintain confidentiality during the course of an investigation into a charge of sexual harassment. No report of allegations will be included in the student file unless an allegation has been substantiated and disciplinary action has been taken.

Any individual making a complaint will not be retaliated against, even if a complaint made in good faith is determined to be unfounded. A student who intentionally and falsely accuses another of sexual harassment will be subject to disciplinary action for just cause.

Within 30 days the administrator will follow-up with the complainant to ensure that no retaliation has occurred. Any violation of sexual harassment could lead to school penalties and/or legal ramifications.

Bullying/ Harassment

For purposes of this policy, the term "harassment, intimidation or bullying" means any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Reporting Procedure

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation or bullying to a teacher, guidance counselor, coach, principal or other administrator. Likewise, all school personnel who become aware of harassment, intimidation or bullying shall immediately report such behavior to their building principal.

Any staff member who receives a report of harassment, intimidation or bullying shall promptly reduce the complaint to writing utilizing the Board of Education's harassment, intimidation or bullying complaint form, which shall be made available in the office of the principal of each school building, the Board of Education's central administrative office, student handbook, and downloadable from the Board of Education's website. The complaint form shall specifically describe the actions giving rise to the suspicion of harassment, intimidation or bullying, including identification of all person(s) involved, the time and place of the conduct alleged, the number of such incidents, the target of the alleged behavior, and the names of any student or staff witnesses. Such written report shall be promptly forwarded to the building principal for administrative response.

The building principal or designee shall notify the parents, guardians or legal custodians of any student involved in an incident of harassment, intimidation or bullying under this policy. Such persons shall have access to any written reports pertaining to the prohibited incident to the extent permitted by State and Federal privacy/confidentiality laws.

Administrative Response

The building principal or designee shall promptly investigate all reports of harassment, intimidation or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

1. The principal or designee will confer with the student; parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal or designee will complete the harassment, intimidation or bullying complaint form.
2. The principal or designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
3. The principal or designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.
4. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.
5. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
6. The building principal or designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

X. MISCELLANEOUS INFORMATION

After-School Hours/Activities

All after-school activities must have a sponsor/advisor present at all meetings or functions. Students are not permitted in the building unsupervised after the 15-minute grace period following the close of the school day or at any time when school is not in session.

Agendas

Agendas are required for each student at no cost and can be accessed on each student's Chromebook.

Announcements

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced over the PA system each morning. Students responsible for putting notices on the announcements must have them approved by their advisor and placed in the announcement folder in the main office. These notices must be written on the specified form available in the principal's office.

Book Bags, Cinch Bags, Purses, Pouches, Other Bags

Students are allowed to bring a book bag, cinch bags, purses, or any other bag(s) into the school building. However, once in the building, the book bag, cinch bag, purse, pouches, other bags, must be placed in the student's locker and it must remain there until the end of the school day. Gym bags can be carried to Physical Education class. A book bag, cinch bag, purse, pouch, or other bags may not be carried to any other classroom other than to Physical Education class.

Corridor Courtesy

Students should keep corridors open to traffic by walking to the right. Students should not block traffic by standing in groups. Students should pass through corridors quietly and be considerate of others in the halls and classrooms. Trash should be discarded in the containers provided. Students should leave the school building within 15 minutes after dismissal unless under the supervision of a teacher.

Dance Rules

Post-game dances are open to Defiance High School students only. If a student leaves, he/she may not re-enter the building and must leave the school grounds. Faculty members and parents must chaperone concurrently and must be willing to enforce conduct rules and check restrooms. Auxiliary police protection may be required at the discretion of the administration. Students are expected to arrive by the announced "cut-off time" for admission unless previous arrangements have been made with a building administrator. Any student that will be attending Homecoming/Prom must be present at school on the day of the dance or the day prior to the dance, if the dance is held on a Saturday.

Students that have exceeded the 5 days of unexcused absences from school, for the year, may be denied admittance to the dance(s).

Election of Class Officers

Election of class officers will be held in early September. Students must hold a "C" average and complete an eligibility form, which is available in the principal's office. Students may not be elected to the office of president for any 2 organizations in the same year. A student may not succeed himself/herself in office.

Emergency Medical Authorization

The District will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in the school building during the school year.

Intervention Enrichment

All students will be enrolled in 8th period Intervention Enrichment. This time period will allow students to complete schoolwork, collaborate with fellow students, and access their teachers for additional support.

Each student in the Intervention Enrichment must come with material to be used for study purposes. Students must recognize that there is to be no talking during this period, except by teacher permission. Teachers may issue passes to the office, guidance office, and the restrooms in emergency cases. Students who wish to see a teacher other than his/her 8th period teacher must have previously obtained a pass from that teacher. If the student is to remain with that teacher all period, this is to be indicated on the pass.

Lockers

Lockers are not a student's personal property. School officials whenever deemed necessary may search them. Each locker has a built-in combination lock. Lockers will lock automatically when closed. In order to have better hall conditions, a student should keep their lockers organized and neat. Under no circumstances are students to visit the locker of another student unless they have the permission of that student.

Lost and Found

The principal's office is used as a clearinghouse for lost items. All found items should be turned in to the principal's office.

Lunch Schedule

High school students will go to lunch with one of two groups; all students will go to the cafeteria sometime during the 6/7th period. The 6/7th period teacher will indicate the exact time a student is scheduled to eat. All students will have 45 minutes from the beginning of their lunch period until they are to report back to class. A student may either purchase food in the cafeteria or may carry lunch from home. All students are required to eat in the cafeteria unless written permission to walk

home is secured from the principal. Permission may be granted to any student whose home is within a reasonable walking distance from the school. Permission will not be granted to drive to lunch. All students must remain in the building during lunch break. A student may not go outdoors. Food and drinks are not permitted in the hallways. Food may not be ordered or delivered to DHS with the intent to eat in the cafeteria.

Medications

Whenever possible, all medication shall be given to students a home during non-school hours. If medications must be given during school hours, parents or guardians are encouraged to come to school to administer medication to their children. In the event that medication must be administered to a student, the following procedure must be followed:

1. The child's parent or guardian must submit an authorization and release form for the administration of the medication. The form must include the student's name, name of the medication, dosage, time to be administered, the dates the medication is to be given, and the physician's name and phone number. This authorization must be signed by the physician and parent before school personnel can give the medication. Forms may be obtained from the office or downloaded from the school website www.defiancecityschools.org.
2. All medication to be taken at school must be in the original container in which it was purchased.
3. Students are not allowed to bring their medication to school. Medication must be brought to school by the parent or guardian.
4. Medication must remain in the office.
5. The parent or guardian must pick up medication that is not used by the end of the school year. No medication will be sent home with a student. Medication not picked up by the last day of school, will be discarded. Medication refers to both prescription and non-prescription drugs, including aspirin and Tylenol and Advil type products. Students will not be given permission to leave school to go home and get medication. Parents will need to bring medication to this school.

Minimum School Year and School Day

A minimum student school year of **180** days is required by Ohio Revised Code 3313.48. Ohio Administrative Code 3301-35-06 (F) prescribes a minimum school day that requires **6 hours per day** (including 1/2 hour for lunch).

National Honor Society

Induction into the National Honor Society is not a student right but is an honor and a privilege. The Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service.

To become eligible for selection into the Fort Defiance Chapter of the National Honor Society, a student must attain a 3.6 GPA based on a weighted scale. Each student must attain the required standard by the completion of the sophomore year. Once a student is academically eligible, he/she must complete an application. Each student will also be evaluated in the areas of character, leadership, and service. This information is considered confidential. Current and former teachers of each student may rate the individual by using a 4.0 system. All character evaluations will be averaged, with a 3.5 average required for consideration. Evidence of service and leadership is also factored into the overall score.

The student who exercises **leadership**:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates initiative in promoting school activities.
- Exercises positive influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school office or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- Is a leader in the classroom, at work, and in other school or community activities.
- Is thoroughly dependable in any responsibility accepted.
- Is willing to uphold scholarship and maintain a loyal school attitude.

The student of **character**:

- Takes criticism willingly and accepts recommendations graciously.

- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Regularly shows courtesy, concern and respect for others.
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps rid the school of bad influences or environment.

The student who **serves**:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school, for example, Girls Scouts, Boys Scouts, church groups, volunteer services for the elderly, poor or disadvantaged.
- Mentors persons in the community or students at other schools. Shows courtesy by assisting visitors, teachers and students.
- The Faculty Council, a group of 7 faculty members appointed by the principal, is charged with the selection of members.
- Overall discussion of acceptable scores will be done prior to any discussion of individual student scores. The Faculty Council makes the final decision regarding acceptance into the National Honor Society.

Poster Policy

Only school activities may be posted. All posters and/or fliers are to be approved by the club/activity advisor before being displayed. Each advisor will make certain all posters and/or fliers have been taken down after the meeting/event is over.

School Messenger /Inclement Weather

*Be certain to register/update *School Messenger* Information

In case of inclement weather, listen to radio stations WDFM (98.1FM), WZOM (105.9 FM) or WONW (1280 AM) for information on cancellation of school, early dismissal or delays due to bus problems, weather, breakdowns or accidents. It is important that you understand Power Announcement can notify parents as early as 6:00 A.M. with delays/closings. Be sure to read the category descriptions on our website to determine what best meets your needs.

The system is Internet based, allowing you to maintain a secure password with a protected online profile. Instructions for accessing and using the system are available via our website at www.defiancecityschools.org. Since the system is Internet based, you'll be able to update your profile any day of the week at your convenience. Maintaining the accuracy of your profile will increase the ability of the district to keep you informed.

In addition to receiving communication alerts on your designated contact devices, the alert messages will also appear in your online profile. You can use this feature to read any alerts that may have been erased or deleted accidentally on your other contact devices.

If you have questions you may contact the High School office at 419-784-2777.

School Publications

Excellence in writing and/or speaking will be sought and the ethics of responsible journalism and/or literary merit will determine what will be produced. Presentation of facts or ideas is to be based on careful research.

Students shall have the right to express their views and attitudes on all issues with the proviso that the tenor of the statements shall not encourage disruption of normal educational processes. Language, pictures, music, or symbols that are obscene, libelous, or offensive to good taste are prohibited. A by-line shall accompany every printed article, story, or presentation.

Advertisements shall reflect the spirit of these guidelines. Advertisements shall not be accepted that encourage or advocate violence or disregard of the law; promote the sale of any substance the use of which is prohibited by law, such as drugs and alcohol or of any paraphernalia associated with sex or drugs or any item that would be offensive to a significant minority or the majority of the community, or items not in keeping with school purposes.

All material to be printed or produced is subject to review by the advisors and/or principal. Those who are denied approval for inclusion of materials in school publications/productions may appeal the principal whose decision will be final.

Sportsmanship

Each student attending athletic events must practice good sportsmanship by considering visiting teams and fans as guests and treating them as such. Students should also respect the rights of all spectators, respect the decisions of the officials, and support the cheerleaders with positive enthusiasm. It is better to say nothing than to say something derogatory about any participant, official, or spectator. The use of profanity or profane cheers, throwing objects onto the playing surface, or any other disruptive acts will be reason to remove an individual from an athletic contest.

Student Council

The Student Council is made up of students from each grade. Officers are elected in the spring to represent their classes for the year. Representatives from each class will be elected in early September.

Student Suggestions

The primary purpose of these procedures is to clarify channels of communication available to students when they have complaints about certain actions, policies, or procedures and to provide ways for students to present suggestions for the improvement of the system.

1. Student suggestions, in contrast to complaints, should be of a constructive nature and contribute toward the realization of the educational goals of the school.
2. Staff members should be open to the opinions of students who seek to contribute toward the betterment of the school.
3. Students shall be encouraged to approach appropriate staff members directly and offer suggestions. If advisable, and if the suggestion cannot be dealt with at that level, the staff member should relay the suggestion to the principal.
4. Students may submit a suggestion in writing to the principal who shall consult with the appropriate staff members. Students can also submit a suggestion through Student Council.
5. Students' suggestions should be given proper consideration and then acted upon.

Visitors

Defiance High School does not allow student visitors during the academic day. All non-students coming to school for business purposes must report to the principal's office (Ohio Revised Code 3313.20).

Work Permits

Work permits are required for a student who works during the school year. Work permit applications may be obtained in the guidance office when a student has secured a job. When the application has been completed, the student must return it to the office along with a copy of his/her birth certificate. If a student changes jobs, a new employer's pledge card must be completed in order to have an updated work permit. Work permits are not required for summer employment.