



WE ARE FEARLESS THINKERS

2023-24

# STUDENT HANDBOOK

*McKinney Middle School  
Yellow Springs High School*

420 E. ENON ROAD, YELLOW SPRINGS, OH 45387 | 937.767.7224 TELEPHONE | 937.767.6154 FAX

[YSSCHOOLS.ORG](http://YSSCHOOLS.ORG)



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## **Welcome**

Welcome to YSHS/MMS!

Whether this is your first year or your graduating year, we are excited about your presence, the contributions you will make, and the growth you will achieve. The purpose of the handbook is to inform and serve as a resource and guide in support of many goals, including:

1. To maintain a safe school environment that promotes learning and individual flexibility.
2. To ensure that members of the school community understand their obligation to actively respect others' rights and responsibilities with regard to their feelings, opinions, personal safety, personal property, and independent thoughts.

This handbook is a shared responsibility involving, but not limited to students, school personnel, and the Yellow Springs Board of Education members. By doing so, we can build a partnership and relationship that fosters and develops a sense of community within our school.

*All members of the school community are responsible for understanding the expectations and abiding by the rules and guidelines set forth in this handbook.* In the event that this handbook does not give you the information you need, you should contact your teacher, guidance counselor, Student Review Board member or administrator to assist you.

On behalf of the faculty, staff, Student Review Board, and administration of McKinney Middle School & Yellow Springs High School, we wish you nothing but the best for the 2023-2024 school year. It will be a great one – GO BULLDOGS!

## **Mission Statements**

### **McKinney Middle School**

McKinney Middle School provides a safe and challenging educational environment in which each student is valued as an individual and given the opportunity to develop as socially responsible, self-directed, life-long learners.

### **Yellow Springs High School**

Yellow Springs High School provides dynamic educational experiences, skills, passion and knowledge needed for students to reach their fullest potential as individuals and as responsible members of the world community.

# School Calendar



## 2023-2024

### Teacher & Student School Calendar

| August 2023 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| Sun         | Mon | Tue | Wed | Thu | Fri | Sat |
|             |     | 1   | 2   | 3   | 4   | 5   |
| 6           | 7   | 8   | 9   | 10  | 11  | 12  |
| 13          | 14  | 15  | 16  | 17  | 18  | 19  |
| 20          | 21  | 22  | 23  | 24  | 25  | 26  |
| 27          | 28  | 29  | 30  | 31  |     |     |

| September 2023 |     |     |     |     |     |     |
|----------------|-----|-----|-----|-----|-----|-----|
| Sun            | Mon | Tue | Wed | Thu | Fri | Sat |
|                |     |     |     |     | 1   | 2   |
| 3              | 4   | 5   | 6   | 7   | 8   | 9   |
| 10             | 11  | 12  | 13  | 14  | 15  | 16  |
| 17             | 18  | 19  | 20  | 21  | 22  | 23  |
| 24             | 25  | 26  | 27  | 28  | 29  | 30  |

| October 2023 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun          | Mon | Tue | Wed | Thu | Fri | Sat |
| 1            | 2   | 3   | 4   | 5   | 6   | 7   |
| 8            | 9   | 10  | 11  | 12  | 13  | 14  |
| 15           | 16  | 17  | 18  | 19  | 20  | 21  |
| 22           | 23  | 24  | 25  | 26  | 27  | 28  |
| 29           | 30  | 31  |     |     |     |     |

| November 2023 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
|               |     |     | 1   | 2   | 3   | 4   |
| 5             | 6   | 7   | 8   | 9   | 10  | 11  |
| 12            | 13  | 14  | 15  | 16  | 17  | 18  |
| 19            | 20  | 21  | 22  | 23  | 24  | 25  |
| 26            | 27  | 28  | 29  | 30  |     |     |

| December 2023 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
|               |     |     |     |     | 1   | 2   |
| 3             | 4   | 5   | 6   | 7   | 8   | 9   |
| 10            | 11  | 12  | 13  | 14  | 15  | 16  |
| 17            | 18  | 19  | 20  | 21  | 22  | 23  |
| 24            | 25  | 26  | 27  | 28  | 29  | 30  |
| 31            |     |     |     |     |     |     |

| January 2024 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun          | Mon | Tue | Wed | Thu | Fri | Sat |
|              | 1   | 2   | 3   | 4   | 5   | 6   |
| 7            | 8   | 9   | 10  | 11  | 12  | 13  |
| 14           | 15  | 16  | 17  | 18  | 19  | 20  |
| 21           | 22  | 23  | 24  | 25  | 26  | 27  |
| 28           | 29  | 30  | 31  |     |     |     |

| February 2024 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
|               |     |     |     | 1   | 2   | 3   |
| 4             | 5   | 6   | 7   | 8   | 9   | 10  |
| 11            | 12  | 13  | 14  | 15  | 16  | 17  |
| 18            | 19  | 20  | 21  | 22  | 23  | 24  |
| 25            | 26  | 27  | 28  | 29  |     |     |

| March 2024 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| Sun        | Mon | Tue | Wed | Thu | Fri | Sat |
|            |     |     |     |     | 1   | 2   |
| 3          | 4   | 5   | 6   | 7   | 8   | 9   |
| 10         | 11  | 12  | 13  | 14  | 15  | 16  |
| 17         | 18  | 19  | 20  | 21  | 22  | 23  |
| 24         | 25  | 26  | 27  | 28  | 29  | 30  |
| 31         |     |     |     |     |     |     |

| April 2024 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| Sun        | Mon | Tue | Wed | Thu | Fri | Sat |
|            | 1   | 2   | 3   | 4   | 5   | 6   |
| 7          | 8   | 9   | 10  | 11  | 12  | 13  |
| 14         | 15  | 16  | 17  | 18  | 19  | 20  |
| 21         | 22  | 23  | 24  | 25  | 26  | 27  |
| 28         | 29  | 30  |     |     |     |     |

| May 2024 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| Sun      | Mon | Tue | Wed | Thu | Fri | Sat |
|          |     |     | 1   | 2   | 3   | 4   |
| 5        | 6   | 7   | 8   | 9   | 10  | 11  |
| 12       | 13  | 14  | 15  | 16  | 17  | 18  |
| 19       | 20  | 21  | 22  | 23  | 24  | 25  |
| 26       | 27  | 28  | 29  | 30  | 31  |     |

| June 2024 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| Sun       | Mon | Tue | Wed | Thu | Fri | Sat |
|           |     |     |     |     |     | 1   |
| 2         | 3   | 4   | 5   | 6   | 7   | 8   |
| 9         | 10  | 11  | 12  | 13  | 14  | 15  |
| 16        | 17  | 18  | 19  | 20  | 21  | 22  |
| 23        | 24  | 25  | 26  | 27  | 28  | 29  |
| 30        |     |     |     |     |     |     |

| July 2024 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| Sun       | Mon | Tue | Wed | Thu | Fri | Sat |
|           | 1   | 2   | 3   | 4   | 5   | 6   |
| 7         | 8   | 9   | 10  | 11  | 12  | 13  |
| 14        | 15  | 16  | 17  | 18  | 19  | 20  |
| 21        | 22  | 23  | 24  | 25  | 26  | 27  |
| 28        | 29  | 30  | 31  |     |     |     |

| Legend  |
|---|
| No School: Professional Development                   |
| No School: Winter & Spring Break                      |
| No School: All Offices Closed                         |
| No School: Parent-Teacher Conferences                 |
| Evening Parent-Teacher Conferences                    |
| No School: Conference Exchange Day                    |
| No School: Staff Work Day                             |
| Kindergarten Staggered Start (Grades 1-12 in session) |
| Last Day for Students                                 |
| Last Day for Staff                                    |

|                                    |
|------------------------------------|
| Teacher Days: 182 + 2              |
| Student Days: 170 + 2 + 2          |
| Kindergarten - Grade 6 Hours: 1042 |
| Grade 7 - Grade 12 Hours: 1129     |

|  |
|--|
| Quarter 1: August 17 - October 18 (42 days)  |
| Quarter 2: October 19 - January 10 (43 days) |
| Quarter 3: January 11 - March 13 (42 days)   |
| Quarter 4: March 14 - May 23 (43 days)       |

Draft: Revised March 4, 2022

## Bell Schedules MMS/YSHS

| High School |       | High School<br>2-Hour Delay |       |
|-------------|-------|-----------------------------|-------|
| 8:30-9:15   | 1st   | 10:30-11:00                 | 1st   |
| 9:19-10:04  | 2nd   | 11:04-11:34                 | 2nd   |
| 10:08-10:53 | 3rd   | 11:38-12:08                 | Lunch |
| 10:57-11:42 | 4th   | 12:12-12:40                 | 3rd   |
| 11:44-12:14 | Lunch | 12:44-1:14                  | 4th   |
| 12:18-1:03  | 5th   | 1:18-1:48                   | 5th   |
| 1:07-1:52   | 6th   | 1:52-2:22                   | 6th   |
| 1:56-2:41   | 7th   | 2:26-2:56                   | 7th   |
| 2:45-3:30   | 8th   | 3:00-3:30                   | 8th   |

| Middle School |       | Middle School<br>2-Hour Delay |       |
|---------------|-------|-------------------------------|-------|
| 8:30-9:15     | 1st   | 10:30-11:00                   | 1st   |
| 9:19-10:04    | 2nd   | 11:04-11:34                   | 2nd   |
| 10:08-10:53   | 3rd   | 11:38-12:08                   | 3rd   |
| 10:55-11:25   | Lunch | 12:12-12:40                   | Lunch |
| 11:29-12:14   | 4th   | 12:44-1:14                    | 4th   |
| 12:18-1:03    | 5th   | 1:18-1:48                     | 5th   |
| 1:07-1:52     | 6th   | 1:52-2:22                     | 6th   |
| 1:56-2:41     | 7th   | 2:26-2:56                     | 7th   |
| 2:45-3:30     | 8th   | 3:00-3:30                     | 8th   |

For information on school delays, please do not call the school, but check the following locations: **WDTN TV CH-2, WHIO TV CH-7, WKEF/WRGT TV – CH 22 and CH 45, WYSO, <http://www.ysschools.org>.**



## Stay Safe. Speak Up! Student Safety Reporting System



A top priority in Yellow Springs Schools is student safety and well-being. To help safeguard our school community, the district uses the Stay Safe. Speak Up! reporting service. This service, which can be accessed at all times, allows students, parents, and staff to submit concerns which may jeopardize the safety of students, employees, or school facilities. Concerns may include weapons, drugs/alcohol abuse, suspicious behavior, suicide/self abuse, mental health concerns, problem relationships, sexual assault, fights/violence/abuse, bullying, harassment, threats, theft, vandalism, and health concerns. Reports can be submitted anonymously if needed. There are three different options to submit safety concerns to our administration:

1. Mobile App

Download the Stay Safe. Speak Up! mobile app and enter our unique district code to submit reports directly from your smartphone. The district code is **YSS**.

2. Phone

Individuals can call 1-866-547-8362 to leave a voice message or speak with a trained, live attendance. Attendants can initiate contact with various national crisis hotlines if a student needs help in dealing with a personal emergency.

3. Online

Go to the district's website or the Clever! homepage and click on the Stay Safe. Speak Up! icon to access the online form from a desktop computer or laptop.

## 2023-2024 School Fees

### Student Fees

- Technology Fee \$40

### Course Fees

- AP Biology \$15
- AP Calculus \$15
- AP Chemistry \$15
- AP Physics \$15
- AP Exams \$97 each (subject to change)
- AP Research and Seminar \$145 (subject to change)
- Human Anatomy \$25
- Ecology \$15
- Introduction to Art \$45
- Two Dimensional Art \$45
- Portfolio Preparation \$45
- AP Studio Art \$45
- Studio Art \$45
- Oil Painting \$75
- Sculpture and Ceramics \$45
- Musical Instrument Rental \$40

ALL fees are due one (1) week before the midterm of 1st quarter  
(Failure to pay fees may result in student being dropped from class by the drop/add  
deadline)

### After School Hours

Students are expected to leave school property daily by 3:45 PM unless under the direct supervision of a teacher or staff member.

### Attendance Procedure

#### Excused Absence

State law requires attendance at school for children between the ages of six and eighteen. According to Ohio Administrative Code (3301-69-02) and/or the Yellow Springs Board of Education the following are considered excused absences:

- Illness of child - the school may require a written statement of a physician/mental

health professional if it is deemed appropriate.

- Illness in the family necessitating the presence of the child - the school may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate.
- Quarantine of the home - the absence of a child under this condition is limited to the length of quarantine as determined by the proper health officials.
- Death of a relative - the absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence.
- Medical or dental appointment - the school may require the written statement of a physician or dentist if it is deemed appropriate.
- Observance of religious holidays - any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
- College visitation - upon return from the college visit, please bring verification of the visit on college/university/technical letterhead. Up to three visits will be permitted each of the junior and senior years.
- Emergency or other set of circumstances - absences not listed above but deemed appropriate and approved by the Superintendent or his/her designee.

### **Unexcused Absence**

Any absence which is not authorized by the regulations of the State Board of Education and/or the policies of the Yellow Springs Board of Education. Senior skip day is not a school-sanctioned event. Any student participating will be issued an unexcused absence.

### **Vacations**

Even though vacations can be educational, some classroom activities cannot be duplicated through an alternative assignment. The district calendar includes intentional breaks and long weekends. It is strongly recommended that vacations be scheduled during scheduled school vacation days. All absences due to vacation are unexcused absences.

### **Make-up Work Following an Absence**

It is the student's responsibility to find out what work was missed and to make up the work promptly. The length of time allowed for make-up work will equal the number of school days absent. In the case of pre-planned field trips, college visits, or in school restrictions, the student must make arrangements with the teacher regarding completion of assignments missed and have it ready on the agreed date. In the event a student is absent during final exams, the student will have until the end of the final teacher workday to make up the missed exams for credit. Should a student fail to make up work in the required time, a 0 may be recorded for the incomplete work.

### **Assignment of Incomplete ("I") on Report Card**

In some cases, an "I" (incomplete) will be recorded on the grade card. An "I" will revert

to an "F" grade, or the previous grade prior to the incomplete being assigned based on work that had already been submitted, unless satisfactory arrangements for make-up are made. If a student has an extended illness, special arrangements may be made through the principal or counselor to see that a reasonable amount of time is given for the student to make up work that was missed.

### **Reporting an Absence**

When a student is going to be absent from school, parents are asked to call the school (937-767-7224) between 8:00am & 9:30am to inform the school about the absence. If a parent does not call, the school will attempt to notify parents of a student's absence. If students are not called in prior to an absence, students are required to submit to the office an excuse from a parent/guardian or a written note or documentation from a medical provider upon their return to excuse the absence. Should you fail to follow this procedure, your absence will be considered unexcused.

### **Early Dismissals**

A written request from a parent or guardian, which includes the purpose of the early dismissal and the time to leave school, must be submitted to the office before the school day starts.

### **Absences and Extra-Curriculars**

If a student is absent from school for more than one class during the day, the student will not be permitted to participate in or attend any school activities that evening unless the absence was an approved doctor's appointment, school field trip, college visitation, excused for religious reasons, or family emergency (i.e. a funeral or court appearance). This includes athletic events, practices, school plays, and rehearsals.

### **Signing Out/Leaving School Grounds**

Students cannot sign out at lunch or study hall. In case of illness, a student may not leave the building until a parent/guardian is notified. Emergency cases will be dealt with accordingly. Students who are eighteen years old may call the school themselves and/or write their own excuse notes for a legally defined absence (according to ORC) if prior approval has been given by the parent/guardian and the principal via a conference. Students that are eighteen cannot sign out at any time. Leaving school without signing out in the office violates Yellow Springs Board of Education Policy.

### **Late Arrival and Early Dismissal**

Senior students who are in good standing at Yellow Springs High School may be granted a Late Arrival or Early Dismissal privilege. The Late Arrival and Early Dismissal option is a privilege for senior students only. Students must remain in good standing in the following areas: academic, attendance, and behavior to maintain this privilege. Students may not have any F's, must be on track to graduate, must have a minimum grade point average of 1.5 in the previous nine weeks grading period and maintain good attendance to school.

A student will not be granted both Late Arrival and Early Dismissal. Schedule changes will not be made to facilitate Late Arrival or Early Dismissal after the midterm of the first quarter. Yellow Springs Schools will not provide transportation for students granted Late Arrival or Early Dismissal. Students with Late Arrival or Early Dismissal are required to sign in or sign out at the main office each day.

The administration maintains the right to revoke this privilege temporarily or permanently at any time for failure to meet any of the criteria listed above or for any violation of the rules, regulations, and Code of Conduct for Yellow Springs High School. Students whose privileges are revoked will be placed in a study hall.

### **Study Hall**

Study hall is reserved for junior and senior students only. Students are only permitted to schedule one study hall per year. Appeals to this policy should be made to the Principal.

### **Tardy and Late Entry to School**

Students must be in their first period class by the 8:30 bell to be considered on time. All students who are tardy to school must enter through the front doors and report to the main office to sign in. Students will be given a tardy slip and will then report to class. No student will be admitted to class after 8:30 without a tardy slip. Tardies may be excused with a note from a parent/guardian if they fall under the categories of excused absences.

Students tardy to 1st period will be subject to the following discipline procedures:

- Tardy #1, #2, and #3: Warning
- Tardy #4: Student meeting and parent contact
- Tardy #5+: Wednesday School (or 2 hours of community service in lieu of the first Wednesday School)

### **Tardy to Class**

Students who are tardy to a class period will use the QR code to sign in as tardy. Students will be assigned an after school detention for every third tardy to class, and parents will be notified. Chronic tardiness to class may result in further progressive discipline based on repeated offenses in the Student Code of Conduct.

## **State Truancy Policies**

### **Excessive Absences**

In accordance with HB 410, student attendance will be calculated in hours. Hours of **excused and unexcused absences** count toward the student being identified as excessively absent. A student is considered excessively absent after missing 38 hours in a month, or 65 hours in a school year. Once a student has triggered excessive absences, a note from a licensed medical professional is required to excuse further absences for the remainder of the school year.

## **Habitual Truancy**

Hours of unexcused absences count towards a student being identified as habitually truant. A student is considered habitually truant after having 30 consecutive unexcused absence hours, 42 unexcused absence hours in a month, or 72 unexcused absence hours in a school year. Once a student triggers habitual truancy, the Absence Intervention Team (AIT) is required to implement an Absence Intervention Plan (AIP). The purpose of the AIP is to identify specific barriers and solutions to attendance. The AIP remains in effect for 60 days. If a student triggers additional habitual truancy thresholds prior to the AIP review, the AIT is required to file a complaint against the student and parent/guardian in juvenile court. On the 61st day, an AIP review will be conducted to determine if attendance has improved. There are three outcomes from an AIP review:

1. Attendance improved, the student is attending school regularly, and the AIP is dissolved.
2. Attendance improved slightly, but the student still struggles with attending school regularly. In this case, the AIP will be continued.
3. Attendance has not improved, and/or the student has triggered additional habitual truancy thresholds. In this case, the AIT is required to file a complaint against the student and parent/guardian in juvenile court.

## **School Visitors**

All visitors must report to the office upon arrival. Student visitors are permitted only with prior approval from the principal or designee. Approval must be obtained at least 24 hours in advance and all visits must be academically related.

## **Military Recruiters**

Juniors and Seniors: Unless a parent/guardian or student requests information to be withheld, the school is required to release student information to the United States Military Recruiters. Forms are available through the Yellow Springs Board of Education (YSBOE) Policy 8330 to have this information withheld.

## **Child Find**

School districts across the state of Ohio are participating in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. Disability, in this instance, means such conditions as cognitive disability (mental retardation), a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, an other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education (FAPE) regardless of a child's disability. For more detailed information regarding special education, please review the YSBOE Policy 2460.

## **Graduation Requirements**

Minimum requirements for graduation include twenty-one (21) units for the class of

2024, twenty-two (22) units for the class of 2025, and twenty-three (23) units for the class of 2026 and beyond, community service hours, a Senior Project, a graduation pathway, and at least two diploma seals, at least one of which must be a state seal.

## Units

Units shall be distributed as follows:

|                    |   |
|--------------------|---|
| English            | 4 credits   |
| Mathematics        | 4 credits   |
| Science            | 3 credits, including <ul style="list-style-type: none"><li>● Including Algebra II</li><li>● 1 Physical Science</li><li>● 1 Life Science or Biological Science</li><li>● 1 Advanced Science</li></ul>  |
| Social Studies     | 3 credits, including <ul style="list-style-type: none"><li>● 1 credit of U.S. History</li><li>● ½ credit of U.S. Government</li><li>● ½ credit of World History</li></ul>   |
| Physical Education | ½ credit*   |
| Health             | ½ credit  |
| Electives          | 5 + credits** <ul style="list-style-type: none"><li>● Students must earn five elective credits for graduation course requirements. They must be selected from one or any combination of world language, fine arts, business, career-technical education, technology, or English language arts, mathematics, science, or social studies courses not otherwise required. Credits earned from coursework such as additional physical education, or additional health courses may not be used to meet the five units of electives requirement. Students must also complete a ½ credit of Financial Literacy (beginning with the class of 2026).</li></ul> |

\*Students who have participated in interscholastic athletics-for at least two (2) full seasons with at least a 95% attendance rate at practices and games/matches as defined in the YSHS Athletic Handbook, while enrolled in grades 9-12 and as documented by the Athletic Director, may be excused from the high school PE requirement (YS Policy 5460).

\*\*2 credits of world language and 1 credit of art are customary college prep requirements.

\*\*\*Failure to meet college preparatory requirements, may result in the need for further coursework in order to attend a state university in Ohio.

### **Community Service Hours**

Fifteen hours of community service are required for each year a student attends Yellow Springs High School, not including the senior year (45 total) (YSBOE Policy 2575). Students may obtain a paper copy of the community service form in the main office, or from the [website](#). Completed community service hour forms can also be turned in to the main office.

### **Senior Project**

During the senior year, no community service is required because a Senior Project must be completed and presented (YSBOE Policy 5462). Further information regarding the Senior Project can be obtained from the guidance office.

### **Graduation Pathways and Diploma Seals**

In addition to receiving the credits as outlined above, a student must meet one graduation pathway approved by the Ohio Department of Education, and also must earn at least two diploma seals. Please see the Ohio Department of Education website for information on the graduation pathways and diploma seals.

Students completing 45 hours of community service will be awarded the Community Service Diploma Seal. Students participating in and completing six years/seasons of approved co- and extra-curricular activities will be awarded the Student Engagement Diploma Seal. Students earning four credits in fine and/or performing arts will be awarded the Fine/Performing Arts Diploma Seal. All other diploma seal criteria can be found on the Ohio Department of Education [website](#).

### **Three Year Graduate**

If a student would like to be considered as a three year graduate, the student must notify the guidance counselor by the end of their sophomore year.

### **Latin Honor System**

Students will be recognized using the Latin honor system based on their GPAs at the end of the first semester of the year they graduate as detailed below:

- **Summa Cum Laude** - students earning a 3.95 GPA.
- **Magna Cum Laude** - students earning a 3.8 GPA.
- **Cum Laude** - students earning a 3.65 GPA.

### **Semester Exams**

Exams will be administered in each course near the conclusion of each semester. Exams will be worth 20% of the grade for the semester. A schedule will be provided for students prior to the administration of the exams. Any student who misses an exam must schedule a make-up exam through the teacher for the first semester and through the principal for the second semester. Any untaken exam will receive the grade of 0. AP Courses will have teacher created first semester exams. Any student who completes



the AP exam or timely submission, as applicable, is not required to take a second semester exam in that course.

### **Exam Exemptions**

New students will need to be in attendance at YSHS for one entire semester to be eligible for exam exemptions. Students may earn exam exemptions in the following way:

- Two (2) exam exemptions earned by maintaining 97% attendance (down from perfect attendance) throughout the semester, including excused and unexcused absences, serving all assigned consequences on their assigned dates, and having two or fewer unexcused tardies.
- One (1) exam exemption earned by maintaining 94% attendance (down from 98% attendance) throughout the semester, including excused and unexcused absences, and having four or fewer unexcused tardies.

Catastrophic student injury or illness may be taken into consideration when determining eligibility for an exemption. Regular medical procedures will count toward the semester totals of absences or tardy incidents listed above.

### **Exam exemptions may be used per the following guidelines:**

- An exam exemption used during the first semester exams exempts the grade for the exam but the student must still take the exam. An exam exemption used during the second semester exempts the student from taking the exam.
- An exam exemption can only be used in yearlong courses.
- An exam exemption can only be used in a course in which the student earned an A during each quarter of the semester.
- A student may not use an exam exemption for both semesters of a given course.
- An exam exemption earned during the first semester cannot be used during the second semester.

## **2023-2024 Semester Exam Schedule**

### **1st Semester Exams**

**Friday, December 15 (1st Period, 4th Period, 7th Period)**

|                       |                              |
|-----------------------|------------------------------|
| 1st Period Exam Block | 8:30-10:05                   |
| 4th Period Exam Block | 10:10-11:40                  |
| Lunch Period          | 11:45-12:25                  |
| 7th Period Exam Block | 12:30 - 2:00                 |
| Dismissal             | All HS students dismissed at |

|  |  |
|--|--|
|  | 2:00pm<br>*MS Students stay until 3:30 |
|--|--|

**Monday, December 18 (2nd Period, 5th Period, 8th Period)**

|                         |   |
|-------------------------|---|
| 2nd Period Exam Block   | 8:30-10:05  |
| 5th Period Exam Block   | 10:10-11:40   |
| Lunch Period            | 11:45-12:25   |
| 8th Period Exam Block   | 12:30 - 2:00  |
| Dismissal/Make-up Exams | All HS students dismissed at 2:00pm<br>*MS Students stay until 3:30 |

**Tuesday, December 19 (3rd Period, 6th Period)**

|                         |                                   |
|-------------------------|-----------------------------------|
| 3rd Period Exam Block   | 8:30-10:05                        |
| 6th Period Exam Block   | 10:10-11:40                       |
| Lunch Period (optional) | 11:45-12:25                       |
| Dismissal               | All students dismissed at 11:40am |

**2nd Semester Exams**

**Tuesday, May 21 1st Period, 4th Period, 7th Period)**

|                       |   |
|-----------------------|---|
| 1st Period Exam Block | 8:30-10:05  |
| 4th Period Exam Block | 10:10-11:40   |
| Lunch Period          | 11:45-12:25   |
| 7th Period Exam Block | 12:30 - 2:00  |
| Dismissal             | All HS students dismissed at 2:00pm<br>*MS Students stay until 3:30 |

**Wednesday, May 22 (2nd Period, 5th Period, 8th Period)**

|                       |   |
|-----------------------|---|
| 2nd Period Exam Block | 8:30-10:05  |
| 5th Period Exam Block | 10:10-11:40   |
| Lunch Period          | 11:45-12:25   |
| 8th Period Exam Block | 12:30 - 2:00  |
| Dismissal             | All HS students dismissed at 2:00pm<br>*MS Students stay until 3:30 |

**Thursday, May 23 (3rd Period, 6th Period)**

|                         |                                   |
|-------------------------|-----------------------------------|
| 3rd Period Exam Block   | 8:30-10:05                        |
| 6th Period Exam Block   | 10:10-11:40                       |
| Lunch Period (optional) | 11:45-12:25                       |
| Dismissal               | All students dismissed at 11:40am |

**Advanced Placement**

Advanced Placement (AP) is a high school academic program administered by the College Board. Exams are graded on a scale of one to five, with a score of three or higher considered successful and eligible for credit or advanced standing at most colleges and universities. YSHS may offer courses in AP Biology, AP Chemistry, AP Physics, AP US History, AP Art, AP English Literature, AP Seminar, AP Research, and AP Calculus. Students taking an AP course must take the AP exam. Students missing the exam will not be issued a refund.

**Credit Flexibility**

An effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs, and the use of multiple measures of learning by shifting the focus from seat-time to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation and the demands of the 21<sup>st</sup> Century. Proposals should be submitted by September 15th to be considered. Courses able to be taken at Yellow Springs High School may not be taken through credit flex. Additional information about Yellow Springs' credit flexibility options can be obtained on the school [website](#) and through the School Counselor Office.

## **College Credit Plus**

Ohio's College Credit Plus (CCP) program can help students earn both college and high school credits at the same time by taking college courses from community colleges or universities, or within the YSHS classroom itself. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options for college-ready students. Our school will have agreements with local colleges for specific courses; some online courses may be included. Students must notify the school of their intent to participate in the CCP program by April 1<sup>st</sup> of the preceding year and meet the admission criteria for the colleges.

## **Diploma with Honors**

Students who complete graduation requirements and wish to earn a diploma with honors must meet all but one of the following criteria unless it is a minimum graduation requirement:

**Mathematics** - Students must take Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course **OR** a four-course sequence that contains equivalent or higher content.

**English** - Students must take 4 units.

**Science** - Students must take 4 units including 2 units of advanced science.

**Social Studies** - Students must take 4 units.

**World Languages** - Students must take 3 units of one world language, or no less than 2 units of each of two world languages studied.

**Fine Arts** - Students must take 1 unit.

**Grade Point Average** - Students must have at least a 3.5 GPA on a 4.0 scale.

**ACT/SAT Score** - Students must score a 27 or higher on the ACT, and a 1280 or higher on the SAT.

## **National Honor Society (NHS)**

Juniors with 3.0 GPA at the end of their 5<sup>th</sup> semester and Seniors with 3.0 GPA at the end of their 7<sup>th</sup> semester, who also have 25 hours of documented community service may apply for consideration for induction into NHS. Inducted students are those who have demonstrated the qualities of scholarship, leadership, service and character throughout high school.

Students who have met the GPA requirements above will receive an application to be considered for induction. A selection committee of five teachers appointed by the principal will meet to review each student's application for induction into the Yellow Springs High School chapter of the National Honor Society. The chapter advisor coordinates the selection process but is not a voting member. A majority vote of the five committee members is needed for a student to be chosen for induction. The committee will evaluate the student application for demonstration of scholarship, leadership, service and character.

**Scholarship** - Scholarship is initially determined by a cumulative GPA of 3.0 for Juniors at the end of their 5<sup>th</sup> semester, or a 3.0 for Seniors at the end of their 7<sup>th</sup> semester. Three year graduates must meet the criteria for Juniors. Students will have demonstrated a high degree of scholarship in high school.

**Leadership** - Students will have demonstrated a high degree of leadership in high school. The student will provide the committee with elected or leadership positions they have held in high school.

**Service** - The student will have demonstrated a high degree of service in high school. Students must have a minimum of 25 service hours. The student will provide the committee with service activities in which they have participated.

**Character** - The student will show evidence of good character throughout high school.

\*Please note that students inducted into the NHS may be subsequently removed if future performance warrants such re-evaluation.

## **Grading Scale and Practices**

A = 90–100

B = 80–89

C = 70–79

D = 60-69

F = 59–below

### **Grading Practices**

- Students in regular attendance shall not receive a quarter grade below 50% on their report card.
- Any student failing to earn a 60% for both the first and second quarter or both third and fourth quarter of a class cannot earn more than a half credit for the school year.
- Parent/guardian contact is required within the last three weeks of a quarter for any student who is in danger of failing a class.
- No quarter/semester grade can be submitted if a quiz, test, or substantial project is missing (without parent/guardian contact).

### **Assignment of Incomplete (“I”) on Report Card**

In some cases, an "I" (incomplete) will be recorded on the grade card. An "I" will revert to a "F" grade, or the previous grade prior to the incomplete being assigned based on work that had already been submitted, unless satisfactory arrangements for make-up are made. If a student has an extended illness, special arrangements may be made through the principal or counselor to see that a reasonable amount of time is given for the student to make up work that was missed.

### **Student Appeal and Grade Changes**

In the event a student appeals a quarter, semester or yearly grade, the appeal must be received within 15 school/business days from the conclusion of the academic quarter, semester or yearly academic term. The appeal must be made in writing to the teacher. The teacher is the final authority in terms of the issuance of a grade. In the event the end of the academic quarter, semester or yearly academic term is followed by a break, (ie. spring break, summer break) in which case the teacher may be absent from the building, the appeal then must be brought to the attention of the building administrator or their designee.

### **Add/Drop Policy**

Any add/drop of classes must go through guidance to be official. Students will not be permitted to drop a class after midterm of the first quarter. A course dropped after that point will result in a withdrawal/fail, meaning the student will receive a F for the entire course and receive no credit. This grade will be calculated into the student's GPA. Any change in schedule will require a signature from a parent/guardian. Students can add a class through the first 10 school days of the first quarter with approval by the principal or their designee. Courses required for graduation or with end-of-course exams cannot be dropped.

### **Recognition of Achievements**

**Honor Roll** - In order to qualify for honor roll, a student must have a 3.5 GPA or higher for the quarter and the student can have no grades below a C.

**Academic Letters** - Academic letters will be awarded in the high school for students earning a GPA of 3.5 or above for the first three quarters. Pins will be given for successive years.

**Principal's Community Service Award** - Those students who earn 150 or more hours of community service will receive special recognition at the graduation ceremony.

### **Requirements for Co-Curricular Activities**

#### **Eligibility**

In order to be eligible for sports, theater, or other co-curricular activities in grades 7-12, a student must have received passing grades in a minimum of 5 one-credit classes with at least a 1.5 GPA.

If a student is enrolled in a physical education class, the student must participate in that class on the day of a co-curricular event or practice. In addition, students are expected to be in attendance at school on the day of a co-curricular event/rehearsal/performance. If a student has more than one period of absence on the day of the event (practices included), the student will not be able to participate in the co-curricular that day. The only exceptions would be: medical appointments (with approved documentation), funerals (with prior notice), college visits (with prior notice), approved school field trips, and religious holidays.

### **Denial of Extracurriculars**

If a student does not meet the eligibility requirements then the student is not permitted to practice/rehearse or perform/travel with the cast/team. A student can regain eligibility by obtaining all passing grades at midterm of the next quarter. Once a student regains eligibility, the student will be allowed to audition/rehearse/practice with the team/show. In all cases, a student does not gain or lose eligibility until grades are posted one week past the end of grading period.

### **YSHS/MMS Organizations and Co-Curriculars**

Students who participate in and complete at least six seasons/years of any of the following activities during high school will earn a Student Engagement Diploma Seal: Band, Orchestra, SPIDEE, GPS, Power of the Pen, School Forest, MMS Student Council, Student Review Board, National Honor Society, Gender-Sexuality Alliance, Junior Council of World Affairs, United Student Society, Swimming, Debate Team, Charlotte Drake Committee, Drama/Thespians #4671, Golf, Soccer, Cross-Country, Girls Volleyball, Cheerleading, Bowling, Basketball, Tennis, Track, Baseball, and Softball.

### **Student Review Board (SRB)**

Membership of the SRB is open to all interested students, but will consist of at least twelve enrolled students, ideally two from each grade (MMS & YSHS), and a minimum of one faculty member. The primary goals of SRB include assisting with disciplinary appeals, mediating and mending relationships among students and/or staff, maintaining community, and providing school wide leadership. The SRB will facilitate collection of teacher feedback from students at the end of each quarter. The SRB will work with a committee to create a staff feedback tool by the end of October. Yellow Springs High School Student Review Board and McKinney Middle School Student Council have a commitment towards the idea of Restorative Justice and will further explore and experiment with RJ options. In instances in which a school community member does not abide by the Student Code of Conduct, a Restorative Justice option may be available under the discretion of the staff. Restorative Justice practices are always voluntary and may be presented as an option.

### **Procedure to Change the Handbook**

The handbook will be reviewed every year during March or April by the SRB and MMS Student Council with the addition of a member from the Yellow Springs Board of

Education, and the principal. Amendments to the handbook will be made to conform to changes in state law or YSBOE policy. The teachers and principal, before presentation to the YSBOE, will review these recommendations. If during the course of the year, the Principal feels it is necessary to make changes, he/she is given the right to do so.

### **Eating Lunch**

The consumption of food and beverages during class is prohibited, except when it is part of a recognized class activity under the direct supervision of a teacher or is a medical necessity. Students will eat lunch only in the cafeteria and, when permitted, designated outside areas. Students are not permitted to place telephone delivery food orders from school or to make such arrangements whereby such orders are delivered at school by commercial food operated delivery services or by other persons. Water can be consumed in classrooms at the discretion of the teacher.

### **Special Spaces**

YSHS/MMS houses a makerspace in the bus barn. The tools and equipment in the makerspace are specialized tools that must remain in the makerspace unless checked out by a teacher. The tools must be used for their intended purposes only.

The elevator and elevator room are provided for students who are unable to use the stairs. These spaces should be used only by the student(s) with signed agreements and keys checked out from the office.

There is one gender-neutral restroom available for student use in the McKinney hallway.

### **Acceptable Technology Use**

Upon receiving your signed Acceptable Technology Use Agreement, students will be granted network and internet access. Forms need to be signed only once.

Parents/guardians who would like to change their child's status may amend the form at any time by contacting an administrator. If a student, or anyone that a student allows to access their account, violates this policy, student access may be denied or withdrawn. If a student is asked to exit a site or turn off the computer, a student must comply with that request. A student that violates policy may also be subject to disciplinary action through the Student Code of Conduct.

### **Privacy, Lockers, School Property, and Search and Seizure**

The administration and board of education recognizes and acknowledges the need for in-school storage of student's possessions and shall provide storage places, including desks and lockers, for that purpose. The administration and board also recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that a student may be searched with reasonable suspicion and in a reasonable manner. The authorization to search shall apply to all situations in which the student is under the jurisdiction of the Board of Education.



Lockers and such spaces remain the property of the Board of Education and in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such place shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the student in their care. In the discharge of that responsibility, the school authorities may search the person or property, including vehicles, of a student with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction. The board may authorize the use of canines, trained in detecting the presence of drugs or devices. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities.

### **Pepper Spray Policy**

Students wishing to possess pepper spray at school must have prior permission from a guardian and approval from the school administration. Students and guardians should complete the required permission form. After returning the form to Mrs. Feola, the student will meet with Mrs. Feola to get formal approval prior to carrying pepper spray at school or to school events.

### **Building Security**

**Security Cameras:** have been installed in certain hallway locations for student security and protection. They are not to be tampered with.

**Doorbell Entry System:** has been installed for student and staff safety.

**Lockdown Levels:** For any level, all doors & windows closed & locked. In an emergency situation where there is a threat of a potentially dangerous person(s), the following scenarios will need to be understood:

1. **Outside Threat:** This is a situation where the dangerous person(s) is outside of the school building and may be in the area or immediate vicinity. This situation requires a specific set of procedures that will be shared by teachers.
2. **Inside Threat:** This is a situation where the dangerous person(s) is inside the school building. This situation requires a specific set of procedures that will be shared by teachers.

### **Rules of Expected Behavior**

Appropriate behavior is expected of members of the school community in any classroom, school building, school grounds, district property, and/or at any school-related activity -- which can include any school-sponsored event, field trip,

curricular and/or extracurricular activity. Such a scope applies to any student conduct code listed below. Teachers may establish additional rules for specific classrooms. This approach allows for the individual differences of teachers and classes.

## **Disciplinary Action**

The principal or their designee may use the following guidelines at their discretion. If an alternative behavior modification is more appropriate, it will be used. Restitution may be required in cases of theft or vandalism. Within the investigation of any incident/situation (rumor or truth) the parent, student, and other authorities will be informed when deemed necessary, or required by law\*.

\*Consequences in violation of the substance abuse policy are explained elsewhere in this handbook.

The following level system is aligned to the conduct code to guide administration:

- **Level I:** Warning or Detention
- **Level II:** Wednesday School, In-School Restriction, or Out-of-School Suspension
- **Level III:** Two to Ten days Out-of-School Suspension
- **Level IV:** Expulsion

Note: The school will treat "in-room" minor offenses "in-room". Persistent violation may result in more severe punishment; parents will be notified regarding student behavior.

## **Disciplinary Appeal**

Any student wishing to appeal a detention or Wednesday School must notify the principal by the end of the following school day after receiving the consequence. The appeal will be reviewed by members of the Student Review Board, Restorative Justice Committee (as available) and an administrator.

## **Guidelines for Code of Conduct Violations**

### **After School Detention**

After-school detentions are to be served on Mondays, Wednesdays, or Fridays from 3:45 – 4:15. Detentions will be used as a study period and/or work service time. Teachers are responsible for notifying students and parent/guardian of the detention in writing or electronically. Failure to serve a detention at the assigned date (or within one week of the assigned date) will result in additional consequences.

### **Wednesday School**

Wednesday School serves as an extended detention from 3:45-6:00 PM in a designated room each Wednesday. Students are expected to bring enough study materials to utilize the time effectively (books, notebooks, pens, etc.). **Wednesday School will take precedence over social, extracurricular, or work commitments.** Failure to serve Wednesday School at the assigned time will result in additional consequences.

### **In School Restriction**

Normal academic work can be completed for credit during an In-School Restriction (ISR). Students who are assigned an ISR may be required to perform community service, contingent upon parental approval, and agreement from outside agencies.

### **Out of School Suspension**

Out-of-School Suspension proceedings will be carried out according to the existing due process set forth in the YSBOE policy. Parents will be notified and can meet with the Principal. Parents may appeal the suspension to the Superintendent within 5 days. Students suspended out-of-school are not permitted on school premises and may not participate in school-sponsored events during the term of suspension. Schoolwork assigned during the term of suspension can be completed for credit. The student will be responsible for contacting the teacher for work and will have an equal number of days to submit assignments or take tests and quizzes. Failing grades may be given for any classroom work that cannot be replicated. Students may be required to perform community service, contingent upon parental approval and agreement from outside agencies.

### **Expulsion**

Expulsion proceedings will be carried out according to the existing due process set out in YSBOE policy. During this time, the students are encouraged to continue with their studies. Parents or guardians must request work from the teachers with the understanding that credit may not be received. The student may be expelled from 10 days to one year depending on the violation.

### **Substance Abuse Policy**

The Yellow Springs Board of Education is cognizant that substance abuse extends beyond the schools and that the most effective response to this problem must include students, parents, staff, administrators, and community resources. For the purposes of this policy, substances that people can abuse include, but are not limited, to the following:

- All controlled substances as so designated and prohibited by Ohio statute
- All chemicals which release toxic vapors
- All alcoholic beverages
- All tobacco and nicotine products (YSBOE Policy 5512)
- Any prescription, or over the counter drug, except those for which permission to use in school has been granted pursuant to YSBOE policy
- Any substance that is a “look-alike” to any of the above (designed to copy, imitate, or mimic an illegal substance or prescription medicine)

A student shall not possess (including, but not limited to containment in purses, wallets, backpacks, lockers, cars, vehicles on school grounds, desks); buy, sell, use, transmit, apply, or be under the influence of any drug or alcohol; ingest, inject, or inhale substances (including tobacco and nicotine products), as defined above; or buy, sell, use, or transmit paraphernalia or electronic equipment related to the use and/or sale of substances.

Use of a drug authorized by medical prescription from a licensed prescriber will not be considered a violation of this policy as long as the proper prescription medication form is complete and on file in the office. Such medication shall be kept and dispensed in accordance with existing prescription drug policies. Prescription drugs illegally obtained, used, or possessed are a violation of rules pertaining to student conduct.

This policy shall apply at school and/or school-sponsored activities, on school grounds, on the school bus, at the school bus stop, in transit by bus to and from school, and at any other time when the school is being used by school groups, or off the school grounds at any school-sponsored activity, function, or event.

Any student who self-refers will be given assistance in assessment, support and recovery. This does not, however, excuse a student from subsequent violations of the Substance Abuse Policy.

The following procedures shall be followed when a student applies, is under the influence of, ingests, injects, inhales, possesses, buys, sells<sup>±</sup>, uses, or transmits substances, paraphernalia, or electronic equipment as defined in this policy:

**First Offense:**

1. Parent/guardian will be contacted and the student will be removed by the principal or his/her designee from school for the remainder of the school day.
2. The principal or his/her designee will consult with the parent/guardian and the student emphasizing available counseling services and possible disciplinary action.
3. The police will be notified of the incident in compliance with all federal and state regulations for reporting substance abuse by minors (ORC 2151.87).
4. In the case of tobacco and nicotine products (using or possessing), the principal, or designee, will suspend the student for five (5) days. In the case of drug or alcohol products, the principal, or designee, will suspend the student for ten (10) days.

**Second Offense:**

1. Parent/guardian will be contacted and the student will be removed by the principal or his/her designee from school for the remainder of the school day.
2. The principal or his/her designee will consult with the parent/guardian and the student emphasizing available counseling services and possible disciplinary action.
3. The police will be notified of the incident in compliance with all federal and state regulations for reporting substance abuse by minors (ORC 2151.87).
4. In the case of any second offense of the Substance Abuse Policy, the principal, or designee, will suspend the student for ten (10) days and will recommend the student for expulsion. The student will also be referred to the Yellow Springs Police Department and may be charged with a misdemeanor pursuant of Ohio Revised Code (ORC 2151.87).

### **Possession with Intent to Distribute:**

1. In each case of a student who is found to be in possession with intent to distribute, or who has already distributed, the principal, or designee, will suspend the student for ten (10) days and will recommend the student for expulsion. The student will also be referred to the Yellow Springs Police Department and may be charged pursuant to Ohio Revised Code.

### **Student Code of Conduct**

#### **Disruption in School:**

- A student will not, by use of violence, force, coercion, threat, harassment, insubordination, or failure to comply with school rules, cause disruption or obstruction to the educational process.

**Level I-IV**

#### **Damage of School or Private Property:**

- A student will not cause or attempt to cause willful destruction or defacement of school or private property or items (including vehicles owned by the Board).

**Level I-IV**

#### **Fighting, Assault and/or Threat:**

- A student will not physically attack or threaten to attack any person including self. A student will not promote a fight or the participation of another in a fight.

**Level III-IV**

#### **Serious Bodily Injury:**

- A student will not cause serious bodily injury to any person.

**Level III-IV**

#### **Dangerous Weapons, Instruments and Objects:**

- A student will not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon (including but not limited to fake weapons and squirt guns). A student will not use any object in a way that could harm another person.

**Level III-IV**

#### **Drugs and Narcotics:**

- A student shall not knowingly possess (includes, but not limited to, purses, wallets, lockers, desks, cars, etc.), consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply or be under the influence of any controlled substance, nonprescription or prescription drug (except when under the direction of a physician/parent

and within school procedure), intoxicant, solvent, gas or any mood-altering chemical or any counterfeit-controlled substance of any kind or related paraphernalia.

**Level III-IV\***

*\*Whenever a student of compulsory school age is expelled from school in accordance with State law for the possession of drugs, the school will notify the Registrar of Motor Vehicles and the county juvenile judge. After receiving such notification, current State law requires the Registrar of Motor Vehicles to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited by current law from issuing a temporary permit or license.*

**Alcoholic Beverages:**

- A student shall not knowingly possess (includes, but not limited to, purses, wallets, lockers, desks, cars, etc.), consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply or be under the influence of any alcoholic beverage or any counterfeit-alcoholic substance of any kind or related paraphernalia.

**Level III-IV\***

*\*Whenever a student of compulsory school age is expelled from school in accordance with State law for the possession of alcohol, the school will notify the Registrar of Motor Vehicles and the county juvenile judge. After receiving such notification, current State law requires the Registrar of Motor Vehicles to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited by current law from issuing a temporary permit or license.*

**Smoking:**

- Students are not permitted to possess, smoke, use a tobacco or vaping product, or carry any smoking or vaping materials or related paraphernalia in any form, including simulated smoking devices. Smoking or vaping products and materials that contain THC or other drugs are covered by Drugs and Narcotics in this code of conduct.

**Level III-IV**

**Profanity and/or Obscenity:**

- A student will not, by written, verbal, gestural, or other means, disrupt the educational process or school environment by using profanity, obscenity, or verbal abuse.

**Level I-IV**

**Truancy and Tardiness:**

- A student will comply with the compulsory school attendance laws. When

a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is considered a serious problem.

**Level I-IV**

**Tardy to Class:**

- A student will not be tardy to class. This includes any unexcused absences from study hall, class or any other properly assigned activity. Students that are only tardy to class will receive a consequence for every third tardy.

**Level I-IV**

**Insubordination and Disrespect:**

- A student will comply with directions of authorized school personnel, volunteers, and chaperones during any period of time the student is properly under the authority of the school. A student will not use any form of disrespect to others or fail to abide by rules that may be established.

**Level I-IV**

**Frightening, Intimidating, Degrading, Profane or Disgraceful Acts:**

- A student shall not engage in any act which frightens, degrades, profanes, disgraces or intends to frighten, degrade, profane or disgrace any person by written, verbal, electronic or gestural means.

**Level I-IV**

**Dangerous Behavior:**

- Students will not engage in any behavior or actions that could bring harm to self or others. Including but not limited to running in the hallways, jumping off desks, etc.

**Level I-IV**

**Theft:**

- Students will not take or attempt to take into their possession the public property or equipment of the District or the personal property of another.

**Level II-IV**

**Extortion:**

- A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.

**Level III-IV**

**Forgery:**

- A student will not falsify in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

**Level II-IV**

**Trespassing or Loitering:**

- A student will not be present in a school building, building space or on school grounds unless under the supervision of school personnel or authorized volunteers or chaperones. A student will not loiter in a space where privacy is assumed. Only one student is permitted in a single stall at a time (Level II).

**Level I-IV**

**False Identification:**

- A student will not use or attempt to use false identification to mislead school personnel.

**Level II-IV**

**Breaking and Entering:**

- A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.

**Level III-IV**

**Setting Fires:**

- A student shall not ignite or attempt to ignite fires, or possess any ignition or acceleration devices.

**Level III-IV**

**Bomb and Fire Scares:**

- A student shall not communicate to a school or to school authorities by any means a false alarm regarding bombs or initiate a false fire alarm.

**Level III-IV**

**Motor Vehicles:**

- Students may park in the back parking lot near the track. Students may not park in the front or on the south side of the school. These lots are designated for faculty and staff only. Yellow Springs High School is not responsible for any loss or damage to vehicles while on school property. Please lock all car doors to help prevent possible theft. Cars on school property are subject to searches in accordance with state law and school board policies. Students are not permitted to sit in their cars or loiter in the parking lots when they arrive or leave school. Any student who needs to retrieve something from a car once school has begun should first gain



permission from the main office personnel. When entering or leaving the school, maintain a maximum driving speed of 10 miles per hour. Students who do not abide by these rules may have their parking privileges suspended and/or face other consequences.

### **Level I-III**

#### **Dress Code and Hygiene:**

- Students' dress, hygiene, and appearance reflect in both a positive and negative way upon the school and the student body. The goal of the dress code is to promote a professional atmosphere in our school while remaining inclusive of a diverse range of identities.
  - Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully and securely covered with opaque fabric.
  - Students must wear a shirt with fabric in the front, back, on the sides under the arms, and securing the shirt on the shoulders AND pants/jeans or the equivalent AND shoes.
  - Students may wear hats and hoods that allow the face to be visible to staff and do not interfere with the line of sight of any student or staff.
  - Students cannot wear clothing that contains any reference to drugs, alcohol, tobacco and nicotine, or makes statements that are sexual in nature, nor display any statements or pictures that can be classified as racially, ethnically, or sexually insensitive, or of a violent nature. Students cannot wear swimsuits, clothing that reveals visible undergarments (visible straps are allowed), or any item that obscures the face.
  - Clothing with profane or obscene pictures and/or lettering or which refers to alcohol, tobacco, drugs, firearms, or related material is prohibited.
  - Hygiene should not interfere with the learning environment.

Teachers and administrators will use discretion and sensitivity in notifying students of dress code issues. Administration will make the final decision on what is or is not appropriate. Students in violation of the dress code will be provided three options to be dressed more to code during the day:

- Students will be asked to put on their own alternative clothing.
- Students will be provided with temporary school clothing.
- If necessary, students' parents may be called to bring alternative clothing.

Severe or repeated violations of the dress code may result in disciplinary consequences.

### **Level I-IV**

#### **Displays of Affection:**

- Unacceptable public displays of affection are defined as those physical activities that are contrary to good judgment and public decency. Students who engage in inappropriate displays of affection are subject to the intervention by staff and administration, including disciplinary action. Holding hands and “reasonable hugs” are not considered inappropriate.

**Level I-IV**

**Violations of Law:**

- A student shall not violate any law or ordinance when the student is properly under the authority of school personnel, e.g., theft of property of other students, of staff or of the District; gambling; dangerous operation of a motor vehicle while on school property.

**Level III-IV**

**Failure to Serve Assigned Consequence:**

- A student shall not fail to fulfill the punishment prescribed by the school official.

**Level I-IV**

**Repeated Offenses:**

- A student shall not repeatedly violate the Student Code of Conduct. Repeated violations of the code of conduct will result in progressive consequences.

**Level I-IV**

**Bullying, Intimidation, Harassment, and Hazing:**

- Bullying, intimidation, harassment, and hazing in any form of any member or guest of the school community is strictly forbidden. Any person who has been subjected to or observed acts of bullying, intimidation, harassment, and/or hazing is strongly encouraged to report to any teacher, counselor, staff, parent, or the principal. Off-campus activities that have a negative affect or that are transferred into the school will be dealt with as such.
  - In accordance with YSBOE Policy 5517.01, bullying is an intentional written, verbal or physical act that occurs more than once and causes either mental or physical harm to the student victim and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the student victim. A student shall not engage in any act of bullying, intimidation, harassment, or hazing, or coerce another (including the victim) to engage in any act of initiation, harassment, or intimidation of any student or organization, which act causes or creates a risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to bullying, harassment, or hazing does not lessen the prohibition.

- Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal, digital, or physical contact of a sexual nature, which interfere with school-related performance or creates an intimidating, hostile, or offensive learning environment.
- Bullying, harassment, intimidation, and hazing activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. All bullying incidents are reported to the Superintendent by the building administrator for semi-annual Board of Education reports.

**Level I-IV**

**Unwanted Sexual Conduct:**

- A student shall not engage in any unwanted sexual conduct, including but not limited to sexual harassment, all unwelcome sexual advances, requests for sexual favors, and verbal, digital, or physical contact of a sexual nature.

**Level I-IV**

**Technology Misuse:**

The use of any electronic devices at school is a privilege, and not a right. Users may be denied access at any time, for any reason. Device use should align with the common expectations of a professional work environment.

In addition to the Yellow Springs Schools Acceptable Technology Use Agreement, board policies, building policies and administrative guidelines already in place, the following guidelines/policies apply to all technology:

1. All devices should -- by default -- be set to mute/silent.
2. Students are prohibited from using electronic devices to capture, record, or transmit the audio or images (i.e. pictures / video), of any student, staff member, or other person on school property or while attending a school-related activity without the express prior notice and explicit consent for the capture, recording or transmission of such audio or images.
3. Using an electronic device to capture, record or transmit audio or images of an individual or group without their consent is considered an invasion of privacy and is not permitted. Special attention to this rule will apply to restrooms, locker rooms, and areas where privacy is needed. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their device confiscated and held until the end of the school year. Additional consequences may apply at the discretion of the principal, or designee.
4. Student use of any electronic device while in class, while participating in school activities (e.g. extra-curricular activities) and while participating in school-related functions is restricted to academic or instructional purposes only, as determined by the instructor. During these times, the use of such

- devices for personal, business or entertainment purposes is prohibited (e.g., no games).
5. Students are responsible for the security of electronic devices at all times.
  6. Users must adhere to the rules of network etiquette, or Netiquette. Cyberbullying is a form of bullying and/or harassment. Off-campus activities that have a negative effect or are transferred into the school will be dealt with as such. See YSBOE Policy 5517.01 and the Bullying, Intimidation, Harassment, and Hazing section in this handbook.
  7. Students should not have the expectation of privacy on any device they bring into the Yellow Springs Exempted Village School District. The school has the legal right to monitor usage of the network and the internet and can examine your files at any time.
  8. The Yellow Springs Exempted Village School District will not provide access to our internal resources or servers to any personally owned devices.
  9. The Yellow Springs Exempted Village School District will not provide access to our copiers or printers to any personally owned devices.
  10. The Yellow Springs Exempted Village School District or its staff will not provide any technical assistance on personally owned devices. Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.
  11. The Yellow Springs Exempted Village School District will not provide the opportunity to charge any personal device, unless it is being used for project work. It is the responsibility of the user to have a properly charged device before school.
  12. Students are expected to manage devices in a way that does not distract the student, teacher, or others. Electronic devices should be used for educational purposes only. Students are not permitted to use their own computers or laptops at school.
  13. The use of laser pointers at any time is prohibited.

Repeated offenses may warrant a higher level consequence. Examples of violations to the Acceptable Technology Use Agreement are listed below. This is not an exhaustive list.

- a. Loading or installing shareware, freeware, or other software.
- b. Downloading or transmitting executable programs.
- c. Logging on or passing on proxies.
- d. Viewing, sending, or displaying inappropriate language, abusive/offensive messages or pictures of persons based on their race, color, sex, age, religion, national origin, sexual orientation, or physical characteristics, or anything that would be perceived as harassing or threatening.
- e. Visiting chat rooms or organizing or engaging in chat servers.
- f. Engaging in illegal activities or encouraging others to do so.
- g. Uploading a virus.

- h. Giving out your password or access to your account.
- i. Saving downloaded files or printing without permission.
- j. Attempting to deactivate, evade, or circumvent the school's security.
- k. Misusing personal electronic devices.

**Level I-IV**

If a staff member suspects improper use and/or abuse of this or related policies, the staff member has the right to confiscate the device, and the student may be subject to the consequences outlined below:

The following guidelines/policies apply to personally owned devices:

1. No personally owned devices are permitted to be unsecured throughout the school day.
2. Each student will be issued a Yondr Pouch. Beginning January 4, 2024, all personal cell phones and wireless earbuds are required to be locked in the Yondr Pouch upon entry to the building.
3. Students will unlock their Yondr Pouch at the end of the school day using the stations located near the main exit, the bandroom, and the back exit.
4. Students arriving late to school, or leaving early will lock/unlock their personally owned devices in the main office.
5. Damage to or loss of a Yondr Pouch will result in a \$20 replacement fee. Repeated offenses will receive additional consequences.
6. Other personally owned devices, such as tablets, Switches, etc. are not permitted at school and follow the same consequences as outlined below.
7. By default, wired headphones must be kept away but are permitted for academic use at teacher discretion.
8. Smart watches are permitted to be used as watches. If they are used to communicate with other technology, it will be considered a technology misuse and will follow the consequences outlined below.
9. If a student does not follow this procedure or is found with unsecured technology during the school day, the following guidelines will apply:
  - 1st violation: The student will be assigned a 1-day in-school-restriction, and the personal electronic device(s) will be picked up by a parent/guardian.
  - 2nd violation: The student will be assigned a 1-day out-of-school suspension, and the personal electronic device(s) will be picked up by a parent/guardian.
  - Additional violations: The student will be assigned a 3-day out-of-school suspension, and the personal electronic device(s) will be picked up by a parent/guardian.

Any insubordination based on a request for a student's personal electronic device will result in the consequence outlined above plus one additional day of out-of-school suspension.

### **Academic Dishonesty/Lying:**

- A student will not take part in the copying, duplication, or exchanging of any assignment. A student will not share answers, give hints, and/or unfairly provide aid to another student(s) on any form of assignment. A student will not claim the work of another as one's own. A student will not cheat or plagiarize in any way. This includes, but is not limited to, turning in the work of another as one's own, failing to properly recognize the original author, failing to properly cite sources, and inappropriately sharing documents.

#### **Level I-III**

- The correct protocol for sharing a document for collaborative purposes is:
  - Checking the boxes labeled:
    - Prevent editors from changing access and adding new people
    - Disable options to download, print, and copy for commenters and viewers
    - Before sharing you have to add a message in the sharing box stating the purpose for sharing the document
- Acceptable sharing purposes (include but are not limited to):
  - Collaborative work for a project
  - Study resources
- Unacceptable sharing purposes (include but are not limited to):
  - Explicit plagiarism of work
  - Explicit plagiarism of academic referencing
- When cheating is not an individual activity, all parties involved are equally at fault and will be subject to the same consequences. Consequences may include:
  - Re-instruction or review of proper research strategies and citations in order to avoid future occurrences
  - A grade of zero (0) on the assignment, test, quiz, or project (the teacher has the option to grant a re-write or a re-take of the item.)
  - A disciplinary referral submitted to the office
  - Parental notification (email, report card comments, telephone call, etc.)
  - A grade of zero (0) for the quarter and/or course for repeat/continued offenses
- Unless the teacher gives explicit permission to use AI tools to support or complete an assignment, use of AI tools is considered academic dishonesty.

### **COVID Safety Violation:**

- A student shall not disregard COVID-related safety expectations, including

but not limited to proper mask wearing, social distancing, and mask etiquette.

#### **Level I-IV**

### **Information Disclosure & Directory Information**

The Yellow Springs Schools may disclose directory information unless the school principal receives a written objection from the parent/guardian or eligible student to disclosure within 20 days of the date of the notice. The parent/guardian or eligible student may object to all or part of the directory information.

Directory information may include school record information that is not considered an invasion of privacy. This includes: Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. (Directory information is found in YSBOE policy 8330)

### **Equal Education Opportunity**

The board does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its program, activities, or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in the district.

The district provides an equal educational opportunity for all students. Any person who believes that they have been discriminated against while at school or a school activity should immediately contact the School District's Compliance Officer. To file a complaint or to report incidents suspected to be sexual harassment and/or discrimination on the basis of gender or sexual orientation please contact the District's Title IX Coordinator by mail, phone or email using the contact information listed below:

#### **Donna First**

Title IX Coordinator/Compliance Officer  
& Director of Student Services  
201 S. Walnut St.  
Yellow Springs, OH 45387  
(937) 767-7381x1007  
dfirst@ysschools.org

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

