

Student Handbook

2024-2025



Ottawa Hills
Jr./Sr. High School

2532 Evergreen Rd. | Toledo, Ohio 43606

* Approved by the Ottawa Hills Board of Education June 12, 2024

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Message from Jr./Sr. High School Principal

Welcome to Ottawa Hills Junior/Senior High School!

Ottawa Hills Junior/Senior High School is a wonderful place for students to grow academically, to participate in a variety of activities, and to become caring members of their community.

I truly enjoy interacting with students in all grade levels, getting to know our parent community, and working with an amazing faculty and staff. Together, we strive to create an environment in which each student is given the tools needed to achieve his or her individual success.

Ottawa Hills has an exceptional faculty and staff with a passion for teaching and learning. They are creative and focused, putting students at the center of the learning process. Together, they nurture an environment that provides our students with a firm understanding of the knowledge and skills in the natural sciences, social sciences, and the humanities. Our goal is to ensure students take ownership and pride in their work, help drive the learning process, and experience success and build confidence all along the way.

We offer a rigorous curriculum that is internationally competitive and has a long tradition of excellence. Our school guidance counselors work closely with students and their families to match each student's interests and abilities with the advanced educational opportunities of his or her choice. Faculty, staff, and administrators partner with students and their parents to develop career and college plans beginning in the 7th Grade.

As a school and community, we strongly value the visual and performing arts and regard them as part of the core curriculum. The arts offer a unique opportunity to explore creativity, develop self-expression, and examine the human condition. Students may select from a variety of courses in which they can learn a foundation of knowledge and skills in the arts including: Digital Photography, Ceramics, Jewelry, AP Studio Art, Band, AP Art History, Sculpture, AP Music Theory, Music Technology, and Choir. Outside the classroom, students can perform in our award-winning Choraliers, Marching and Concert Bands, Dance Team, Jazz Band, and several theatrical productions. Students' artwork is showcased during the smART show, an annual art fair with visual arts, poetry, writing, music, and fashion.

We encourage our students to be active, creative, and responsible citizens through a number of opportunities beyond academics that are designed to help shape them into well-rounded individuals with the capacity to think critically. Students can participate in exceptional athletic programs and a variety of extracurricular activities. The athletic activities include football, baseball, cross country, soccer, lacrosse, basketball, tennis, golf, swimming, and field hockey. Ottawa Hills teams are recent state champions in golf, field hockey, and soccer. Other activities include Quiz Bowl, Volunteer Focus, Eclipse Club, French Club, Spanish Club, Model United Nations, Chess Club, Challenge Crew, Science Olympiad, Youth-to-Youth, MathCounts, Science Fair, Speech and Debate, and Power of the Pen.



Looking beyond their junior high and senior high school years, we help prepare our students by keeping them up-to-date with the latest online learning and technology tools that will easily transfer into university and career settings. Students in grades 7-12 are given a school issued laptop each year through our OH Global program. We continue to seek ways to effectively integrate technology into the teaching and learning process. In conjunction with the national organization Project Lead the Way, all seventh and eighth grade students will have the opportunity to take a STEM (science, technology, engineering, and math) class. Faculty will engage students in problem-based learning and will encourage students to create, design, build, discover, collaborate, and solve problems while applying what they learn in math and science. High school STEM opportunities include: AP Computer Principles, Honors Scientific Research, Honors STEM Research, Robotics I and II, STEM Lab, AP Statistics, and Computer Programming I and II.

In the Fall of 2022, we opened a new 7,000-square-foot student support and collaborative space known as The Foundry which includes the Tech Doctor, Career and College Readiness Corner, flexible learning spaces, testing center, a cafe, and a 360-degree immersion room. A plethora of dynamic and engaging programming to support a wide range of student, staff, and parent needs will occur in the space from 7 a.m. to 8 p.m. during the school week. In addition, we renovated art, science, and STEM classrooms to update and enhance the learning opportunities for students.

All of this is made possible by strong partnerships with parents and the Ottawa Hills community. We focus on building positive relationships with parents through frequent and effective communication. Parent-driven organizations like the Ottawa Hills Schools Parent Association, Athletic Boosters, Ottawa Hills Music and Theater Association, Ottawa Hills Foundation, Ottawa Hills Schools Foundation, This is OH, Village Equity Alliance, and OH21 (drug and alcohol prevention) play an important and active role in the schools. Our campus is truly in the center of our community.

I hope you find our website helpful. If you would like a tour of our school, please contact the school office. If I can be of any assistance, please give me a call at 419-534-5376 or email me at BMcMurray@OHSchools.org.

Sincerely,
Benjamin S. McMurray
Principal, Ottawa Hills Jr./Sr. High School

Building Contact Information

LEADERSHIP TEAM:

- Principal: Benjamin McMurray (bcmurray@ohschools.org)
- Assistant Principal: Jasa George (jgeorge@ohschools.org)
- Athletic Administrator: Ryan Wronkowitz (rwronkowitz@ohschools.org)
- Director of Technology: Trevor Hug (thug@ohschools.org)
- Counseling/Support Team: Crystal Burnworth, guidance counselor (grades 9-12);
Nikki Toliver, guidance counselor (grades 7-9)

KEY PHONE NUMBERS:

- Administration: 419-534-5376
- Alumni Relations: 419-214-4838
- Athletic Office: 419-536-8429
- Attendance: 419-534-5377
- Fax: 419-534-5384
- Junior/Senior High School Guidance: 419-536-8047
- Technology Office: 419-536-4647

MAILING ADDRESSES:

Ottawa Hills Junior/Senior High School
2532 Evergreen Rd.
Ottawa Hills, OH 43606

Ottawa Hills Local Schools
4035 W. Central Ave.
Ottawa Hills, OH 43606

2024-2025 School-Year Calendar

DATE	DAY	ACTIVITY
Aug. 19	Monday	Teacher In-Service Day (no students)
Aug. 20	Tuesday	First Day of Instruction
Sept. 2	Monday	Labor Day (schools closed)
Oct. 23	Friday	End of First Quarter (43 days)
Oct. 24 & 25	Thursday-Friday	Parent-Teacher Conferences (Jr./Sr. High Only) 8 a.m.-8 p.m., 8 a.m.-12 p.m. (No students)
Nov. 5	Tuesday	Election Day/Professional Development (no students)
Nov. 27-29	Wednesday-Friday	Thanksgiving Break (schools closed)
Dec. 17-20	Friday-Wednesday	End-of-Semester Exams
Dec. 20	Wednesday	End of Second Quarter (44 days)
Dec. 23-Jan. 3	Thursday-Sunday	Winter Break (schools closed 18 days)
Jan. 6	Monday	School Resumes
Jan. 20	Monday	Martin Luther King Day (schools closed)
Feb. 14	Friday	Professional Development (no students)
Feb. 17	Monday	Presidents' Day (schools closed)
March 14	Friday	End of Third Quarter (46 days)
March 17-21	Saturday-Monday	Spring Break (schools closed for 10 days)
March 24	Monday	Professional Development (no students)
March 25	Tuesday	School Resumes
May 20-23	Tuesday-Friday	Senior Exams
May 27-30	Tuesday-Friday	Junior/Senior High exams
May 26	Monday	Memorial Day (schools closed)
May 30	Thursday	Last Day of Instruction/End of Fourth Quarter (46 days)
June 2 & 3	Monday & Tuesday	Teacher Work Day

If needed, make-up days for calamity/snow days will be Monday-Friday, June 2-6. Teacher Work Day will immediately follow the last day of instruction.

School Schedules

Rotating Schedule: First & Second Semesters

		DAY	DAY	DAY	DAY	DAY
HOUR	TIME	A	B	C	D	E
Early Bird Class: 7:30-8:10 a.m.						Reserved for exam days, Agora Week and Opening Day of School
1st	8:10-9:05 a.m.	Period 1	Period 1	Period 1	Period 2	
2nd	9:10-10:05 a.m.	Period 2	Period 2	Period 3	Period 3	
3rd	10:10-11:10 a.m.	Period 3	Period 4	Period 4	Period 4	
Lunch: 11:10 - 12:05 Lunch Lab: 11:15 - 11:45						
4th	12:05-1 p.m.	Period 5	Period 5	Period 5	Period 6	
5th	1:05-2 p.m.	Period 6	Period 6	Period 7	Period 7	
6th	2:05-3 p.m.	Period 7	Period 8	Period 8	Period 8	
		(No 4, 8 periods)	(No 3, 7 periods)	(No 2, 6 periods)	(No 1, 5 periods)	

Assembly Schedule

A.M. ASSEMBLY	
1st hour	8:10-8:55 a.m.
2nd hour	9-9:50 a.m.
3rd hour	9:55-10:40 a.m.
Assembly	10:40-11:10 a.m.

P.M. ASSEMBLY	
4th hour	12:05-12:50 p.m.
Assembly	12:55-1:25 p.m.
5th hour	1:30-2:15 p.m.
6th hour	2:20-3 p.m.

Senior High: 2024-2025 Class & Student Council Officers

Student Council Executive Board Officers

President: Ashley Wang
Vice President: Vaughn Mackey
Treasurer: Rose Hajjar
Secretary: Molly Rybarczyk
Sergeant-at-Arms: Kalli McCullough

Seniors - Class of 2025

President: Cole Weaver
Vice President: Sam Brown
Secretary: Enzo Penrod
Treasurer: Houssam Hajar
Senators: Samantha Brandstatter, Abby Speakman
Advisor: Jasa George

Sophomores - Class of 2027

President: Lowell Shreve
Vice President: Maya Choksey
Secretary: Ashleigh Speakman
Treasurer: Sam Kapadia
Senators: Mary Lathrop, Zahir Mahmood
Advisor: Elizabeth Puskala

Juniors - Class of 2026

President: Nina Clark
Vice President: Trace Douglas
Secretary: Karis Connelly
Treasurer: Joe Davis
Senators: Piper Downing, Emma Friedman
Advisor: Gloria Kreischer-Gajewicz

Freshmen - Class of 2028

President: Stella Kuhn
Vice President: Yassin Ayad
Secretary: Sofia Denk
Treasurer: Kacie Dale
Senators: Savio Dieger, Miles Wharry
Advisor: Nikki Tolliver

Junior High: 2024-2025 Class & Student Council Officers

Student Council Executive Board Officers

President: Dahlia Hajjar
Vice President: Jane Denny
Treasurer: Bilal Khawaja
Secretary: Sophie Hamilton
Advisor: Dan Feuerstein

8th Grade Senators

Owen Carter
Alyssa Hoelle
Parker Moran
Ayaan Imam
Advisor: Cheri Palko

7th Grade Senators

TBD
Advisor: Karen Fischer

School Spirit

Alma Mater

To Green and White our loyalty we give,
Those colors fair, that we have learned to love; They mean to us these happy, youthful days, When
we are starting on our diverse ways.
And through the years that we are yet to live, While still the sun is shining up above,
Fond memories will make us see again
The Green and White of our dear Ottawa Hills,
Where now we stand, a grateful,
loyal student band.

Fight Song

Stand up and cheer,
Stand up and cheer for our Green Bears,
For today we raise, The Green and White above the rest;
Above the rest.
Our boys (Bears) are fighting And we are sure to win this game, We've got the team - Rah! Rah!
We've got the steam - Rah! Rah!
And we will always be the same!

About Ottawa Hills Junior/Senior High School

The Mission Statement of Ottawa Hills Local Schools

In partnership with our community, Ottawa Hills Local Schools will inspire, challenge, and support each student to realize their unique and full potential; to embrace the joy of learning as a lifelong process; and to become an empathetic, responsible citizen.

Our Core Values

Adaptability
Collaboration
Creativity
Diversity

Empathy
Equity
Excellence
Innovation

Leadership
Tradition

Objectives of Ottawa Hills Junior/Senior 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 the Board of Education 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;
4. To help students develop sound decision-making skills;
5. To teach empathy and understanding;
6. To engage students in restorative practices when their decisions have negatively impacted others;
7. To develop an understanding and acceptance of persons who differ culturally, physically, and psychologically;
8. To help the student recognize his/her limitations and capacities and to set realistic goals which will result in a happy, healthy personality;
9. To encourage constructive program originality and creativity of thought and expression;
10. To encourage the student to recognize his or her personal values, the source of these values, and to relate these values to the survival of our society and culture; and
11. To develop a productive member of society whose contributions reflect personal growth and result in the improvement of our society.

Philosophy

An Ottawa Hills education will surround students with an environment in which they will recognize and develop their own particular potentials. The small size of our school should allow maximum individualization of the program to best suit the abilities, interests, and goals of each student.

Education was once able to prepare students for a predictable future; today the exponential growth of technology and change has necessitated a “curriculum of consideration.” Thus, a meaningful education is that which both requires and allows students to think for themselves, to be flexible, open-minded to experience, to consider “Who am I? Where did I come from? Where am I going?” and, most of all, to understand their own motivations and the challenges within the context of contemporary culture.

In preparing and guiding students toward their future aspirations, opportunities will be presented to acquaint them with their cultural and political heritage, and to open vistas into today’s and tomorrow’s worlds with their limitless possibilities.

Concern for the total student involves a responsibility for the development of intellectual, social, and moral awareness as well as physical well-being. The aim of this high school is to graduate each student equipped with enough academic preparedness, inner resources, and sensitivities to meet the challenges of an ever-changing world.

Ohio Student Religious Liberties Act of 2019

On June 19, 2020, what was known as HB164 became the Ohio Student Religious Liberties Act of 2019. Ottawa Hills, as a public school, allows students to pray, attend religious gatherings, and include their faith-based belief in their schoolwork.

Equity Mission Statement

At Ottawa Hills, we strive to foster an inclusive, safe, and respectful environment. As a community built on unity, we encourage a proactive commitment to equity, justice, and diversity. Different ideas, perspectives, and backgrounds create a more collaborative and innovative atmosphere; our district values the voice and well-being of every student. We seek to celebrate and nurture a culture where inclusiveness is habitual, not reactive. We will always have room for growth and are committed to constantly working to improve our community.

The Equity Mission of Ottawa Hills Junior/Senior High School was developed by building administrators and members of Student Council and OH Stand during the 2020-2021 school year to align with the Student Code of Conduct, and school and community values.

Bill of Rights and Responsibilities

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

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 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.

Family Education Rights and Privacy Act (FERPA)

Ottawa Hills Jr./Sr. High School follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records.

For purposes of FERPA, "education records" include records that are directly related to a student and maintained by the district or someone acting for the district. The following items are not "education records:"

- Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except as a temporary substitute for the maker of the record.
- Records of the law enforcement unit of a school district;
- Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student;
- Grades on peer-graded papers before they are collected and recorded by a teacher.

Under FERPA, the student's parent or legal guardian* or the student (if the student is at least age 18) has the right to do the following:

1. Review the student's "education records."
2. Challenge information in the education record(s), which you consider inappropriate, inaccurate, misleading, a violation of privacy or other rights of your child, and to request that such information be changed or deleted.
3. Have an impartial hearing whenever a building administrator refuses to amend a record at your request.
4. Place a statement in the record telling why you feel any part of the record is inaccurate or unfair, in the event the hearing's outcome is not in your favor. In the event that the contested information is disclosed, the school must disclose this statement with it.
5. Provide or withhold your written consent needed for the school to reveal information in the record to any individual, agency, or organization outside the school district or otherwise by law exempted.
6. Receive a list of persons/agencies who have been permitted to see your child's records(s).
7. Report violations of these rights to the superintendent or designee or the Student Privacy Policy Office, (SPPOO), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202, (800-872-5327).

*Parental rights can be restricted if the District is provided with evidence of a court order or legally binding document (for example, relating to divorce, separation, or custody) that specifically limits or revokes a parent's rights regarding the student).

All schools that receive federal funds are required to assist you in the following ways regarding FERPA:

- Regularly inform you of your rights regarding school records (i.e. website, Student Handbook).
- Provide upon request a list of the types of records and where they are kept.
- Respond within a reasonable time (45 days) to your written or oral request to review your records.
- Allow you to examine your record(s) file before these materials are destroyed if you have requested to review them.
- Provide copies of those records if you request them, but at a reasonable fee for this service.
- Parents—or students who are at least 18 years of age—who do not want directory information for their child released to colleges, universities, military recruiters, or other parties may notify the school in writing about that preference. Written notification to the high school office must be received no later than the 4th week of the start of the current school year.

Notice of Nondiscrimination

Ottawa Hills Local Schools does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability in admission, access, treatment, or employment in its programs, services, and activities. Applicants, students, parents/guardians, employees, referral agencies, and all organizations holding agreements with the district are hereby notified of this policy. Any person with concerns regarding the district's compliance with the regulations implementing Title VI, Title IX, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act is directed to contact:

Jill Michaelson
Student Services Director
Ottawa Hills Local Schools
4035 W. Central Ave. | Ottawa Hills, OH 43606
419-534-5379
jmichaelson@ohschools.org

Notice of Procedural Safeguards

Ottawa Hills Local Schools notifies parents of students with disabilities of the applicable procedural safeguards as required by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Parents may also request a copy of the Notices of Procedural Safeguards at any time by contacting the Office of Student Services.

Child Find

Ottawa Hills Local Schools has adopted and implemented policies and procedures that ensure the district identifies and locates every student residing within the district who may be a student with a disability, regardless of whether the student is currently receiving a public education. If you suspect your

child may have a disability, please contact your child’s teacher or the Director of Student Services at 419-534-5379.

Special Education Records

Parents have the right to examine all relevant education records of their child, including special education records. Pursuant to the requirements of the Individuals with Disabilities Education Act and Ohio law, student special education records must be retained consistent with the district’s record retention requirements. Personally identifiable information that was previously collected, maintained, or utilized by the district and is no longer needed to provide educational services to students will be destroyed in accordance with the district’s Record Retention Schedule unless the parent/guardian or adult student notifies the district otherwise. Some education records (such as an individualized education program, i.e., “IEP”) may be useful to parents/guardians or former students for other purposes, such as seeking accommodations for employment or higher education, applying for public benefits, insurance, etc. Should you wish to request copies of special education records, please contact the Director of Student Services at 419-534-5379 within the timeframes outlined in the district’s Record Retention Schedule.

Attendance Policies

Attendance Overview

The attendance procedures described herein are based on the belief that it is the responsibility of the student and his/ her parent(s) to maximize attendance at school. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce.

To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. Furthermore, as specified in House Bill 410, an absence intervention team will be convened in instances when a student is deemed "habitually truant" as a result of his or her absence from school. House Bill 410 stipulates that “habitual truant” is defined as any child of compulsory school age who has been absent without legitimate excuse for:

- 30 or more consecutive unexcused hours in a month
- 42 or more unexcused hours in a school month, or
- 72 or more unexcused hours in a year.

As permitted by House Bill 410, the Ottawa Hills Junior/Senior High School Student Assistance Team (SAT) will perform all necessary absence intervention team duties. SAT involves the collaborative efforts of school counselors, building administrators, teachers, the school psychologist, the special education director, parents and other student support persons as needed.

Excessive Absences

In accordance with Ohio law, parents/guardians are responsible for ensuring their children regularly attend school. House Bill 410 and the Ohio Revised Code Section 3321.191(C)(1) defines excessive absences as 38 or more hours in one school month; or 65 or more hours in one school year with or without an excuse. Students who meet a threshold with their absences of 19 hours in a month or 32 hours in a year, excused or unexcused, will receive an attendance notification from the office notifying parents/guardians of HB410 procedures and the importance of attendance.

School attendance, particularly at the secondary level, is a constant challenge and ever-present concern for educators. Our greatest concern is the excessive number of excused absences of some of our students. The policy reflects our contention that more responsibility for school attendance should be placed on students, and that excessive absences from school require clear and consistent consequences.

Medical Excuse Absences

Ottawa Hills Local Schools defines a medical absence as an absence in which a medical note from a physician, hospital, or health care facility to cover such absence. Medical notes must include the dates in which the student was absent from school. Medical notes for excessive absences must be provided within **three (3)** school days of the student's return to school. Failure to provide an acceptable medical note within the timeline will result in the absence being processed in accordance with district attendance procedures, including habitual truancy calculations.

Excused Absences

In accordance with state mandates, parents must notify the school of their child's absence each day. Please email jhsattendance@ohschools.org by 8:00 a.m. on the day of the absence. If the school is not contacted of the child's absence within the first hour of school, the parent/ guardian will be notified. A student's absence will be marked unexcused until the office receives a note/email from the parents. Additionally, if a student's absence is due to a medical appointment, they should bring a note to the office when they return to school.

Excused Absence: Overview

Excused absences are one of the following:

- Personal illness of the student
- Illness in the family
- Death of an immediate relative
- Observance of a religious holiday
- Permissible

Students whose absences are excused for one of the above reasons will be permitted to make up all schoolwork missed with no loss of credit. However, it is the responsibility of the student to arrange make-up assignments/times with his/her teachers. For items 1 - 4 above, it is expected, upon returning, that the student is responsible for any work that was due on the first day of his/her absence. Additionally, students that are absent on the day an assessment is given or an assignment is due may be required upon their return to school to complete and submit such work on the day of their return if the length of their absence is no more than two school days and the student had prior notice of the work.

It is the responsibility of the student to arrange with teacher's convenient times to make up such work. In the event of extended illness of three (3) or more days, a parent may contact the attendance office to arrange for make-up work. Furthermore, a student has as many days to make up tests and assignments when he/ she returns as the student was absent in any one period so long as the duration of the absence is three (3) or more days and/or the student was not given prior notice of such work.

Permissible absences, (item 5) may be granted and considered excused if the parents consult with the assistant principal at least five (5) school days prior to the absence and completes and returns a permissible form to the assistant principal before the start of his or her absence. Permissible forms are available in the office. College visitations must be preapproved by the college counselor and an administrator. Under extenuating or emergency circumstances, the five-day prior notification may be waived. A student granted a permissible absence is solely responsible for any work missed. The student must make arrangements with each teacher in regard to assignments and tests prior to the absence.

Excused Absence: Family Vacations

Whenever a permissible form for a vacation for which your child will miss school (while school is in session) is requested, regardless of the number of days, parents must share a note or reason with the assistant principal in advance. The permissible form is available from the Junior/Senior High School main office. The length (number of days) of the absence must be made clear, and teachers and administrators involved should have an opportunity to express their views on the potential effects of the absence. Absences will be considered excused when the administration of the Junior/Senior High School has been consulted at least 5 (five) school days prior to the absence, the student completes and returns the permissible form to the administrators before the start of his or her absence, and a note and/or reason is shared with the assistant principal.

Under extenuating circumstances, the five-day notification may be waived by an administrator. The student must make arrangements with each teacher in regard to assignments and tests prior to the absence. Should the absence be considered unexcused by the building administration, the student's absence will be considered unexcused and subject to truancy regulations as indicated by HB410. Vacation and college visitation absences that extend beyond the sixteen-day (16) limitation will not be excused.

Excused Absence: College Visits

Students must request and complete a permissible form for college visits from the high school guidance office before undertaking a college visit. In addition, the student must schedule and attend a conference with the college counselor regarding the intent of the college visit.

Students are expected to submit the permissible visit form 5 (five) **school** days prior to the scheduled date of the college visit. College visits must be pre-approved by the guidance counselor and a building administrator to be counted as a school related absence.

Under extenuating circumstances, the required five-day prior notification may be waived with approval from a building administrator. A student who receives approval for a visit - based upon meeting the five-day period, submitting completed form and attending a conference with the guidance counselor - is solely responsible for any classroom work missed. The student must make arrangements with each teacher in regard to assignments and tests prior to the absence.

Unexcused Absences

Unexcused absences are those which are not based on any of the conditions listed above. Unexcused absences refer to absences from any portion of the school day without previous permission and knowledge of the parent/guardian or principal, and tardies between classes and in the mornings and after lunch. Unexcused absences may be reported for science labs; however, these absences will not be reflected on attendance minutes or hours. An unexcused absence, including early bird or lunch lab, results in a one-hour detention.

Absences covered by false reports to the school attendance office are also considered unexcused. Truant and/or unexcused students will be dealt with in accordance with the school discipline code and will be marked on attendance records according to HB410 guidelines. Vacation absences that extend beyond the sixteen-day (16) limitation will not be excused.

Early Release for Seniors

Seniors who are given a Study Hall 8th period are permitted to be excused from school at 2:00 p.m. with the exception of "A" days when 8th period does not meet. Early release for seniors can be revoked at any time for

academic reasons or other circumstances deemed appropriate by the Administration. Should a student's early release be revoked, he/she is to report to the study hall, where the student will be provided additional supports and be put on an academic plan. If the early release was for academic reasons, once a student has all passing grades, the early release can be reinstated. Counselors, attendance office, and teachers will be notified.

Agora and Agora Junior Week Attendance

Agora is a longstanding tradition at Ottawa Hills Junior/Senior High School. Named for the Greek marketplace where people would meet to exchange goods and ideas, Agora has always existed to provide a forum for students to experience ideas outside the traditional classroom. During Agora, students are afforded opportunities to travel domestically and internationally on educational faculty-led trips. At home, students participate in experiences that expand the depth and breadth of learning. Agora is a program that sets Ottawa Hills apart from other public schools. Additionally, the Agora program provides our school and community with an ideal opportunity to both maintain our focus on academic achievement while also enriching students with skills such as Leadership, Collaboration, Volunteerism, and Global Perspectives--qualities that are increasingly in demand in this new marketplace.

Given the unique and rare educational opportunities afforded students during the week of Agora, permissible and/or excused absences will not be issued to students for the purposes of such things as vacations, college visits, career investigations or other reasons deemed by the building principal or assistant principal as being in conflict with the overall purposes of Agora. Considerable academic planning and community funding ensures that each Agora, when experienced in its totality, will be a most impactful and positive learning experience for all students.

Extracurricular Attendance

A student must be in school for one half day of classes in order to participate at any practice, performance, competition, etc., after school on the same day. The student must be in school one-half day to be able to practice, perform, or compete on the next day if it is not a school day.

Field Trips or Absence from Class Periods Due to In-School Sponsored Activities

If a student is excused to participate in an in-school activity during classes, the student is responsible, prior to participation, for obtaining assignments that will be due upon return to the classes missed. Students are expected to complete tests or quizzes as scheduled.

Illness

Students who become ill in school should report to the attendance office where decisions of whether they should stay in school or be sent home will be made. Before a student is sent home, the school will contact the parents or guardian of the school's decision.

Leaving the Building and Building Passes

Students are not to leave the building for any reason during the regularly scheduled session without permission from the attendance office. This rule also applies to Arrowhead, Mesasa, vocational and College Credit Plus (CCP) students that have parent and teacher permission to conduct duties or attend off-campus classes during the school day. Likewise, it is required that students with these academic obligations will promptly sign-in to the attendance office upon their return. A reasonable amount of time for the commute will be permitted. Vocational, CCP and other students with specialized schedules are also required to be in attendance at Ottawa Hills Junior/Senior High School during normal school hours when their alternative classes are not scheduled.

It is suggested that appointments with doctors and dentists be scheduled after school hours. However, if necessary, building passes will be issued to leave class for medical appointments.

A signed note from parents including date, time, and type of appointment is required in order to obtain a permit to leave the building. The building pass will serve as the student's excuse to leave class. Before a student leaves the building, he/she needs to have the building pass validated at the attendance office. Upon returning to school, a student needs to report to the attendance office. The pass will be validated only if written verification from a doctor, dentist, or therapist is presented. Leaving the building without a building pass will result in disciplinary action and an unexcused absence.

Open Lunch

We have designated the following supervised areas for students who elect to remain on campus during open lunch: The Foundry, the language lab, multi-purpose room, gym or stadium, math lab, sunroom, and front lawn (weather permitting). These supervised areas provide students with safe and healthy opportunities to engage in social, academic and physical activities that contribute to students' overall wellness. Students are expected to only be in areas that are monitored by a school employee during lunch.

Tardiness and Truancy

Tardiness to school is defined as arriving after the bell rings at 8:10 a.m. or 12:05 p.m. (afternoon classes). Tardiness in all other cases is defined as arriving late to any class after the designated start time. Students who are tardy to school must first report to the attendance office to sign in and obtain a permit to be admitted to class. Tardiness between classes will be excused only with a pass from a teacher or from an administrator or designee in the main office. Please note that tardiness to class is reflected in a students' overall attendance. As of 2019, schools no longer record attendance in days or partial days. State reported attendance records student absences in minutes and hours. Unexcused tardies will accumulate throughout the year and will result in Saturday school (full or half days) as charted below:

NO.	ACTION	NO.	ACTION	NO.	ACTION
1	Tardy	12	Tardy	23	Saturday Detention
2	Tardy	13	Tardy	24	Tardy
3	Tardy	14	Saturday Detention	25	Tardy
4	Tardy	15	Tardy	26	Saturday Detention
5	Saturday Detention	16	Tardy	27	Tardy
6	Tardy	17	Saturday Detention	28	Tardy
7	Tardy	18	Tardy	29	Saturday Detention
8	Saturday Detention (Parent Conference required)	19	Tardy	30	Tardy
9	Tardy	20	Saturday Detention	31	Tardy
10	Tardy	21	Tardy	32	Saturday Detention
11	Saturday Detention	22	Tardy		

Every third tardy after the fifth tardy will result in another Saturday detention. Failure to serve a Saturday detention will result in the issuance of an Extended Saturday Detention. Students late to class shall report directly to the classroom teacher. If a student has been detained by a teacher, he/she needs to request a pass for the next class. **IT IS THE STUDENT'S RESPONSIBILITY TO REQUEST THE PASS.** Tardiness of twenty (20) minutes or more to school to or from class shall be considered an absence (truancy). This truancy results in a one-hour after-school detention. Skipping a class/unexcused absence results in a Saturday detention.

Student Code of Conduct

Honor Code

At the Junior/Senior High School, we strive to create an environment wherein all will act honestly. We firmly believe students, faculty, and the administration know the difference between right and wrong. We collectively expect all to choose what is right.

Cheating is but is not limited to:

1. Copying homework or allowing copying
2. Sharing information during a test or quiz
3. Sharing test or quiz information with students in another class period
4. Submission of a prewriting assignment that was written out of class when the assignment was required to be written in class.
5. Submitting work that was in part or whole produced by generative AI (Artificial Intelligence) when the student's own effort was expected (see pg 67 for the complete policy)

Plagiarism is but is not limited to: Presenting as one's own work or the ideas of someone else without proper citation. Some examples are: using someone else's work as your own, or not properly citing work or ideas from a reference book, internet source (including generative AI sites), or textbook.

Lying is but is not limited to: Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement. Some examples of lying are: failing to give complete information to a teacher, or feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

Consequences for Violating the Honor Code

First Offense:

1. Teacher discusses the situation privately with student and hears his/her account of the incident. The teacher will notify the parents of the infraction and notify the administration.
2. If convinced, teacher may assign a zero score for work and refer the situation to assistant principal. Teachers are given the autonomy to determine the proper course of action for honest work completion. A grade deduction or a zero may be assigned for the work.
3. Student meets with administrator to document the violation.
4. When necessary, school administrator will follow up with parents.
5. In addition, school administrators shall work with the student and teacher on some restorative processes to encourage student reflection, reestablish trust, as well preventing similar situations from happening in the future.

Second Offense:

1. Same as above.
2. Administrator assigns a Saturday detention and the parents are given written notification.

Third Offense:

1. Same as above.
2. Administrator may assign a Saturday suspension of one (1) to three (3) days.

Dress Code

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. 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.

Our Student Dress Code is designed to accomplish several goals:

- Allow students to achieve educational objectives.
- Promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.
- Allow students to wear clothing of their choice that is comfortable.
- Ensure students are treated fairly and equitably regardless of race, sex, gender identity, gender expression, sexual orientation, political affiliation, ethnicity, religion, cultural observance, household income, or body type.
- Respect the rights of students to wear religious attire without fear of discipline or discrimination.
- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection).
- Ensure minimal distraction to the educational process, avoid being a hazard to the health and safety of students and staff, and prevent interference with schoolwork.

Student Dress Code

- Hats to include stocking caps, bare feet, sunglasses, transparent/translucent clothing, costumes, and pajamas are not permitted, except attire worn to accommodate religious observances.
- Students may not wear apparel, emblems, insignia, badges, or symbols that promote or advertise the use of alcohol, drugs, or tobacco; display sex-related slogans; or promote violence or any other illegal or inappropriate activity. Clothing or accessories that could pose a safety risk when using or near flame (such as Bunsen burner) or machinery are not permitted in those environments.

Enforcement of dress code within the school setting:

- Dress code concerns brought by students, faculty, and staff or community should be directed to the principal or assistant principal.
- All students should be able to dress comfortably for school and engage in the educational environment without fear of unnecessary discipline or body shaming.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Deviations from the dress code may be permitted at the discretion of the principal or assistant principal. Examples include Spirit Week, May Day, etc.

“The Dress Code of Ottawa Hills Junior/Senior High School was developed by building administrators and members of Student Council to align with the OHLS Board policy 5511, the Student Code of Conduct, and school and community values.”

Rules and Expectations for School Dances and Activities

During the 2018-2019 school year, building administrators worked with members of Student Council and developed a list of guidelines to ensure that students’ behavior at dances was in accord with the Student Code of Conduct and school and community values.

1. There will be a greeting committee consisting of school administrators, faculty, and officers of the sponsoring organization. The receiving line will be at least one-half hour in length. Students who wish to attend the dance must present themselves and their invited guests to the receiving line. Students who are unable to arrive at the dance due to a conflict with sport team contests or other special scheduled programs should make arrangements with the principal the week preceding the dance. Students who arrive late will be

questioned by school administrators and teachers regarding the reason for the tardiness. Parents will be called if students do not arrive at the dance within a reasonable time.

2. A police officer must be present at all dances. Building administrators may require additional police officers.
3. Recommended dance time is to be 7:30-10 p.m. Deviation from these times requires administrative approval. Dance check-in is during the half-hour preceding the start of the dance.
4. The rules and regulations in the Student Code of Conduct are in effect at all dances.
5. Formal dress is mandatory for Homecoming, Snowball, and Prom.
6. Students are expected to stay for the entire dance. If an emergency arises, the student needs to allow an administrator to speak to the parent(s) and the parent(s) of the student will need to come to the dance to pick up the student. Students are not permitted to ride home with other students or other students' parents without permission of their parent(s).
7. Formal dances are sponsored only for Ottawa Hills High School students and their dates.
8. No junior high students will be permitted to attend high school dances and likewise with high school students attending a junior high dance.
9. A student guest may accompany an Ottawa Hills student to school dances provided the Ottawa Hills student obtains permission by the principal or assistant principal and the school Dance Guest Form has been completed three (3) days prior to the date of the dance.

Public Display of Affection

Affection shown between couples that attracts undue attention shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing and like action.

Lockers, Cars and Personal Belongings

Lockers are school property owned by the board of education and made available for students' use during the school year. The locker and the contents therein are the responsibility of the assigned locker user. It is required that all students lock their lockers. Only school-issued locks may be used. According to O.R.C. Sec. 3313.20, lockers and contents thereof are subject to random searches by the principal at any time without regard to any reasonable suspicion. No backpacks or books will be permitted on the floor outside the lockers for safety and security reasons except during lunch.

School officials reserve the right to search persons, personal belongings, lockers, cars, etc. when there may be a violation of the Student Code of Conduct and/or when order, health, and the safety of persons may be an issue. This standard also applies to any and all school-sponsored activities at any location.

Bicycles and Motorized Bikes

Bicycles and motorized bikes will be permitted limited operation on all school grounds, which includes playgrounds and/or parking lots. The vehicle must be parked and locked. Bicycles and motorized bikes must be parked in the bike racks on the parking lot.

Driving Privileges

Students who drive a car to school, even occasionally, must register their cars to receive a parking permit in order to park on school property. Cars must park in the student designated parking areas and cars must be locked. A student in violation of a parking permit or found to be operating a vehicle in an unsafe manner on or around school premises, may lose his/her driving privileges to school. Under Ohio RC 3321.13:

1. Any student who withdraws from school and does not enroll in another accredited institution will lose his/her temporary permit or driver's license in the state of Ohio; and
2. During any semester, any student who has been absent from school without a legitimate excuse for more than 10 consecutive school days or at least 15 total school days will have his/her temporary permit or Ohio driver's license suspended (or the opportunity to obtain a permit or license denied).

Technology Guidelines

Use of the district computers and network, as well as access to the Internet, although useful and valuable for academics, is still a privilege that requires appropriate behavior. These technology resources are for the following purposes:

1. Support of the academic program
2. Telecommunication for academic purposes
3. General information and research

Use of district technology and access to the Internet must be in compliance with the school district's Acceptable Use Policy (see page 66 for the complete policy). In order to use the computers and other district technology, and/or access the Internet at school, students and parents must read the Acceptable Use Policy and sign the Acceptable Use Policy Agreement. The Acceptable Use Policy and Acceptable Use Policy Agreement is located at the end of this handbook and made a part hereof. By signing the Handbook Receipt, students and parents state that they have read and agree to the terms and agreements set forth therein.

Students may not access the school district's computer network with any personal electronic devices. Additionally, any attempt to bypass the district's Internet filters is prohibited by the Children's Internet Protection Act (CIPA).

Minor Acceptable Use Policy (AUP) Violations are determined by the District and are generally defined as actions that do not align with the District AUP Policy but generally do not cause significant distraction or disruption to the school learning environment, a student's peers, or any OH faculty or staff member. Minor AUP Violations can include, but are not limited to, use of games or social media during academic instruction, any attempts to circumvent content filtering, extensive non-curriculum communication, and access or attempts to access inappropriate and/or non-academic content.

Students who fail to follow the expectations of their classroom teachers or building administration and staff regarding technology use in their area may be given the following consequences for minor infractions for use during classroom instruction:

- 1st offense: Warning/redirect by the teacher or administrator
- 2nd offense: Two, 1-hour detentions and a placement of a Tier One Restrictive Settings. This setting includes increased access restrictions through the District's GoGuardian filtering and monitoring software. The level of restriction and duration of placement in this setting are subject to administrative discretion.
- 3rd offense: Saturday detention, and a placement of a Tier Two Restrictive Setting. This setting includes full access restriction to only academic software and resources through the District's GoGuardian filtering and monitoring software. The level of restriction and duration of placement in this setting are subject to administrative discretion. Further violations may result in consequences deemed appropriate by the parent and administrator. Students who fail to promptly give the computer to requesting faculty members may receive further consequences as a result.

Major Acceptable Use Policy (AUP) Violations are determined by the District and are generally defined as actions that do not align with the District AUP Policy but generally cause significant distraction or disruption to the school learning environment, a student's peers, or any OH faculty or staff member. Major AUP Violations can include, but are not limited to, using accounts or school networks for harassment/bullying, accessing inappropriate or pornographic materials, incidents or threats of violence, mention of weapons or words relating to harming others, any use of the school computer to induce harm or cause panic. and inappropriate use of Artificial Intelligence tools for means of cheating or plagiarism.

- Major technology infractions will result in immediate and more serious consequences up to suspension/expulsion without a warning or redirection. The student will also have a placement of a Tier Three Restrictive Setting. This setting includes full access restriction to only academic software and resources through the District's GoGuardian filtering and monitoring software. Additionally, individual intervention plans will be developed for the student, which might include further consequences, such as loss of technology/device privileges, device access limited to campus grounds, or extended restrictive placement settings.

Cost of Loss or Damage

The district will provide limited protection against incidental damage to and loss of the laptop through a Technology Protection Fund. This optional fund covers the laptop provided to the student under this agreement against all incidental damage or loss over \$50. Accessories (charger and case) and damages valued at less than \$50 are NOT covered and are the sole responsibility of the student and parents or guardians. A deductible fee that must be paid by student/parent/guardian of \$100 for damages and \$200 for loss of device applies; the fund will cover all expenses above the deductible amount. Coverage under this fund is 24 hours per day. Damage caused by negligence **will not be covered by the Technology Protection Fund and will be the sole financial responsibility of the student and parents or guardians**. It is the responsibility of the administrators to determine if damages are due to negligence or accident.

Repeated incidents of damage to the laptop within a two-year period may result in a graduated deductible amount as follows: 1st incident - \$100; 2nd incident - \$200; 3rd incident - \$500; 4th - \$750. Repeated incidents of loss of a laptop over a two-year period may result in a graduated deductible amount as follows: 1st incident - \$200; 2nd incident - \$500; 3rd incident \$750. Additional incidences will be handled on an individual basis. The graduated deductible for Chromebook laptops will switch to the fair market value beginning at the 3rd Incident.

OH Global Handbook: <https://www.ohschools.org/about-us/technology>

Software Piracy

Ottawa Hills High School supports legislation regarding software copyrights and the following policies shall be followed:

1. No unauthorized copies of software shall be placed on any school equipment for any reason.
2. No employee or student shall copy (pirate) any of the school's software for any reason.

Personal Communication Device

Ottawa Hills Local Schools understands the necessity of personal communication devices (PCD) in a technology driven environment. We strongly encourage digital citizenship within our community to reflect the values of critical thinking, a sense of well-being and meaningful interactions. The responsibility for knowing and understanding the electronic and wireless communication device policy for students rests with the parent/guardian and the student. Electronic device communication will not detract from the educational process, prohibit a student from learning or participating in emergency situations. Teachers have the exclusive right to prohibit personal communication devices (to include airpods and watches) during their class time or within the hallways. Teachers will have a designated place for students to place cell phones at the beginning of each period. During transitions, airpods and headphones may not be worn.

Students who fail to follow the expectations of their classroom teachers, or administration and staff regarding PCD use in their area may be given the following consequences:

- 1st offense: One, 1-hour detentions/PCD is turned into the office until the end of the school day
- 2nd offense: Two, 1-hour detentions/PCD is turned into the office until the end of the school day and administrator notifies parent/guardian
- 3rd offense: Saturday detention, PCD is turned into the office and arrangements must be made to pick up PCD at the end of the school day. Further violations may result in additional consequences being applied. Students who fail to give PCD to requesting faculty members will be considered disrespectful to the educational process and further consequences may be given.

Our Personal Communication Device Policy is designed to follow local board policy (5136) adopted by the Ottawa Hills Board of Education.

- Students may use personal communication devices (PCDs) before and after school, and during their lunch break, grades 7-12 only as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of PCDs, except when given the exclusive use by a teacher or administrator, at any other time is prohibited and must be powered off (i.e., not just placed into vibrate or silent mode) and stored out of sight.
- Using a PCD to capture, record and/or transmit audio and/or pictures and/or video of an individual without proper consent is considered an invasion of privacy and is absolutely prohibited.
- PCDs, including but not limited to those with cameras, may not be 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, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.
- Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school.
- Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.
- Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

We believe that possession of having a PCD during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the PCD expectations. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs 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.

Security Cameras

Security cameras may be used both inside and outside of buildings to assist in the security of students, staff and property. The primary purpose of the cameras is to monitor high traffic areas and those in which people may enter and/or exit school buildings and premises. At the discretion of the administration, cameras may be used in matters involving student conduct. Use of security cameras will be in compliance with law to protect the privacy rights of students, staff, and other individuals.

Health Office and Medical Information

The Health Office is run by a registered nurse with a Bachelor of Science in nursing degree. In the case of a student injury, the student will receive a pass from the teacher to go to the health office.

- Students should not attend school if they have a consistent elevated temperature of 100 degrees or above or if the student has a confirmed medical condition, signed by a physician, due to a medical ailment or a medical condition.
- All communicable diseases will be reported to the Health Office. The nurse will investigate any increase in communicable diseases and determine if it is necessary to notify the local Health Department.
- If a student doesn't feel well, they should be seen by the nurse in the health office prior to calling home. The nurse will not provide a medical diagnosis for your child but will assess whether your child's physical assessment deems it necessary for your child to be sent home. The nurse or office staff will receive permission for a student to be sent home ill from the student's parents. If the student's parents are unable to be reached, permission will be received from the student's emergency contact located in Power school.

Medication Policy

- No medication will be dispensed to a student by the nurse or staff without a completed medication administration form that is signed by a physician. The medication administration form is a Board of Education approved document. This document can be located on our district website under Health Services.
- No staff shall administer medication without being properly trained by the nurse. This training will be done yearly. The medication administration form for students must be renewed on a year-to-year basis. If there is an expired medication administration form, no medication will be administered.
- If your student must take medication during school hours, the following must be applied:
 1. A completed medication administration form must be completed with the medication time, dose, route, frequency, and the name of the medication. A physician must sign this form. Side effects of the medication will be documented on this form. This medication administration form will be filed yearly in the health office. The nurse will make the necessary changes to a medication administration form if the ordering Physician makes any changes to the medication prescribed.
 2. All student medication will be received by the nurse. All medication must be delivered to the school by the student's parent or the student's guardian. Student medication will be stored in the Health Office. All medication must be stored in the original container that was received from the Pharmacist. The medication bottle will have the name of the student, the name of the medication, the prescribing Physician, the route of administration, the frequency of administration, and the date, time, and year the medication was received.
 3. All student medication will be secured in a locked cabinet in the Health Office. The nurse and office staff will have access to the locked medication cabinet in the Health Office. The nurse will provide a documentation log for all medication that is administered to the student. The documentation log will provide the name of the medication, route of medication, time of medication, and dose of medication. The documentation log will be kept with the student's prescribed medication in the locked medication cabinet.
 4. Any student that requires the use of an asthma inhaler or an epinephrine auto injector must provide the proper board approved Authorization to carry medication form. The nurse will be notified by the parent or the student's guardian on the need to carry the self-administered medication. The proper Authorization to carry medication form, that has been board approved, will be kept in the Health Office. A student may not transfer the use of any prescribed inhaler or Epinephrine Auto Injectors to any other student. The nurse will provide documentation on students who are able to carry prescribed medication during school hours to the appropriate staff.
 5. No staff member or nurse will administer any over the counter medication during school hours without the proper medication administration form signed by a physician. All over the counter medication will be

treated the same as prescribed medication. All of the board approved medication policies apply to any over the counter medications. Parents and physicians must approve any over the counter medication that is to be administered.

6. Parents are responsible to report all student allergies to the health office. The parent must provide the health office with any or all medication that is to be administered to the student in the case of an allergic reaction, Epinephrine Auto Injector or Auvi-Q medication for anaphylaxis. The parent or student guardian will provide the nurse with Physician signed orders on the allergy action plan and the administration and appropriate guidelines for the student's medication allergy protocol. The health office will provide emergency back-up Epinephrine Auto Injectors of the Pediatric dose of 0.15mg and the adult dose of 0.3mg.

Code of Conduct Violation with Regard to Medicine

If a student is found to have medication in their possession without parent consent or without proper medication administration documentation, the medication will be confiscated by the nurse or administration and the medication will be properly stored. The student's parent or guardian will be notified immediately and the building principal and/or assistant principal will follow the student handbook and board policy. If a student provides another student any form of medication, the nurse and the principal and /or assistant principal will be notified. The nurse will follow up with both students and assess the need for further medical attention.

Emergency Medical Treatment

In the case of a student medical emergency the building principal, the nurse and the student's parent or guardian will be immediately notified. If the nurse is not available to respond to the medical emergency, the building principal will be notified immediately. An Emergency Medical Authorization form must be completed each school year by the student's parent or the student's guardian. A copy of the Emergency Medical Form will be kept in the main office. This form must be completed prior to the student starting school.

Control on Communicable Diseases

In order to protect the health and safety of the students and staff, the health office and the school district will comply with the State and local Health department guidelines regarding communicable disease. The board will recognize that when referring to the control of communicable diseases they will be referring to Communicable diseases designated by the Ohio Department of Health; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and all others designated by the Ohio Department of Health. If a student displays any of the symptoms associated with any communicable disease, the student will be placed in isolation and the student's parent or guardian will be notified by the nurse. The nurse will follow protocol instituted by the local Health Department. The nurse will educate the district staff yearly on how to handle a communicable disease if there was to be a breakout within the school setting. Yearly the nurse will train and educate staff on the following:

- Educate on the detection of communicable diseases and the prevention and control of communicable diseases.
- Notifying appropriate staff in a suspected student Communicable disease situation.
- How to apply and remove personal protective equipment appropriately.

Common Contagious Illnesses for When to Keep a Student at Home

For the safety and wellness of all staff and students, a student should be kept home in the following cases:

- **Influenza:** Symptoms – Fever, chills, muscle aches, cough, congestion, runny nose, headaches, and fatigue.
- **Strep Throat:** Symptoms – Fever may be present, persistent red, sore throat, pus spot on the tonsils or back of the throat, tender or swollen glands of the neck.
- **Impetigo:** Symptoms – Blister-like lesions which later develop into crusted, pus-like sores which are irregular in outline.

- **Hand, foot and Mouth disease:** Symptoms – Fever, sore throat, painful mouth sores, skin rash on the hands, feet, knees, elbows, and buttocks.
- **Pertussis:** Symptoms – Persistent cough, fatigue, fever, vomiting, watery eyes, congestion, sneezing, cough may sound like whooping sound.
- **The Common Cold:** Symptoms – Congestion, runny nose, sneezing, possible fatigue.
- **Pink Eye, Conjunctivitis:** Symptoms – Eye redness, eye drainage/discharge, eye inflammation, eye itching, eye burning.
- **Methicillin-resistant Staphylococcus Aureus:** Symptoms – Bump-like pimples or boils, redness at site, swelling, pain, warm to touch, fever, bump-like sites may be filled with pus.

If a student is found to have any of the known or any of the above listed common contagious illnesses, the student must stay home from school for 24 hours. The parent or guardian of the student will provide the school office with a Physician signed note upon return to school. The office will notify the nurse if the student does not have a signed Physician note upon the students return to school.

Control of Blood-Borne Pathogens

It is the responsibility of the school district to provide a safe educational environment for all staff and students. While the risk of exposure to blood-borne pathogens in the school setting is presumed low, there is still potential risk. Assuming that all body fluid secretions are potentially infectious, universal precautions are instituted with all presumed body fluid exposure and/or body excrement. The school district will follow district board approved policy for exposure to any type of blood-borne pathogen.

Title IX

The Title IX Coordinators serve as the grievance officers and coordinate the District’s efforts to comply with and carry out responsibilities under Title IX, including any complaint under Title IX. They are vested with the authority to and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks. Any investigatory responsibilities of the Title IX Coordinator may be delegated to a designee trained in the Title IX compliance and procedures.

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Ottawa Hills Jr./Sr. High School’s Title IX Coordinators:

Name: Ben McMurray
 Title: Principal
 Address: 2532 Evergreen Rd., Toledo, Ohio 43606
 Phone number: 419-534-5376
 Email: Bmcmurray@ohschools.org

Name: Jasa George
 Title: Assistant Principal
 Address: 2532 Evergreen Rd., Toledo, Ohio 43606
 Phone number: 419-534-5376
 Email: jgeorge@ohschools.org

Reports may be made in person or made 24 hours a day via email, phone, or mail.

Raptor

In an effort to maintain safety and an accurate reflection of people in our buildings, Ottawa Hills Local Schools has installed a Raptor Technologies' Visitor Management System. To expedite the screening process during the visitor's first screening, the Raptor Visitor Management System will register public personally identifying information from their government-issued ID, which includes first name, last name, date of birth, photo, license ID, and issuing state where the ID is registered.

Students will not be required to utilize the RAPTOR system. Students are not permitted to allow any visitor to enter the building without the visitor checking through the RAPTOR system and school office personnel.

SAVE Students Act

Safety is one of the five pillars, and student success is dependent on whether the students feel safe and supported in school. As part of the SAVE Students Act, Ottawa Hills High School has an anonymous tip line to report concerns of a students' health and well-being. By calling or texting the statewide hotline -- 1-844-723-3764 (844-SAFE0H) 24/7 -- you can report anything suspicious or endangering you, your friends, or your school.

Threat Assessment Student Leadership

At Ottawa Hills High School, Challenge Crew is a student-based club that addresses the following areas: mental health, anti-bullying, suicide awareness, and drug and alcohol education/prevention. Challenge Crew organizes and hosts activities and events such as positive message campaigns, movie nights, tailgates, mentoring programs, fundraisers, and volunteer opportunities in the community. Challenge Crew focuses on threat prevention and aims to provide a safe space for students to learn and grow.

Safe Schools Reporting

If you SEE Something, SAY Something

At Ottawa Hills Junior/Senior High School, we want you to say something if you see, hear, or know of potential dangers that could impact the safety and security of our school. Whether you are on your way to school, walking in our neighborhood, or on social media, remember we all play a role in keeping our communities safe. Stay vigilant and say something when you see signs of danger, threats to do harm, or any suspicious activity. You can report to any trusted adult, including a teacher, parent, administrator, counselor, or secretary. Depending on the seriousness of the situation, you may consider calling the Ottawa Hills Police Department directly (419-536-1111).

Lucas County Anti-Bullying Campaign and Hotline

As part of the Lucas County Anti-Bullying Campaign, the Lucas County Sheriff's Office in conjunction with the Lucas County Commissioner's Office offers assistance to anyone who wants to report bullying or other forms of school-related issues. The Lucas County Sheriff's Office Bullying Hotline is available 24/7 at 419-654-3425.

Lucas County Rescue Crisis/ Suicide Prevention Hotline

The Lucas County Rescue Crisis/Suicide Prevention Line is 800-273-TALK (8255).

School Safety Steps

Each year, Ottawa Hills High School participates in numerous steps related to school safety. The steps we take to keep students, staff, and visitors safe are as follows:

- A.L.I.C.E training for staff
- Safe Schools training for all staff yearly.

- Tabletop safety exercises with students and staff.
- Additional police patrolling.
- Visitor Management System with check in at office.
- Visitor and volunteer badges in office.
- New radios for communication linked directly to emergency dispatch
- Reinforcing “See Something, Say Something” safety slogan in classrooms and on website.
- Counselors in each building/psychologist and prevention coordinator.
- Emergency evacuation drills on lockdown, fire, and tornado.
- School Safety Manual as required by the State of Ohio.

Disciplinary Programs

The Bear Path Program

Ottawa Hills Local Schools places a strong emphasis on Positive Behavioral Intervention and Supports (PBIS) through collaborations among administrators, faculty, staff, students, and community organizations. **The Bear Path Program** creates common expectations for behavior throughout the school campus and focuses on Respect, Responsibility and Empowerment. Common expectations are established that include but are not limited to:

Be Respectful:

Take Care of Yourself
Take Care of Each Other
Take Care of Our School

Be Responsible:

Be On time
Be Prepared
Be a Positive Participant

Be Empowered:

Use Your Voice for Good
Put Forth Your Best Effort
Support One Another

The Bear Path Program at Ottawa Hills Junior/Senior High School is designed to implement proactive strategies for teaching and supporting appropriate behaviors that result in a positive school environment. We continually strive to ensure the safety of our students, create opportunities for them to reach their full potential, and develop their character. We believe that introducing, modeling, and reinforcing positive social behavior is an important step in a student’s educational experience.

The leadership of Ottawa Hills Junior/Senior High School includes a principal, assistant principal, athletic director, two full-time counselors, a student assistance program coordinator, and faculty advisors to key clubs and activities. These qualified professionals take leadership roles in promoting a school environment that is inclusive of, responsible to, and safe for its diverse members. Our faculty and staff are an integral part of The Bear Path Program and play a critical role in establishing a positive climate.

“The Bear Path Program was developed collaboratively by faculty and staff, students and building administration during the 2021-2022 school year to align with the Student Code of Conduct, and school and community values.”

The Foundry

“The Foundry offers a welcoming environment that ignites curiosity, forges connections, fuels growth, and launches potential.”

The time students spend in the Foundry during the school day should be focused on academic endeavors. The purpose of a structured study hall is to work on classwork, receive necessary interventions, and gain needed support to be successful. The staff in the Foundry reserves the right to assign students to specific seats and areas to allow for adequate supervision and support.

The Foundry has expectations of Respect, Responsibility and Empowerment. The following expectations are posted. All facets of student code of conduct are expected to be observed while in The Foundry

Respect

Use appropriate voice & volume
Leave the space better than you found it.
Be kind.

Responsibility

Minimize distractions.
Use technology beneficially.
Promote inclusivity.

Empowerment

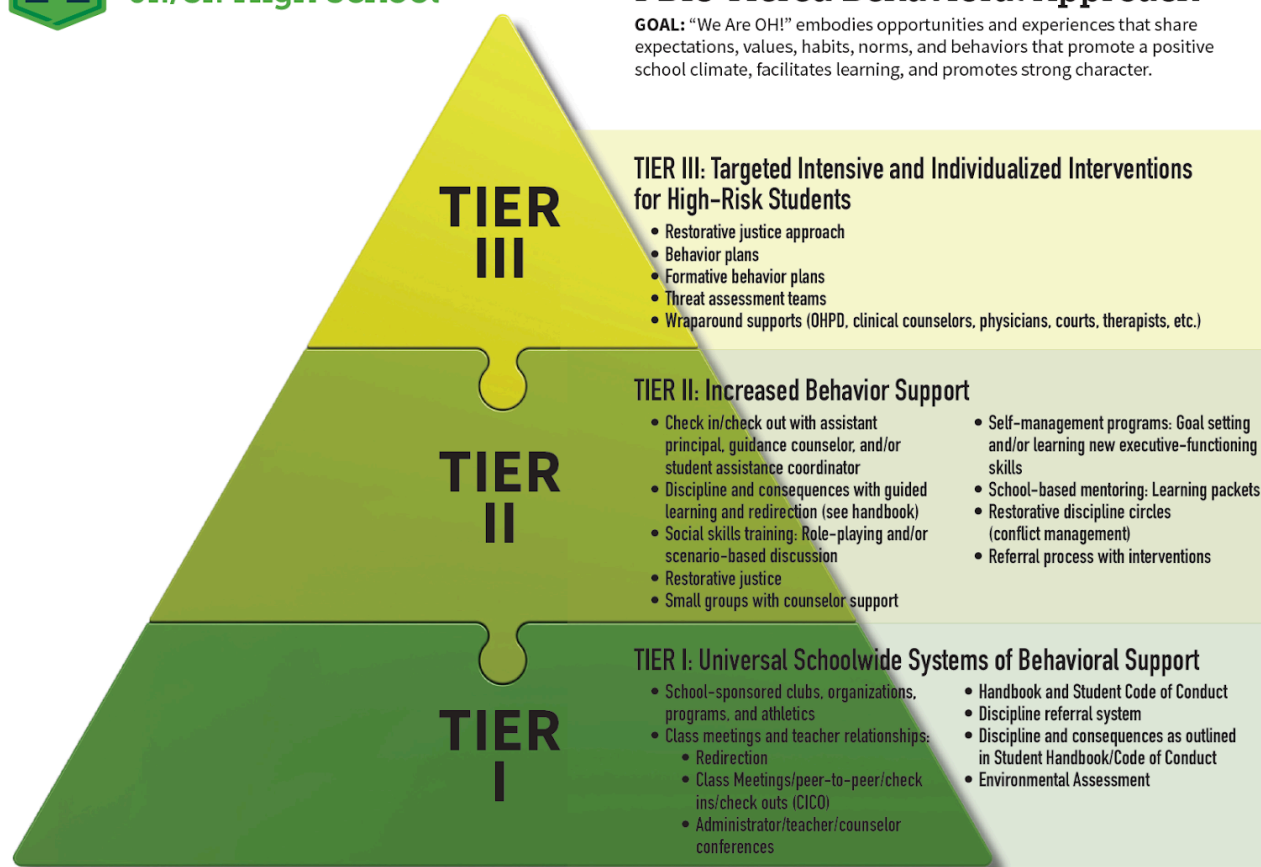
Lead by example.
Force connections.
Smile Often. Encourage Others.

Restorative Discipline Practices

At Ottawa Hills Local Schools we believe in restorative discipline practices as approaches to addressing disciplinary infractions through mediation, learning experiences, and conflict resolution strategies. We believe that through these measures offenders learn to take responsibility and begin restitution for those they have harmed or offended. In an effort to maintain a respectful, responsible and empowered environment, behaviors are categorized in three tiers.

PBIS Tiered Behavioral Approach

GOAL: "We Are OH!" embodies opportunities and experiences that share expectations, values, habits, norms, and behaviors that promote a positive school climate, facilitates learning, and promotes strong character.



Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion

In addition to a set of expectations, the Board of Education is committed to the districtwide use of Positive Behavior Intervention and Supports (PBIS) with students. Student personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion. Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the superintendent. Training will be in accordance with the state's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques. Every use of restraint and seclusion shall be documented and reported in accordance with this policy.

Detentions

At times some behaviors warrant consequences of a traditional nature that can still be restorative in nature and help the student make better decisions in the future. Detentions will be assigned to students who choose not to follow the rules and regulations of Ottawa Hills Junior/Senior High School. Detentions may be assigned in 30-minute, 1-

hour or Saturday time frames. All detentions assigned by the principal or assistant principal will be served from 3:05 p.m. to 3:35 p.m. or 4:00 p.m., or during lunch. Participation in after-school activities will not excuse any student from a detention. If the student has a valid, scheduled appointment after school, a note from a parent, followed by official verification of that appointment, must be presented. The detention must be served the next school day. Other reasons that might be a cause for reassigning a detention are illness and emergencies.

Saturday Morning Detention

Saturday detention is intended as an intermediate step in dealing with students' behaviors. Those include, but are not limited to, accumulation of tardies to school or continued behaviors which still persist after numerous attempts to intervene. Students assigned a Saturday detention are required to attend on the date assigned and report by 7:30 a.m. and remain until 11:30 a.m. Students arriving after 7:30 a.m. or students who fail to attend will be assigned a Saturday suspension. Students must report to the Osborn entrance.

Students may be removed from Saturday detention at any time for behaviors which are deemed disruptive in nature. Sleeping, drinking, eating or use of electronic devices will not be permitted. Students are required to bring schoolbooks and homework.

Violations of the Student Code of Conduct

Ohio Law 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 that is safe and conducive to learning. *All students have the responsibility and expectation to act in such a way as not to interfere with the rights of others to pursue appropriate educational opportunity.* By accepting the right to participate in all school programs, including extra-curricular activities, Agora, 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. Any student who fails to comply with established school rules, or any reasonable request made by school personnel on school property and/or school related events, will be subject to approved student discipline as follows. Violation of the Student Code of Conduct may result in assignment of detentions, Saturday school, suspension or expulsion, including denial of participation in privileged activities (prom, graduation, senior activities, Agora activities home or abroad, athletic practices/contests).

The Student Code of Conduct describes (1) the types of conduct that will lead to certain disciplinary action, and (2) the procedures to be employed in removals, suspensions, and expulsions of students. If a student is 18 years old and attending Ottawa Hills High School, that student must conform to all of the rules under the Student Code of Conduct.

The types of conduct prohibited by this code of conduct are as follows:

1. Damage or destruction of school or private property, on or off school property to include but not limited to "pranks" and vandalism.
2. Unauthorized bodily contact- The act of physically touching, hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school sponsored event.
3. Roughhousing, fighting, horseplay, or wrestling on school property or during any school event.
4. Bullying and Harassment includes verbal, written, or electronic threatening or intimidation of students or other persons on school premises or in the course of a school-related activity.
5. Harassment based on an individual's sexual, race, color, gender, disability, religious, or sexual orientation.
6. Disregard for reasonable directions or commands by school authorities including school administrators, teachers and support staff.
7. Disruption or interference to the learning environment or other activities (extracurricular etc.)

8. Presence in areas during school hours where a student has no legitimate business without permission or supervision of school personnel.
9. Leaving school during school hours without permission of the proper school authority or note through the attendance office.
10. General disrespect and/or aggression to school personnel or students, and guests (volunteers, speakers, fans etc.)
11. Threat to do harm.
12. Verbal or physical hazing
13. Cheating and Plagiarizing (see Honor Code)
14. Public Display of Affection
15. False reporting of fire, emergency, 911, bomb, lockdown or disaster
16. Publication or possession of obscene, pornographic, or libelous material of any form to include gestures and electronic or text images.
17. Technology Acceptable Use Policy violations regarding network, internet use, electronic research and technology access and use associated with the Ottawa Hills Local School District
18. Failure to abide by reasonable dress and appearance codes set forth in the student handbook (see page 24)
19. Compromising school safety
20. Use of indecent or obscene language in oral, written or electronic form to include gestures/cursing.
21. Bigotry and/or use of offensive language in a discriminatory manner. Federal law protects students from discrimination of race, color, national origin, sex, religion, familial, status, and disability. It also protects students who do not conform to stereotypical notions of masculinity and femininity.
22. Willfully aiding another person to violate school regulations.
23. Continued violation of Student Code of Conduct

Drugs, Tobacco, Vaping and Alcohol

A student shall not possess, use, transmit, sell, buy, conceal, consume or be under the influence of any alcoholic beverage or intoxicant or any of the drugs of abuse. This provision shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs of abuse at any time before the students' arrival at school or at a school-sponsored or related event or activity.

Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look-alikes, synthetics, or other substances that could modify behavior. Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered in violation of this rule. Furthermore, breathalyzers and other indicators of intoxication may be utilized by law enforcement at public school events. Students may face legal consequences as a result of alcohol and/or other drug violations.

First Offense-Drugs, Tobacco, Vaping, and Alcohol: The student will be suspended from school for ten (10) days. The suspension will officially be reduced to a five-day (5) suspension if the student meets with the student assistance coordinator (or principal's or assistant principal's designee) and complies with the coordinator's (or principal's or assistant principal's designee) recommendation which will include health education regarding alcohol use and a professional assessment. A note directly sent from the office of the selected licensed drug and alcohol counselor must be presented to the assistant principal or principal one week prior to the student's last Saturday suspension day. The note must specify the date of the assessment and name of the licensed drug and alcohol counselor. The assessment must be completed before the student's last Saturday suspension is served and a note directly sent from the licensed drug and alcohol counselor must be submitted to the assistant principal or principal no later than the Monday following the student's last Saturday suspension. *Rationale:* To promote student wellness and provide follow-up if a student is involved in a drug, tobacco, vaping and/ or alcohol offense. Before the student is reinstated,

the parent or guardian must attend a conference with a principal or designee. A behavior contract will be signed by a parent and student at the reinstatement conference.

In addition, the student will be denied the privilege of competing or participating for 20% of the total number of events of the current activity. If a student is currently not participating in an extracurricular activity the student will be denied the privilege of competing or participating in 20% of the next activity. If less than 20% of the total number of events remains in that activity, the percentage not served will carry over to denial of participation in the next activity the student chooses to participate in even if it is in the next school year.

Second and Subsequent Offenses-Drugs, Tobacco, Vaping, and Alcohol: The student will be suspended from school for ten (10) days and recommended to receive professional counseling. Alcohol Subsequent Offenses: Minimum - a student will be suspended from school for ten (10) days and recommended to receive professional counseling. Maximum - a student will be recommended for expulsion. The student will be denied the privilege of activity or team participation in any way for a period of one (1) calendar year from the date of the second or subsequent violations.

Firearms/Weapons in the Schools

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

The school prohibits the possession or use of a toy gun or look-alike gun, that may induce panic or cause physical harm. Exceptions may be made for their use as a prop in a theater production or classroom/school demonstration with the prior written approval from the building principal.

According to Board Policy 5772, the term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, the superintendent shall expel this student from school for a period of one calendar year and will notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The superintendent may reduce the one-year expulsion on a case-by-case basis.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator. Section 2923.122 makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordnance onto or on any school property or to any school-sponsored activity. In addition to school-related disciplinary consequences, some situations may also be referred to law enforcement resulting in additional legal consequences.

Vandalism

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).

Threat to do Harm

A student shall not commit or attempt to commit assault (physical harm to another), harassment, intimidation, coercion, verbal threat to do harm, misdemeanor, or any violation of state criminal code against any student, board of education employee, school guest or visitor.

Sexual Harassment, Bullying and Hazing Policies

Ottawa Hills Local Schools is committed to eliminating and preventing sexual harassment and bullying from all schools and facilities. In accordance with Ohio Law, Ottawa Hills School District prohibits student harassment, intimidation or bullying of any student on school property or at a school-sponsored activity. Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student organization or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Harassment, intimidation or bullying is defined as an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This prohibition includes acts committed through use of a cell phone, computer or other electronic device.

According to Board Policy 5517.01 Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or in a school vehicle,

Prohibited activities of any type, including those activities engaged in via computer, other electronic communication devices, and/or social media posts are inconsistent with an environment that supports the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, harassment, intimidation and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing, harassment, intimidation and/or bullying.

Permission, consent or assumption of risk by an individual subjected to hazing, harassment, intimidation and/or bullying does not lessen the prohibition contained in this policy.

Administrators, teachers and all other District employees are to be particularly alert to possible conditions, circumstances or events that might include hazing, harassment, intimidation and/or bullying. If hazing, harassment, intimidation and/or bullying or planned hazing, harassment, intimidation and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end these prohibited activities immediately. All hazing, harassment, intimidation and/or bullying incidents are reported immediately to the building principal/designee, and appropriate discipline is administered.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing, harassment, intimidation and/or bullying in accordance with this policy if that person reports and responds to an incident in good faith and is in compliance with the procedures specified in this policy. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she reports suspected harassment, hazing, or bullying, files a grievance or assists with or participates in an investigation, proceeding or hearing regarding the charge of hazing, harassment, intimidation and/or bullying of an individual.

Unlawful harassment is when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws.

Bullying is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- Teasing;
- Threats;
- Intimidation;
- Stalking;
- Cyberstalking;
- Cyberbullying;
- physical violence;
- Theft;
- sexual, religious, or racial harassment;
- public humiliation;
- destruction of property.

Harassment

The Ottawa Hills Board of Education will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational

environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Consequences for violation of Bullying and Harassment Policy

Consequences for found violations of the Ottawa Hills Bullying and Harassment Policy will be dealt with in accordance with Board Policy 5517. The board shall vigorously enforce its prohibitions against unlawful harassment/ retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including . . . suspension/ expulsion of a student. When imposing discipline, the Superintendent [or designee, e.g. principal, asst. principal] shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies. . .

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent [or designee, e.g. principal, asst. Principal] shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

At the junior/senior high school, consequences for infractions involving harassment or bullying can include but are not limited to detentions and suspensions. Students with infractions will work with the principal or designee on restorative practices when appropriate. The student(s) may be required to complete some or all of the following as part of the response to the infraction: learning modules, articles, videos, reflection papers, trips to museums, and/or facilitated discussions. Lastly, school officials will include preventative programming as part of our Positive Behavior Supports and Intervention, obligations to create a positive school climate, and our efforts to help students develop good character and compassion towards others.

What To Do If You Are Sexually Harassed or Bullied: When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If you are subjected to behavior which you consider to be sexual harassment or bullying, promptly notify the school counselor or an administrator. You will be asked to put your complaint in writing and an investigation will be made into the matter.

Regarding sexual harassment, you may also file a charge with the Ohio Civil Rights Commission (OCRC). This charge must be filed within six months of the incident (ORC 4112.05 B).

Suspensions and Expulsions

Student Suspension - Expulsion

The superintendent or principal may suspend (in-school or out-of-school) a student for not more than ten (10) days. A suspension will become part of the student's discipline records while attending Ottawa Hills Schools. Parents of students who have earned a one (1) to five-day (5) in-school suspension have a choice between:

1. A six-hour Saturday suspension to be held in the Ottawa Hills Junior-Senior High School building: Saturday suspensions will be served CONSECUTIVELY. A student may serve no more than a total of ten days of Saturday suspensions in any school year. Students are prohibited from participation in any extracurricular activities from each Saturday(s) on which the suspension(s) is served through the Monday(s) of each week. Parents and students are required to sign the Parent-Student Contract agreeing to all conditions of the suspension prior to serving the Saturday suspension. Violations of any rules or regulations of the Saturday suspension program will result in the suspension being served in its entirety as an in-school suspension beginning with the first school day following the assigned Saturday(s), or
2. A school-day suspension: during a school-day suspension, a student will be present in the school building; however, they will not be permitted to attend classes during the suspension. Suspended students are prohibited from participating in any extracurricular activities (including practice) during the days of suspension.

For students who have earned more than a five-day (5) suspension, the superintendent or principal also has the authority to assign an in-school or out-of-school suspension. Suspended students are prohibited from participating in any extracurricular activities, including practice, during the days of suspension.

Students who attend another school, such as Sylvania Tech Prep, while maintaining enrollment at Ottawa Hills Local Schools will be expected to follow a reciprocal agreement with the other school. Should a suspension be issued for violation of the reciprocal school's code of conduct, Ottawa Hills may also enforce the suspension as the home school.

Procedures for Suspension

When a student, by his or her behavior, finds himself/herself in a position of possible suspension, the following process will occur:

1. He or she will have an informal hearing with the principal or the principal's designee at which the facts of the matter will be presented.

2. The student and his/her parent, guardian, or custodian shall be presented:
 - a written notice from the principal or the superintendent of the intent to suspend;
 - the reasons for the suspension;
 - the date(s) of the suspension(s);
 - the right of the student or parent to appeal and the right to be represented; and
 - the Parent-Student Contract.

The Parent-Student Contract must be signed and returned to the principal within two (2) business days of the student being presented with the written notice of suspension. Failure to return the contract will result in an in-school or out-of-school suspension with academic penalty. The suspension will be served immediately.

3. If parents or guardians wish an informal hearing after the student is presented the written notice of suspension, they must make an appointment and meet with the principal or assistant principal within two (2) business days, unless the time to meet is extended by the principal or the assistant principal.
4. If, as a result of the informal hearing, the parents or guardians wish to appeal the suspension, they must notify and meet with the school board's designee within two (2) business days of the informal hearing, unless the time to meet is extended by the board's designee. The school board's designee is the superintendent of schools, unless another designee is appointed by the board. The request for an appeal hearing must be made in writing and must state the reasons for the appeal. Once the student has fulfilled the suspension day(s), they may return to school, even while waiting on the appeal process. If the appeal is upheld and the process concludes before the suspension has been fulfilled, the student may come back to school.
5. The hearing may include the student, his or her parents or legal guardian, the principal, the assistant principal, and the superintendent. The student may be represented in all appeal proceedings, and a record will be kept of the hearing.

Procedures for Expulsion

1. Only the superintendent may expel a student. Expulsion is a removal of a student for more than ten days' duration and not more than eighty (80) days. An expulsion can be extended into the following semester or school year. Under circumstances outlined in board policy and this handbook, expulsions going beyond the school year may have information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Suspension, expulsion, and permanent exclusion may be appealed through the appropriate board-approved process.
2. The superintendent will give the student and parent or guardian written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative have the opportunity to appear on request before the superintendent or the superintendent's designee to appeal action or to otherwise explain the student's actions. This notice will also state the time and place to appear which must not be less than three (3) days nor later than five (5) days after the notice is given.
3. Within 24 hours of the expulsion, the superintendent will notify the parent, guardian, or custodian of the student, and the treasurer of the board, of the action to expel.
4. The notice will include the reasons for the expulsion; the right of the student, parent, guardian, or custodian to appeal to the board of education or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session.
5. Appeal to the Board of Education:
 - A student and parent, guardian, or custodian may appeal the expulsion by the superintendent to the board of education or to its designee; they may be represented in all such appeal proceedings and will be granted a hearing before the board or its designee.
 - A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parent, guardian, custodian, or representative.

Emergency Removal of Student

1. If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent, principal, or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extra-curricular activities under his or her supervision, but not from the premises. If a teacher makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practicable. In all cases of normal disciplinary procedures when a student is removed from a curricular or extra-curricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements do not apply.
2. If the emergency removal exceeds 24 hours, then a due process hearing will be held within 72 hours after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal and/or assistant principal and has the right to appeal the reasons for the intended suspension or otherwise explain his or her actions. The person who ordered or requested the removal will be present at the hearing, and within 24 hours of the decision to suspend, written notification will be given to the parent, guardian, or custodian of the student. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the superintendent or the superintendent's designee.
3. In an emergency removal, a student can be kept from class until the matter of his or her misconduct is disposed of, either by reinstatement, suspension.

Curricular Procedures

Finalized Schedules and Change Requests

Students and parents will be given time prior to registration for sufficient thought regarding course selection. All schedules beginning with the 2024-2025 school year are expected to be finalized by the end of the current school year. **Students may not change their schedules without written approval by the high school principal.**

Final Exams Procedures/Policy Purpose

Semester exams are crucial to the learning process. These assessments are important indicators of student progress toward course benchmarks, standards, and expectations. In addition, semester exams provide teachers and students with important feedback.

Students should expect a three or four day exam schedule at the end of each semester with no more than three exams scheduled per school day. Exam schedules will be provided by the administration at the beginning of each semester. High school semester exams will count as 20 percent of the final grade. Junior high semester exams will count as 10 percent of the final grade.

Exam Performance and Preparation

Students are encouraged to utilize school-sponsored programs and resources when preparing for exams. They include Study Club, Study Halls, Math Lab, Language Lab, and The Foundry. In addition, students may seek the advice and assistance from guidance counselors and/or teachers during their conference periods.

Teachers are encouraged to provide students with a copy of a study guide one week prior to exams. Teachers and students are encouraged to use the last full day of class for review purposes. Teachers will make efforts to minimize tests, quizzes, and projects during the week leading up to exams. Teachers will make every effort to have all assignments due before exam week begins to allow students ample time to prepare for exams. Teachers will be mindful of the amount of homework given during the week before exams.

School administrators will take action to protect instructional time and to help avoid disruptions during exam week. The athletic director will keep athletic competitions to a minimum during exam week. However, normal practice schedules will be maintained. High school semester exams will be administered in December and June during the four scheduled testing days.

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 makeup tests or exams offered will be at the teacher's discretion.

A senior class teacher has the option of:

1. Giving a semester or fourth quarter exam; or
2. Using any test waiver option for a student who has earned a high grade average ("A" grade average is recommended.)

Senior students are not excused from classes when any of these options are selected by the instructor.

High School PE Waivers

Students who are entering into grade nine at Ottawa Hills Jr./Sr. High School have the option to waive their PE course for their ninth grade year. Students will still be expected to complete a first aid requirement as determined by the district.

Procedures

- Students will receive the PE Waiver Form during their 8th to 9th grade registration meeting.
- Students will turn in the PE Waiver Form to their Guidance Counselor by April 1.
- Counselors will mark the date the PE Waiver Forms were received, make a copy for their own files, and then forward all forms to the Athletic Director.
- Each season, the Athletic Director will notify the coaches of participants.
- At the end of each season, the Athletic Director will ask each coach to date and initial that the student has completed at least 80% of the full season.
- Once two seasons are complete, the Athletic Director will sign and return the PE Exemption Forms to the Counselor.
- The Counselor will enter PE Waiver with a Pass, No Credit (PNC) into the student’s course history/transcript. The PNC will not affect the student’s GPA.
- Completed PE Exemption Forms will be filed in the student’s permanent file.

Guidelines

- If a student has not completed two full seasons of qualifying interscholastic activities prior to starting his/her senior year, the student will automatically be placed in a PE course. In order to ensure graduation requirements will be met, the student will be required to complete the PE requirement in a traditional setting.
- PE Waivers will begin with the Fall 2023 season for grade 9 and increase by one grade level each year. Qualifying activity participation prior to Fall 2023 will not be accepted.
- Students must complete two full seasons in order for their participation to qualify for the PE Waiver. Any season during which a student quits or is cut from the team cannot be used to meet the two-season requirement.
- If a student has participated fewer than 80% of the hours during a season due to ineligibility, suspension due to a Code of Conduct violation, or injury, the season cannot be used to meet the two-season requirement.
- Students cannot combine one season of athletic or qualifying activity participation with one traditional PE class. Students must choose either to complete two traditional PE semesters, or two full seasons of interscholastic qualifying activity participation.
- Other activities outside of the school-sponsored activities cannot be counted toward the two seasons.
- All appeals will be handled by the Athletic Director and Principal. There is no recourse beyond the Principal.
- Ottawa Hills Jr./Sr. High School Approved Interscholastic Activities are as follows:
 - Football, Volleyball, Golf, Soccer, Cross Country, Field Hockey, Basketball, Swimming, Lacrosse, Baseball, Track, Tennis and Softball
 - Dance
 - Cheerleading
 - Marching Band

Weighted Grade Point Average

Each student earns a weighted cumulative grade point average (GPA) for high school coursework. Beginning with the first semester of the freshman year, the weighted GPA is determined using semester grades only. Total quality points will be divided by total number of credits attempted.

Quality points are awarded based on the level of the course taken, the credit value of the course, and the grades earned according to the following table.

ACHIEVEMENT LEVELS	QUALITY POINT WEIGHTING					TRANSCRIPT SYMBOLS
	A	B	C	D	F	
Advanced Placement	5	4	3	2	0	AP
Honors	4.5	3.5	2.5	1.5	0	HR
Regular	4	3	2	1	0	

Grading Policy

It is imperative that a teacher inform students and parents of their grading procedure at the beginning of the course. Additionally, students must be kept informed of their grade average as the school term progresses. The junior/senior high teachers who use percentage scales will use:

Excellent	92-100%	A
Good	82-91%	B
Average	72-81%	C
Below Average	64-71%	D
Unsatisfactory	Below 64%	F

Incomplete (I) grades may appear on the grade card for the subjects in which academic requirements were not met. 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.

Graduation Requirements

Ottawa Hills Senior High School is governed, basically, by the State Department of Education in the minimum requirements offered. Our board of education is allowed by law to exceed these requirements if it desires. The board of education has chosen to exceed state requirements in some areas. In order to graduate from Ottawa Hills Junior/Senior High School, a student must meet the following graduation requirements:

TYPE OF UNIT	CREDITS	TABLE NOTES: * This includes courses which are the equivalent of Algebra I, Geometry, and Algebra II. All students should take three (3) years of
English	4.0	
Mathematics	4.0 *	
Science	4.0 **	
Social Studies	3.0 ***	
Health	.5	
Finance Literacy requirement of Ohio Core (Economics or Personal Finance)	.5 ****	
Physical Education (1 year = 1/2 unit)	.5	
Speech	.5	
Fine Arts (art, music, photography, etc.)	1.0	
Computer/Technology Education	1.0	
Electives	5.0	
TOTAL	24	

mathematics after Algebra I (or its equivalent).

** This includes 1 unit of biology; 1 unit of chemistry, physics, or general physical science; and 2 units advanced study in physical, life, or earth sciences.

*** This includes 1 unit of Modern American History, 1 unit of World History/Modern World History, and 1 unit of AP United States Government and Politics or 1/2 unit of United States Government and Politics and 1/2 unit of a social studies elective.

**** Students who enter the 9th grade on or after July 1, 2010, are required to take either Economics or Personal Finance to meet the financial literacy requirements of the Ohio Core legislation.

The state minimum graduation requirement, effective September 15, 2001, is 20 units. Although taking world languages is not a requirement for graduation, it is strongly recommended that all college-bound students take a minimum of three years of one world language or two years each of two different world languages.

Generally, one unit of credit is earned by satisfactorily completing the work required over a thirty-six week period; 1/2 unit for 18 weeks. A student may not earn more than eight (8) credits per year.

NOTE: Beginning with students who enter eighth grade on or after July 1, 2010, credit for high school courses taken in the eighth grade will apply toward fulfillment of the above graduation requirements.

All Ottawa Hills High School students are eligible to earn graduation honors based on their weighted cumulative GPAs at the end of seven (7) semesters according to the following:

- **4.300:** Weighted GPA and above will be designated as Summa Cum Laude
- **4.100 through 4.299:** Weighted GPA will be designated as Magna Cum Laude
- **3.900 through 4.099:** Weighted GPA will be designated as Cum Laude

High Honor Roll – High School

1. The purpose of this high honor roll is to recognize academic achievement of students with at least a 3.900 weighted GPA and no F's.
2. The list will be published at the conclusion of each semester.
3. It is the individual student's responsibility to note this achievement on their activity achievements record which is updated each year.
4. A student must carry at least four one-unit academic courses to qualify for high honor roll.
5. Students with incompletes will not be included in the high honor roll.
6. P (pass) will not keep a student off the high honor roll.

Honor Roll – High School

1. Students with at least a 3.300 through 3.899 weighted GPA (and no F's) will earn honor roll status.
2. Students with incompletes will not be included in the honor roll.
3. P (pass) will not keep a student off the honor roll.
4. Honor roll lists of students will be published at the conclusion of each semester

High Honor Roll – Junior High

1. The purpose of this high honor roll is to recognize academic achievement of students with at least a 3.5 average and no F's.
2. Standard honor points (A-4, B-3, C-2, D-1, F-O) are used in computing this list.
3. The list will be published at the conclusion of each semester.
4. A student must carry at least four one-unit academic courses to qualify for high honor roll.
5. Students with incompletes will not be included in the high honor roll.
6. P (pass) will not keep a student off the high honor roll.

Honor Roll – Junior High

1. Students with at least a 3.2 grade point average (and no F's) will earn honor roll status.
2. Standard points will be used in computing grade point average and the honor roll: A-4, B-3, C-2, D-1, F-O, I-O.
3. Students with incompletes will not be included in the honor roll.
4. P (pass) will not keep a student off the honor roll.
5. Honor roll lists of students will be published at the conclusion of each semester.

Homework Assumptions and Purpose

Three Beliefs About Homework

- 1. Homework is valuable when it is purposeful in quantity and quality.
- 2. The nature of homework is necessarily influenced by the age of the student.
- 3. The act of assigning homework implicitly involves at least three assumptions.

We believe in the value of homework that is purposeful in quantity and quality. The quantity should be aligned with the students’ developmental needs for additional practice or exploration. The quality should be defined by a clearly meaningful connection to classroom activities and the instructional goals thereof. In other words, a valuable assignment is one that supports classroom instruction toward the attainment of a meaningful educational goal that the student can himself or herself articulate and achieve in the allotted time. Such assignments afford students chances beyond the school day to grasp important concepts or to explore them more deeply or to practice important skills. They provide teachers with a source of student performance data that is collected outside of the classroom setting, thereby diversifying their understanding of their students. And, they afford parents and families an opportunity to make observations of or participate in their child’s schooling.

We also believe that the nature of homework is necessarily influenced by the age of the student; that the purpose of homework changes over time. One way to articulate that transformation is to say that students go from “learning to read” to “reading to learn.” In other words, early homework assignments are most often intended to build skills. Those skills are primarily in the areas of literacy and numeracy, but also include executive functioning skills like self-regulation and organization. Homework assignments then increasingly become more about reinforcing, expanding, and applying those skills in different contexts and toward different goals, including self-discovery, developing critical thinking skills, and a deeper exploration of various academic disciplines. An understanding of this evolving nature of homework is an important part of recognizing its connection to our district mission to promote lifelong learning and of recognizing the value of any given assignment.

Finally, we believe that the act of assigning homework implicitly involves at least three assumptions: (a) that the student will be completing the assignment and has the required skills to do so, (b) that the allotted time is sufficient for the student to do well, and (c) that the homework learning environment is conducive to such work. To ensure that these assumptions are safely made, we believe it is important to work in partnership with students, families, and colleagues to understand each student’s circumstances.

The Homework Team

The district mission begins with recognizing a partnership between the school and the community, and in fact actualizing these beliefs about homework into pedagogy is necessarily a team effort involving teachers, parents, and the students themselves. The success of that effort depends on each member of the team understanding and working to meet certain expectations. The following table is an attempt to present some of the more fundamental expectations according to key aspects of the beliefs just described.

	PURPOSE	SKILLS	TIME	ENVIRONMENT
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TEACHERS will...	communicate the purpose of an assignment.	assign homework that aligns with student skill development.	set reasonable due dates and communicate the time an assignment might require of students.	define and promote the importance of a suitable homework environment.
PARENTS will...	help students to understand the connection between homework and personal growth.	encourage the development of student skills and routines.	help students to include homework in the management of their time.	provide a suitable homework environment.
STUDENTS will...	clarify and work to fulfill the purpose of the assignment.	do their best to present their current level of skill.	make effective use of the time allotted to complete the assignment.*	seek out suitable homework environments in which to work.

* As students develop, they take on more responsibility for the demands on their time, and an increasing amount of mindfulness regarding their own time-management capabilities is also expected when selecting courses of study and building schedules.

These expectations are intended to guide classroom-level policy and practices that demonstrate an effort to live our philosophy.

The Evolving Nature of Homework

In addition to the above expectations, classroom-level policy and practices should also be guided by an understanding that the nature of homework changes as students' progress developmentally. What follows is a description of that evolution by grade-level bands.

For Kindergarten through Second Grade: Students are introduced to fundamental skills in literacy, numeracy, and executive functioning. Those skills are modeled and students are given time to practice them

For Third through Fifth Grade: Students further develop fundamental skills in literacy, numeracy, and executive functioning. Those skills are applied to various guided and independent learning tasks across the disciplines. Modeling and practice of those skills continues.

For Sixth through Eighth Grade: Students apply literacy, numeracy, and executive functioning skills toward increasingly independent and discipline specific learning tasks. Some modeling and practice continues as required.

For Ninth through Twelfth Grade: Students apply literacy, numeracy, and executive functioning skills toward independent and discipline specific learning tasks

The National Honor Society

The purpose of the Ottawa Hills High School Chapter of the National Honor Society of Secondary Schools is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to develop a soundness of character. Membership in this chapter shall be based upon Scholarship, Service, Leadership, and Character.

The following categories are used for considering candidates to the National Honor Society. An Honor Society member should have and continue to show some qualities in each of the areas which follow:

Scholarship - The candidate:

- Must have a at least a 3.750 weighted GPA (seniors after the 7th semester; juniors after the 5th semester)

Character - The candidate:

- Takes criticism willingly and accepts recommendations graciously
- Cooperates by complying with school regulations
- Demonstrates honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes punctuality in obligations inside and outside of the classroom
- Avoids tardiest, absences, and suspension

Service - The candidate:

- Shows willingness to serve the school and community
- Works well with others and is willing to take on responsibility
- Is willing to represent the school or community. Volunteers time to do committee work.
- Assists teachers, students and community members

Leadership - The candidate:

- Holds elected or appointed positions
- Helps other students in constructive ways
- Acts as a positive role model, influencing other students
- Actively participates in leadership roles in school and the community
- Participates in clubs, athletics, and activities in a leadership role

Selection Procedure

Membership in the Ottawa Hills Chapter of the National Honor Society is an honor and privilege bestowed upon a student. Selection for membership is determined by a committee which shall consist of five faculty members appointed by the principal. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character. The Ottawa Hills Chapter of the National Honor Society selection criteria are as follows:

1. **Scholarship:** An accumulative weighted GPA (Grade Point Average) of 3.750 or higher must be achieved in five semesters for juniors and seven semesters for seniors. Students who attend CCP courses are responsible for notifying the current advisor in writing during the invitation period of their scholarship and intent to participate.
2. **Leadership:** Three examples of leadership must be demonstrated during grades nine to the present. This may be accomplished by holding elected or appointed leadership positions and remaining in those positions in good standing for the year and/or by demonstrating leadership qualities in the school and community.
3. **Service:** Three documented examples of volunteer service during grades nine until the present are required. Service for wages does not fulfill this requirement.
4. **Character:** The Ottawa Hills High School National Honor Society places a high value on the trait of character. Specifically, to have fulfilled the character expectations for consideration into the National Honor Society, a student must:
 - a. Have no more than one (1) suspension from school in grades nine through twelve;
 - b. Have no documented incidents of cheating in grades nine through twelve where suspensions resulted;
 - c. Have never been convicted of a crime or juvenile offense;
 - d. Have three (3) written character recommendations (other than family).

Documentation of achievement in the aforementioned categories of leadership, service, and character shall be in the form of letters of recommendation from adults. In each category one letter must be from a teacher, administrator, or advisor of a school-sponsored organization; one letter must be from the community outside of school; and the third letter may be from either. Family members may not write letters of recommendation unless they are leaders of the organization related to the leadership or service demonstrated. No adult may write more than one letter for a candidate unless that adult is the advisor for more than one organization. No more than one letter may be written for membership in any one organization. For example, if a student is a member of the Student Council, the advisor may

write one letter of recommendation for either leadership, service, or character. All required documentation must be submitted to the advisor by the announced deadline.

Membership Criteria

- **Scholarship:** A student must maintain a 3.750 GPA while a member of the National Honor Society and/or National Junior Honor Society to remain in good standing. If a student falls below a 3.750 GPA while an active member, the student will be given a one-semester probationary period to raise the GPA to the required 3.750 GPA. If, during the probationary semester, the student does not raise the GPA to the required 3.750 GPA, the student will be removed from National Honor Society.
- **Character:** A second suspension in grades nine through twelve would eliminate the student from consideration for application to the National Honor Society. If currently a member, and a second suspension occurs, the student will be removed from National Honor Society.

The National Junior Honor Society

The purpose of the Ottawa Hills High School Chapter of the National Junior Honor Society of Secondary Schools is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to develop a soundness of character. Membership in this chapter shall be based upon Scholarship, Service, Leadership, and Character. Membership is active during a student's 8th grade year. The following categories are used for considering candidates to the National Honor Society. An Honor Society member should have and continue to show some qualities in each of the areas which follow.

Scholarship - The candidate:

- Must have a 3.75 GPA (Grade Point Average) or higher achieved in the first three quarters of the student's 7th grade year.

Character - The candidate:

- Takes criticism willingly and accepts recommendations graciously
- Cooperates by complying with school regulations
- Demonstrates honesty and reliability
- Shows courtesy, concern, and respect for others other students, adults, visitors, and community members
- Observes punctuality in obligations inside and outside of the classroom
- Avoids tardies, absences, discipline referrals, and suspension

Service - The candidate:

- Shows willingness to serve the school and community
- Works well with others and is willing to take on responsibility
- Is willing to represent the school or community. Volunteers time to do committee work.
- Assists teachers, students and community members

Leadership - The candidate:

- Holds elected or appointed positions in other school organizations, sports, or community organizations
- Helps other students in constructive ways through mentoring or tutoring
- Acts as a positive role model, influencing other students to make the right choices with compassion
- Actively participates in leadership roles in school and the community
- Participates in clubs, athletics, and activities in a leadership role

Selection Procedure

Membership in the Ottawa Hills Chapter of the National Junior Honor Society is an honor and privilege bestowed upon a student. Selection for membership is determined by a committee which shall consist of members of the administration and faculty. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character. The Ottawa Hills Chapter of the National Junior Honor Society selection criteria are as follows:

1. **Scholarship:** An accumulative 3.75 GPA (Grade Point Average) or higher must be achieved in the first three semesters of Junior High.
*Beginning with the class of 2025 an average of a 3.75 GPA or higher for the first three quarters of their 7th grade school year for induction into the NJHS for their 8th grade school year.
2. **Leadership:** Two examples of leadership must be demonstrated during grades seventh to the present. This may be accomplished by holding elected or appointed leadership positions and remaining in those positions in good standing for the year and/or by demonstrating leadership qualities in the school and community.
3. **Service:** Two documented examples of volunteer service during grades seven until the present are required. Service for wages does not fulfill this requirement. Student must demonstrate 25 hours of service from induction to April of each school year. No more than 15 hours of service will be counted toward any one event including mentoring, tutoring, summer activities, and camps. Students will be required to submit a tally service to the NJHS advisor at the end of each month.
4. **Character:** The Ottawa Hills High School National Junior Honor Society places a high value on a child's character. Specifically, to have fulfilled the character expectations for consideration into the National Junior Honor Society, a student must:
 - a. Have no suspension from school in grades seven or eight.
 - b. Have no documented incidents of cheating in grades seven and eight where detentions or suspensions resulted.
 - c. Have never been convicted of a crime or juvenile offense.
 - d. Have two written character recommendations (other than family).

Documentation of achievement in the aforementioned categories of leadership, service, and character shall be in the form of letters of recommendation from adults. In each category one letter must be from a teacher, administrator, or advisor of a school-sponsored organization; one letter must be from the community outside of school. Family members may not write letters of recommendation unless they are leaders of the organization related to the leadership or service demonstrated. It is recommended that one letter from each of the categories be from outside the school environment however, approval from the advisor may be needed for two letters from the school to be accepted. No adult may write more than one letter for a candidate unless that adult is the advisor for more than one organization.

No more than one letter may be written for membership in any one organization. For example, if a student is a member of the Student Council, the advisor may write one letter of recommendation for either leadership, service, or character. All required documentation must be submitted to the advisor by the announced deadline or we will assume the child is not interested in becoming a member of the organization.

Membership Criteria

- **Scholarship:** A student must maintain a 3.75 GPA while a member of the National Junior Honor Society while in junior high, and a weighted 3.75 GPA while a freshman, to remain in good standing. If a student falls below a 3.75 GPA while an active member, the student will be given a one-semester probationary period to raise the GPA to the required GPA. If, during the probationary semester, the student does not raise the GPA to the required 3.75GPA, the student will be removed from National Junior Honor Society.
- **Character:** A suspension in grades nine through twelve would eliminate the student from consideration for application to the National Honor Society. If currently a member, and a suspension occurs, the student will be removed from National Junior Honor Society. Additionally, NJHS members must meet all other required criteria for character through the end of their ninth-grade year for the class of 2025 and through their 8th grade year for the class of 2025 and beyond.

New Students to NJHS

Newly enrolled students to Ottawa Hills who have been previously inducted into NJHS from another school may have their membership transferred. A letter of recommendation from the previous school or proof of membership must be submitted to the advisor upon enrollment. This student will not be inducted into Ottawa Hills NJHS but will be considered an active member. Transferred students will be expected to maintain the Ottawa Hills criteria of a 3.75 GPA to remain a member regardless of the criteria upon induction from the previous school.

Parent Notices

The student and parent portals to the online gradebook (PowerSchool) are essential communication components to between home and school regarding academic progress. Any student receiving an “F” for the quarter will be sent written communication through the United States Postal Service. Teachers are responsible for keeping PowerSchool as up-to-date as possible. Students and parents will receive a paper copy of the complete report card at the end of the school year. Paper copies of quarterly and semester report cards can be requested at any time in the main office.

We strongly encourage parents to register for OH Connections to receive important email notifications regarding school news, events, and messages from building administrators. Electronic communications are the primary vehicle to keep students and parents informed.

Report Cards

Students’ grades are regularly updated and may be checked throughout the year on PowerSchool. Report cards will be mailed to the students at the end of the academic year in June. If a student has an outstanding fine, an overdue library book, any unreturned property or outstanding charges for damages of property, the report card will not be issued until the obligation is met.

Student Services

Absentee Ballots for School Elections for Junior and Senior High

In all school elections, the student officers and faculty advisor to the sponsoring organization are responsible for announcing the location, date, and time(s) of voting to the student body.

Absentee ballots must be obtained from the sponsoring group before the announced election day. Students who are absent due to participation in a school-sponsored activity will qualify for an absentee ballot. All absentee ballots must be turned in before the general election time. No voting will be permitted after the close of the designated voting time.

The student is responsible to contact the appropriate faculty advisor for the absentee ballot. The school’s professional staff is not responsible for contacting students who qualify.

Lost and Found

Lost or found articles should be reported to the main office immediately.

Lunch

The lunch period is scheduled from 11:10 a.m. to 12:05 p.m. Students who stay for lunch are required to eat in the multi-purpose room or designated area. No food or drink is allowed in the hallways. Water bottles are permitted. All rules and regulations found in the Student Code of Conduct also apply during the lunch period.

Scheduling of Activities

Any school-sponsored event, including athletics, must be submitted, with approval by the principal/assistant principal, on the master school calendar. Posters to be displayed in the school building will be approved by the principal or assistant principal before being displayed in any section of the building. Any student group wishing to

put an announcement on the morning announcements must have it approved by the faculty sponsor and in the office by 8:00 a.m.

Student Leadership Standards

Student elected leaders are expected to maintain at least an above average academic level and an acceptable citizenship record. In order for a student to be eligible to run for Student Council office or a class office, he/she must have maintained a 2.75 accumulative weighted GPA with no F's for the semesters prior to or during one's application for office. Once elected, an officer will be removed from office if he/she accumulates more than one handbook violation that results in a Saturday suspension, fails to maintain a 2.75 weighted GPA, or has any F's in any quarter. The student must inform the Student Council advisor in a timely manner.

Student Messages or Deliveries

Personal business on a daily basis cannot be handled by the school offices. Please do not call the school for individual messages if at all possible. Students will be notified of personal deliveries. They will be able to pick them up during the lunch hour or after school.

Student Transportation

The Ottawa Hills School District owns a limited number of transportation vehicles. Therefore, many approved events shall require the use of buses of the commercial carrier type, except as follows:

1. Private vehicles driven by instructors, administrators, staff or parents;
2. Student drivers shall not be used unless parents give written consent noting their understanding of liability factors;
3. Students shall not ride to any school event in another student-driven automobile without written permission from parents/guardian;
4. Written permission from parents must be presented to the school sponsor preceding any trip;
5. Student driver must own an appropriate Ohio driver's license; and
6. When riding in private vehicles, school or rented vans, all students must be seat-belted before the vehicle moves.

Transcript Fees

Prior to graduation, the guidance department will process, at no cost to the student, transcripts of the student's academic record for college admissions and/or job applications. Transcripts mailed after graduation will be charged at the rate of \$10 per transcript.

Visitors

Student visitors to school must be approved by the principal or assistant principal. Prior approval of visit(s) should be obtained at least five (5) days in advance of the requested day(s) of the visit.

Work Permit Regulations

The following requirements must be adhered to in order to leave school to go to work.

1. Students must meet with the assistant principal prior to accepting a job.

2. Present a letter of consent from your parents.
3. Complete the work permit (available in the attendance office) and file same with the Lucas County Board of Education. If a student is 18 years old, a work permit is not required. Any change in job status will terminate the original agreement. Students are expected to report any such changes to the attendance office and a student is expected to return to school if work is terminated.
4. Present verification from employer on his business stationery noting hours of work per day and total hours of work per week before a work permit can be completed.



Athletic and Extracurricular Guidelines

Athletic and Extracurricular Guidelines

It has been said that academics develop the student's mind and that activities develop the student's character; therefore, both are important to a growing and maturing adolescent. The Board of Education, administration, and faculty believe, however, that all extra-curricular activities, including athletics, are privileges granted to students provided that both the academic progress and behavior of those students are acceptable.

Towards those goals, the following Extra-Curricular Activity Code has been adopted. This code applies to every student in grades 7-12 who intends to participate in any non-credit extra-curricular activity such as, but not limited to: athletics, Student Council, National Honor Society, drama, musical, Choraliers, cheerleading, Chess Club, class officer, dance team, Quiz Bowl, language clubs, etc. These guidelines represent minimum academic and behavior expectations, and advisors of these activities may have higher standards upon approval by the principal.

Ottawa Hills Athletic Department Philosophy

When working with students in organized sports, it is imperative that these programs be an extension of and a supplementary part of the educational program. The same caring and sharing that are part of the learning process in the classrooms must be evident in the sports arena.

Our goals at Ottawa Hills include developing the total individual. All aspects of a student athlete must be considered: emotional, intellectual, and social, as well as physical growth.

Student athletes in our interscholastic programs are to learn good sportsmanship and the true meaning of competition, and to build character and develop personal qualities that will enable them to become successful citizens and athletes.

The goal of Ottawa Hills interscholastic athletic programs shall be to develop athletes who are emotionally, socially, intellectually and physically complete as individuals and who will work with others for the good of the team and in the future for mankind.

Winning, while a most desirable consequence of athletic teams, must be put in the proper perspective of wide participation and limitations imposed by school enrollment, academic demands, and important family activities. When participation numbers are such, it may be necessary to have teams with manageable sizes; thus, allowing the coaches to choose the number of participants on each team. The coaches will do this under the direction and advisement of the athletic director.

Athletic Department Objectives

1. To encourage student athletes to reach high levels of academic achievement.
2. To encourage team and individual confidence, effort and performance.
3. To encourage desirable habits of conduct and self-discipline.
4. To provide an opportunity to exemplify fair play and good sportsmanship.
5. To develop student athletes who are sound in fundamentals and proficient in skill areas.
6. To develop student athletes who accept and carry out responsibilities.
7. To provide a positive athletic experience and develop student athletes who are proud to be Green Bears.
8. To play all athletic contests according to the rules and regulations approved and adopted by the Ohio High School Athletic Association.

Amateurism

Students shall not play under assumed names; accept remuneration directly or indirectly for athletic participation, or participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs or their representatives. This may also include college tryouts or practice at a college. Check with the Athletic Director before taking part in one of these activities.

Athletic Banquets

All athletic banquets are to be alcohol-free. The service of alcohol to anyone in attendance is not permitted. If alcohol is served, the school will not participate in the banquet and athletic awards from the athletic department will not be presented.

Attendance

A student involved in an extracurricular activity must be in school for one half day of classes to be allowed to participate in that activity, compete in competition, or practice on the same day. The student must be in school one-half day to be allowed to participate in that activity, or compete in competition on the next day if it is not a school day. This may be waived by the principal, assistant principal, or athletic director under extenuating circumstances (college visitation, doctor's appointment, etc.). Additionally, the administration may exercise more stringent attendance requirements in cases where school absences are deemed excessive.

Any time students are required to miss school for athletic contests or other extra-curricular activities, approval must be granted by the athletic director, assistant principal, or principal. All students who are required to miss school for an extra-curricular activity are responsible for any make-up work associated with the class(es) they miss.

Before a Student Athlete Participates/Sports Safety Warning

Student Athletes and parents/guardians should be aware that all physical activity has risk. All sports will always have inherent dangers. Although rare, death or catastrophic injury may result from participation in sports. Care should be taken by all concerned to minimize such dangers.

A Pre-Participation Physical Evaluation is required for all athletes before they may participate in any phase of the sports program annually. These forms need to be completely filled out and signed by the student and parent/guardian. It is the athlete and parents/guardians responsibility to check with the physician of his/her choice about his/her health status. If at any time during an athlete's participation he/she experiences any distress or has questions regarding his/her participation, the athlete will see the coach and/or athletic trainer.

All athletes must turn in annually an Ohio Department of Health Concussion Information Sheet signed by the Athlete and Parent/Guardian.

Ohio Senate Bill 252, Lindsay's Law, requires that the student-athlete and parent/guardian must annually, and for each sport participated in, turn in the Sudden Cardiac Arrest and Lindsay's Law Parent/Athlete Signature Form signed by the athlete and the parent/guardian after viewing a Lindsay's Law video and informational materials developed by the Ohio Department of Health and the Ohio Department of Education.

The Student Athlete and Parents/Guardian also needs to be knowledgeable of the Ottawa Hills Extra-Curricular Guidelines along with all regulations pertaining to eligibility and rules adopted by the Ohio High School Athletic Association or other governing body of sport.

Some of the equipment used in physical activity has unique characteristics and if improperly used can be dangerous. Before an athlete uses any equipment, the athlete should make sure he/she knows how it works and checks to make sure it is in good condition. Safety equipment is recommended and required for some activities. Failure to follow directions for use of safety equipment will increase the athlete's risk of injury.

Section 2744.01 of the Ohio Revised Code gives full immunity to the School District, a Political Subdivision, as follows: "A government function includes but is not limited to the following: the design, construction, renovation, repair, maintenance, and operation of any athletic facility, school auditorium, or gymnasium."

The School District in performing a governmental function has immunity from injuries occurring on playground, play field, gymnasium, or athletic field where your son/daughter is injured. The school is not liable for injury occurred during athletic participation.

It is the responsibility of the parent/guardian to have insurance to cover athletic injuries, and any other related medical costs incurred during athletic participation.

The athletic programs of Ottawa Hills High School have specific obligations of membership (OHSAA, NFHS) and participation on the part of the student athlete and parent/guardian. It recommends that each athlete review and

understand each sport in which the athlete wishes to participate. Talk with the coach or athletic director for more sport specific information.

Code of Conduct

Rules promote order and safety and assist students who are involved in extra-curricular activities to reach maximum performance potential. Each student involved in an extra-curricular activity must adhere to the rules of the school. The extra-curricular activities, as well as our athletic teams, representing our high school and community, continue to be a source of pride to the village.

All students who participate in extra-curricular activities at any time must meet the following regulations:

1. Do not use and or possess tobacco in any form; including consuming, possessing, or purchasing “alternative Nicotine products” such as electronic cigarettes or cigarette or alternative tobacco look-a- likes,
2. Do not use, sell, distribute or possess drugs (narcotics, hallucinogens, intoxicants or counterfeit drugs), controlled substances, alcohol, or other intoxicants at any time;
3. Exhibit good sportsmanship; and
4. Comply with all additional activity training rules or other requirements set by the advisor or coach of each activity or sport.

All students who are involved in extra-curricular activities are required to follow these rules during the time they are involved in activities. If an above rule is violated, the following will apply beyond or in addition to the Student Code of Conduct of Ottawa Hills Senior High School, depending where and when the violation occurs.

Ottawa Hills Senior High School is part of the Lucas County Community Prevention Partnership that was formed in 1996 to act as a clearinghouse of information for juvenile intervention in Lucas County. As a result of this membership, officials at OHHS will be notified within 72 hours if any of our students is charged with an offense anywhere in Lucas County. This information will be used in part as a basis for determining violations of the Student Code of Conduct and/or the extra-curricular code and resulting consequences.

1. **First violation:** The student will be denied the privilege of competing or participating for 20% of the total number of events of the current activity. If less than 20% of the total number of events remains in that activity, the percentage not served will carry over to denial of participation in the next activity the student chooses to participate in even if it is in the next school year.
2. **Second and subsequent violations:** The student will be denied the privilege of activity or team participation in any way for a period of one (1) calendar year from the date of the second or subsequent violations.

Note: There will be no carry over of consequences for students moving from 8th to 9th grade.

Drugs, Tobacco, Vaping and Alcohol

A student shall not possess, use, transmit, sell, buy, conceal, consume or be under the influence of any alcoholic beverage or intoxicant or any of the drugs of abuse. This provision shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs of abuse at any time before the students’ arrival at school or at a school-sponsored or related event or activity.

Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look-alikes, synthetics, or other substances that could modify behavior. Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered in violation of this rule. Furthermore, breathalyzers and other indicators of intoxication may be utilized by law enforcement at public school events. Students may face legal consequences as a result of alcohol and/or other drug violations.

First Offense-Drugs, Tobacco, Vaping, and Alcohol: The student will be suspended from school for ten (10) days. The suspension will officially be reduced to a five-day (5) suspension if the student meets with the student assistance coordinator [or principal's or assistant principal's designee] and complies with the coordinator's [or principal's or assistant principal's designee] recommendation which will include health education regarding alcohol use and a professional assessment. A note directly sent from the office of the selected licensed drug and alcohol counselor must be presented to the assistant principal or principal one week prior to the student's last Saturday suspension day. The note must specify the date of the assessment and name of the licensed drug and alcohol counselor. The assessment must be completed before the student's last Saturday suspension is served and a note directly sent from the licensed drug and alcohol counselor must be submitted to the assistant principal or principal no later than the Monday following the student's last Saturday suspension. *Rationale:* To promote student wellness and provide follow-up if a student is involved in a drug, tobacco, vaping and/ or alcohol offense. Before the student is reinstated, the parent or guardian must attend a conference with a principal or designee. A behavior contract will be signed by a parent and student at the reinstatement conference.

In addition, the student will be denied the privilege of competing or participating for 20% of the total number of events of the current activity. If a student is currently not participating in an extracurricular activity the student will be denied the privilege of competing or participating in 20% of the next activity. If less than 20% of the total number of events remains in that activity, the percentage not served will carry over to denial of participation in the next activity the student chooses to participate in even if it is in the next school year.

Second and Subsequent Offenses-Drugs, Tobacco, Vaping, and Alcohol: The student will be suspended from school for ten (10) days and recommended to receive professional counseling. Alcohol Subsequent Offenses: Minimum - a student will be suspended from school for ten (10) days and recommended to receive professional counseling. Maximum - a student will be recommended for expulsion. The student will be denied the privilege of activity or team participation in any way for a period of one (1) calendar year from the date of the second or subsequent violations.

Self-Referral Policy

If a student seeks assistance for dealing with a tobacco, drug, or alcohol problem by self-referral to their coach, the athletic director or the athletic trainer, and agrees to follow their recommendations, there shall be no prohibition from sport activity. Refusal or the failure to follow through with an approved program will result in the incident being considered the student athlete's first violation. A parent may refer their son or daughter before any infraction occurs. A student or parent may use the referral process only once during the student athlete's Ottawa Hills High School athletic career.

Conflicts in Extracurricular Activities

Ottawa Hills High School recognizes that every student should have the opportunity for a broad range of experiences in the area of extracurricular activities. Students are also urged to use caution in attempting to specialize too much, thereby denying themselves a well-rounded high school experience. Students also need to be cautious about participating in too many activities. Interscholastic sports at the high school level require a substantial time commitment, which usually extends Monday thru Sunday from the first official day of practice. A commitment to a high school team indicates that all non-school conflicts will be resolved in favor of the high school team. Please keep in mind some activities may be scheduled during school breaks and team members will be expected to plan accordingly. This would not include significant religious holidays, or a family event such as wedding or funeral.

Equipment

The student athlete must abide by the athletic department's uniformity of dress at all athletic activities.

No athlete will be allowed to wear anything that is not an official part of the uniform. No nicknames or name plates will be permitted on any warm-up or official uniform.

The athlete must take care of all the equipment that is issued. All equipment that is issued to the athlete is the property of the Ottawa Hills School District and, therefore, must be returned at the end of the season. The athlete will be responsible to pay for the replacement of any equipment that is lost, stolen or damaged. This is the athlete's responsibility. Worn out equipment should not be discarded by the student athlete; it must be returned, or the athlete will be charged for the replacement cost. The athletic director must be made aware of any lost or stolen equipment immediately.

All equipment and uniforms must be returned to your coach or the athletic department within two weeks of the conclusion of your season. Failure to do so will result in being billed for missing items.

Athletic and Extracurricular Activities Eligibility

At Ottawa Hills Junior/Senior High School, students are encouraged to participate in athletics and extracurricular activities. Active involvement on a team, club, or activity is a profound way to learn important life lessons, feel connected to our school community, exercise, make important curricular connections, and/or pursue a passion.

Student participants shall fulfill all requirements as set forth by the Ohio High School Athletic Association, including the requirement to pass a minimum of five (5) credits, toward graduation, in the preceding grading period. Junior High students must pass a minimum of five (5) subjects in the preceding grading period. Requirements are outlined in the OHSAA Bylaws 4-4-1. These same standards will be used to determine eligibility for students involved in theater productions or hold elected offices in student council.

The Ottawa Hills Board of Education has established that in addition to existing criteria for eligibility as stated above, students must achieve a minimum weighted GPA of 1.75 at the end of each quarterly grading period to be eligible to participate in extracurricular activities during the next grading period.

At Ottawa Hills Local Schools, a grading period is defined in the school calendar that is approved yearly by the Board of Education. In order to provide positive academic support for students during the school year, building administrators and counselors will monitor students' academic performance throughout the school year. If a student is below the required GPA of 1.75 and/or the 4-4-1 rule of OHSAA or is failing a class(es) at the beginning of each week or at the midterm of the current grading period, the athletic administrator will meet with the student and discuss academic supports, which may include tutoring before school and/or during lunch and develop a student success plan which will be shared with parents. This plan may consist of assigned times in The Foundry and/or missed practices/contests until eligibility is regained.

Responsibilities for Academic Success

Responsibilities of the student are, but not limited to: completing work and turning it in on time, being an active learner, communicating with teachers regarding make-up work after absences, and consistently monitoring their grades in each class.

Responsibilities of the parent are, but not limited to: monitoring student's grades via PowerSchool on a consistent basis, communicating with teachers, athletic administrator, coaches/advisors, and the assistant principal if their child is struggling or needs additional support.

Responsibilities of the teachers are, but not limited to: updating gradebooks in a timely manner and informing the assistant principal, athletic administrator, grade-level counselor, the student, and parents when a student is at risk of failing.

Responsibilities of the coaches/ advisors are but not limited to: supporting the student athlete or participant in their academics and extracurricular activities and collaborating with the athletic administrator and other building administrators when necessary. Understanding that at times students may be required to attend after school study rooms and/or "The Foundry" in order to raise their academic performance.

"The athletic and extracurricular eligibility requirements were developed with the district vision of a comprehensive MTSS process and with collaboration amongst groups of administrators, coaches and advisors at Ottawa Hills Jr./ Sr. High School, 2021."

Hazing

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibit all such activities at any time.

Hazing shall be defined as performing any act or coercing another, including the victim to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibition contained in this policy.

Reporting Hazing: Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate Ottawa Hills school administrator.

Junior Varsity

On the junior varsity level, participation of every team member in every contest is recommended as a high priority.

Locker Rooms/Equipment

Some sports will use locker rooms; it is important for all to be aware of slippery floors and changes in floor texture and to elevated thresholds between showers and the locker room.

Keep floors free of litter, place all belongings in an assigned locker, close and lock doors when away from your locker. All need to refrain from rapid movements, horseplay and roughhousing in locker room shower areas. Report any incidents of foot or skin infection to the coach or athletic trainer immediately. Be especially careful not to injure a teammate with cleated shoes. Do not wear cleated shoes in the building or locker room at any time. **No hazing or initiations are to take place anywhere.**

Wear all protective equipment required for your sport, for practice and games unless otherwise indicated by the daily practice plan. Be sure all stabilizing straps and laces are properly worn and tightened, and all fasteners secured so equipment is properly positioned. If equipment is not in good working order, immediately let your coach know.

Wear outer and undergarments that are appropriate for humidity and temperature. Players should ingest 4-6 glasses of water each day.

No athlete should wear any type of jewelry or metal hair fasteners at any time during practice or contests.

The school has purchased protective helmets that are certified by the National Operating Commission for Safety of Athletic Equipment (NOCSAE). An athlete shall wear no other helmet without permission from the athletic director; these helmets must meet NOCSAE standards.

Media

When student athletes are speaking with a media member, they should remember that they are representing Ottawa Hills and their team as well as themselves. The following are some guidelines:

1. Be positive and never say anything that is negative about another team or individual.
2. Be courteous.
3. Be truthful. If a reporter's question is one the athlete does not understand, the athlete should be frank and say so. The reporter should be asked to explain what he or she means before the athlete responds to the question. If a question is one which the athlete would rather not answer because the answer could be hurtful to the athlete, the team, or the coach, the athlete has a right to reply courteously, "I would rather not comment on that."

NCAA Clearinghouse

Athletes that wish to play at Division I or II level in college need to register with the NCAA Clearinghouse their Junior year. For more information, contact the college guidance counselor.

Nutritional Supplements

Ottawa Hills High School does not encourage or endorse the use of any type of nutritional supplement.

OHSAA Rule - Ejection for Unsporting Conduct

Any player ejected or disqualified for “unsporting conduct”, or flagrant foul shall be ineligible for all contests for the remainder of that day. In addition, the player shall be ineligible for all contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection or disqualification. When ejection or disqualification of a player results from illegal substitution in baseball, fast pitch softball or basketball, the two contest suspension does not apply.

If the ejection or disqualification occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during, or traveling after the contest(s).

A student who is ejected or disqualified a second time shall be suspended for the remainder of the season in that sport.

A student who has been ejected or disqualified for unsporting conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA tournament regulations. In accordance with Bylaw 8-3-1, the decisions of contest officials are final.

Responsibilities of the Student

Academics are the primary reason for attending Ottawa Hills Senior High School. It is important that the student does well academically and progresses throughout all four years.

Every student who participates in an extra-curricular activity thereby becomes a member of a group which represents Ottawa Hills Senior High School. Every student is responsible for the rules and regulations found in the Ottawa Hills Student Handbook.

By accepting the privilege of being a member of an extra-curricular activity, the student must accept the additional special responsibilities of that activity in addition to his/her regular responsibilities. The student, for example, is subject to the athletic disciplinary training rules pertaining to the athlete’s particular sport as established by the Department of Athletics.

The student must participate in performances, competitions, practice, and games except when ill, injured, or other extenuating circumstances exist. If a student-athlete, for example, is ill or injured and under a physician’s care, the athlete must have written verification from the physician to return to a sport activity. All athletic injuries and health conditions must be reported to the athletic trainer and coach.

Social Media

Participation in activities, groups and teams is a privilege at Ottawa Hills High School. The use of social media by a student considered to be unbecoming of a Green Bear may result in discipline including suspension or removal from the activity, group, leadership position, or team.

Weight Room

No student shall use the weight room facilities without adult supervision. Students are urged to request assistance from the weight room supervisor or coaches when planning and initiating a workout regimen.

Sport-Specific Cautionary Statements

The participation in interscholastic athletics carries a level of risk. Every effort is made to ensure the safety and well-being of our student athletes. Even with these efforts, all sports carry inherent risks. The following cautionary statements are provided to point out specific considerations in each of our sports.

Please take time to read the cautionary statement(s) specific to the sport(s) you will participate in this year. It is our hope in providing this information to you prior to your participation, you will be better equipped to identify potential hazards and have the means to deal with certain emergency situations. (Sport-specific cautionary statements can be found in the appendix of this document.)

Student Technology Acceptable Use and Safety

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, 'District Information & Technology Resources') to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also

utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following: safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications; the dangers inherent with the online disclosure of personally identifiable information; the consequences of unauthorized access (e.g., 'hacking', 'harvesting', 'digital piracy', 'data mining', etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.03 F1.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Use of Artificial Intelligence/Natural Language Processing Tools for School Work

Students are required to rely on their own knowledge, skills, and resources when completing schoolwork. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, “AI/NLP tools”), including AI tools within programs (ie Canva, Khan, etc) is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze

information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Appendix

Sport-Specific Cautionary Statements

Baseball and Softball Cautionary Statement

Baseball and softball are sports enjoyed by large numbers of interscholastic and recreational players annually. Because of their popularity, and the high-speed components of the game, it is important to observe and practice a number of procedures designed to enhance the safety and enjoyment of all participants.

The school has purchased protective helmets that are certified by the National Operating Commission for Safety of Athletic Equipment (NOCSAE). This certification indicates that research has been conducted to verify the protectiveness and shock absorption capabilities of the helmet. Each player will receive a demonstration on the proper wearing of a batting helmet. Proper wearing of these helmets is the responsibility of the player after the orientation has been completed.

Preparation for practice or contest:

1. Wear all protective equipment to every practice or contest unless otherwise indicated by the daily practice plan.
2. Be sure that all stabilizing straps and laces are properly worn and tightened and all fasteners secure so equipment is properly positioned.
3. Players wear outer and under garments that are appropriate for humidity and temperature.
4. Players should ingest the equivalent of 4-6 glasses of water each day.
5. Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
6. Players needing protective tape, padding, or bracing should arrive early to receive necessary treatment.
7. Remove all jewelry and metal hair fasteners.
8. Players with seizure, neuromuscular, renal/cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases must present a physician's approval prior to participation in any practice session.

In the locker room:

1. Be alert to slippery floors.
2. Be alert to changes in floor or texture and to elevated thresholds between shower and locker room.
3. Keep floors free of litter. Place all belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower room.
6. Use foot powder in designated areas.
7. Refrain from rapid movements, horseplay/and roughhouse in the locker/ shower areas.
8. Identify incidents of foot or other skin infections to coach(es) immediately.
9. Be especially careful not to injure a teammate with cleated shoes and do not wear cleated shoes in the building or locker room at any time.

Approach to the competitive/practice site: Be alert to:

1. Variable surface textures (concrete, matting, turf).
2. Steps, ramps, dugout locations.

3. Locations of bulk equipment or specific drills.
4. Ball throwing machines.
5. Hitting practice and “on deck circle,”
6. Pitching practice.

Hazards specific to baseball and softball:

1. All protective equipment required by rule must be worn at practices and competition during those situations that require it.
2. Helmets are to be worn by batters, base runners, catchers and base coaches.
3. “On deck” hitters are to take practice swings in a designated circle but with complete attention directed to the pitcher and batter. If no circle is designated, stand behind the backstop. Keep hands off the backstop.
4. Swing only one (1) bat when taking practice swings. Use a bat ring that will not slide off the thick end of the bat.
5. Batting practice, infield drills, outfield drills, and pitching practice are to be done in designated areas and at designated times. DO NOT begin these practices without direction of the coach.
6. Sliding technique is to be performed as a progression and approved by the coach before it is tried. Lower extremity injuries may still occur when players are experienced in sliding techniques.
7. Offensive and defensive players involved in sliding or other close plays must recognize the possibility of being hit by a thrown ball, being accidentally bumped, or of injury due to friction burn, being stepped on, or skeletal injury. Be alert to the location of the ball and opponents. Assume a protected position. Do not leave limbs extended when on the ground.
8. Burns, sprains, strains and contusions must be reported to coaches.
9. Dugout and team bench-players in the dugout or team bench area must be alert to foul balls, overthrows, or defensive players moving towards the area at high speed.
10. Indoors always look before taking practice swings during drills. If you are chasing balls into a hitter’s area, get his/her attention before going near him/her.
11. Pitchers in batting cages will always wear protective helmets.
12. On a pitched ball that appears to be headed towards a hitter, all hitters will be instructed to turn their front shoulder towards the catcher and tuck their chin to avoid being hit in the facial area.
13. Never catch without protective equipment.
14. Never slide headfirst into a catcher at home plate.

Emergencies:

1. Because of the nature of baseball and softball some injuries will occur. All injuries must be called to a coach’s attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:
2. Stop all practices, scrimmages, or drills. DO NOT move the victim!
3. Call the coach to manage the situation if not already at the site.
4. Sit or kneel in close proximity.
5. Assist by:
 - a. Helping with the injured person
 - b. calling for additional assistance
 - c. Bringing first aid equipment or supplies to the site
 - d. Keeping onlookers away

- e. Directing the rescue squad to the accident site
- 6. Fire or Fire Alarm:
 - a. Evacuate or remain outside the building
 - b. Move and remain 50 feet away from the building
 - c. Be prepared to implement the emergency procedures outlined in #4.
- 7. Severe weather may necessitate the need to evacuate to a safe place.

Basketball Cautionary Statement

Basketball is a highly competitive, fast-action game that places demands on the individual player. For this reason, coaches will implement conditioning regimens that are based on scientific principles, and designed to enhance player endurance, quickness and playing skills. While contact and rough play are prohibited by rule, a certain amount of inadvertent physical contact is predictable. To enhance stability and strength, certain weight room workouts may also be prescribed along with a regular practice activity. In addition, the following considerations and cautions will enhance player enjoyment and safety.

Preparation for activity:

1. Wear all pads, braces and supportive undergarments to all practices and competitions.
2. Clothing and shoes should fit properly, be comfortable and allow for maximal physical efforts. Clothing should be kept clean and sanitary.
3. Clothing should prevent heat dissipation or restrict movement.
4. Players should ingest the equivalent of 4-6 glasses of water each day.
5. Feet should be covered with a thin cotton sock followed by a heavier wool sock. If blisters are a chronic
6. problem or begin to appear, coaches or trainers should be consulted for appropriate responses or preventive actions.
7. Players who require corrected vision must wear shatterproof glasses or lenses. Glasses must be mounted in break resistant frames and be held in place by an elastic strap.
8. Players requiring preventive taping, padding or bracing should arrive early enough to receive treatment and be able to participate in specialty work.
9. Remove all jewelry, metal hairclips and hats.
10. No horseplay, roughhousing, hazing or initiations.
11. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic or chronic skeletal problems, disorders or diseases must present a physician's approval prior to participation in any practice session.
12. High top basketball shoes are suggested and they should be properly laced.
13. DO NOT swing elbows excessively when clearing a rebound.
14. Taller players may need to be alert to their proximity to the lower surface of the backboard.
15. DO NOT take an intentional foul that might cause an injury to an opponent.
16. When taking a charge or screening an opponent, assume a weight-balanced, protected position.
17. If a backboard shatters, notify the coach and keep people away from the broken glass. **BROKEN BACKBOARDS ARE THE FINANCIAL RESPONSIBILITY OF THOSE WHO BREAK THEM!**
18. Notify the coach or trainer of any injury, no matter how slight it may seem.
19. DO NOT share water bottles, towels or anything else that might transmit body fluids or pathogens.

Emergencies:

Because of the nature of basketball, some injuries will occur. All injuries must be called to the coach's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:

1. Be alert to any injury that the coach may not see. He/she will manage the person in trouble.
Assist by:
 - a. Stop all practices, scrimmages. **DO NOT** move the victim!
 - b. After calling the coach to manage the situation, help with the injured person.
 - c. Telephone for additional assistance (phone numbers and information are posted on the telephone); obtain first aid supplies or equipment.
 - d. Keep onlookers away.
 - e. Sit or kneel in close proximity.
 - f. Direct rescue squad members to the site.
2. Fire or Fire Alarm:
 - a. Evacuate and remain 150 feet from the building.
 - b. Be prepared to implement emergency procedures.
3. Bomb Threat:
 - a. Evacuate building and remain 200 feet away.
4. Tornado:
 - a. Go to the basketball team room, sit on floor next to and facing the lockers.

Cheerleading and Dance Cautionary Statement

The following recommendations have been designed specifically for cheerleading squads and dance teams. Because of the physical demands required, squad members and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of the activity.

Preparing for practice:

1. Choose an outfit that fits comfortably and allows free movement.
2. Do all stretching exercises before practice. Take time to stretch leg, neck, ankle and back muscles before each practice or performance.
3. Shoes must be worn during practice.
4. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases must present a physician's approval prior to participation in any practice session.

Workout expectations:

1. Think safety first.
2. Always be aware of the proximity of others when executing large motor movements.
3. Stunts and routines should be practiced in a progression from simple to complex.
4. Advanced stunts or routines are prohibited unless previously cleared by the advisor.
5. When executing partner stunts and pyramids, remember the federation rule against being more than two bodies high.
6. Always use proper spotting techniques when learning tumbling and balancing maneuvers.

Emergencies:

Because of the physical nature of cheerleading, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:

1. DO NOT move the victim!
2. Be alert. Look around. Get the attention of other people as they may need to help.
3. The advisor will manage the person in trouble. You may be asked to assist in one of several ways:
 - a. help with the injured person,
 - b. telephone for additional assistance,
 - c. obtain first aid supplies or equipment,
 - d. direct the rescue squad to the accident site,
 - e. keep onlookers back.
4. Fires or fire drills may require immediate evacuation from the building:
 - a. there may be time to grab a coat and exit,
 - b. if the situation requires quicker action, participants will evacuate through any exit,
 - c. move and remain 50 feet away from the building,
 - d. be prepared to use the procedures described in #3 above.
5. Severe weather may necessitate the need to evacuate to a safe place.

Cross Country Cautionary Statement

Because of the intense demands and conditioning required, athletes and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of the sport.

Preparation for practice or contests:

1. Select the appropriate clothing to be worn in warm or cold weather. Since we have a varied climate, it is important to be prepared for all kinds of weather and to dress accordingly.
2. Proper warm-up and warm-down is very important before and after competition and practices.
3. Select and change shoes/spikes for various surfaces to help reduce shock and stress.
4. Athletes who are ill, dizzy, or lightheaded should contact their coach. Do not practice.
5. Athletes with seizure, neuromuscular, renal, cardiac, insulin/diabetic or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
6. Participants should ingest the equivalent of 4-6 glasses of water each day.
7. Athletes needing preventive taping or bracing should arrive early to receive treatment. Any injury problem or concern should be discussed with the coach or athletic trainer.
8. Athletes with visual impairments must wear shatterproof glasses or lenses where judgment or safety is a problem.
9. Glasses must be mounted in break resistant frames and secured with an elastic strap.

In the locker room:

1. Be alert to slippery floors and use caution.
2. Keep floors free of litter. Place all personal belongings in assigned locker.
3. Close and lock locker door when away from your assigned locker.

4. Keep soap and shampoo in the shower room.
5. No roughhouse or horseplay.

Movement to the practice/contest site:

1. Be aware of variations in the surface of ramps, locker rooms, cinder, or artificial surfaces.
2. Stretch thoroughly and start your workout with easy jogging.

Hazards specific to cross country:

1. Athletes should be alert to activity going on around them to prevent collisions and/ or the sudden stopping of others.
2. Runners engaged in roadwork as a method of distance conditioning must face traffic or use sidewalks. Do not wear radio or tape player headphones. Run in single file and be alert at intersections. Avoid heavily traveled streets and always look both ways before crossing.
3. Never cut across neighborhood lawns or through private property.
4. Avoid sudden stops on hard surfaces while sprinting. A gradual slowdown will help prevent unnecessary leg stress.
5. Weight training regimens may also be part of your conditioning. Observe all weight room safety rules carefully.
6. Dehydration can be dangerous. Water will be available at practices and contests. Athletes should ingest water frequently.
7. Sometimes practice will be held in the swimming pool, follow these guidelines:

Entry into and expectations while in the water:

1. Look before you enter.
2. No diving into the shallow end.
3. Lanes will be designated for various conditioning routines.
4. Swim to the right of any designated lane.
5. Stay off the lane lines at all times.
6. Making contact with the diving board or lane lines, pool walls, gutters, or bottom could possibly result in serious bodily injury.
7. Never hyperventilate.
8. No roughhouse or horseplay.

Emergencies:

Because of the physical demands of cross country, some injuries will occur. All injuries must be called to a coach attention. Most will be minor and can be managed through basic first aid techniques. However, some injuries may need more intense management, and may also require squad members to:

1. Stop all activities, practice, or competition. DO NOT move the victim!
2. Call a coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity.
4. Assist by:
 - a. Helping with the injured person
 - b. Calling for additional assistance
 - c. Bringing first aid equipment or supplies to the site
 - d. Keeping onlookers back
 - e. Directing the rescue squad to the accident site

5. Fires or Fire Alarm
 - a. Evacuate or remain outside the building
 - b. Move and remain 50 feet away from the building
 - c. Be prepared to implement the emergency procedures outlined in #4.
6. Severe weather may necessitate the need to evacuate to a safe place.

Field Hockey Cautionary Statement

The following recommendations have been designed specifically for field hockey team. Because of the intense demands and conditioning required, athletes and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of the sport.

Preparing for practice:

1. Wear all protective and supportive equipment, pads of braces - including mouth guards to every practice or game unless otherwise indicated by the daily practice plan.
2. Be sure that all stabilizing straps and laces are properly worn and tightened, and all fasteners secured so equipment is properly positioned.
3. Wear outer and under garments that are appropriate for humidity and temperature. Players should ingest the equivalent of 4-6 glasses of water each day.
4. Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
5. Players needing protective tape, padding or bracing should arrive early to receive necessary treatment.
6. Remove all jewelry, including earrings and metal hair fasteners.
7. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
8. No horseplay, roughhousing, hazing or initiations.

In the locker room:

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and to elevated thresholds between shower and locker room floors.
3. Keep floors free of litter. Place all belongings in equipment bags or in lockers when at school.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower room.
6. Refrain from horseplay and roughhousing in the locker/shower areas.
7. Identify incidents of foot or other skin infections to coach(es) immediately.
8. Be cautious not to injure other players with your sticks while dressing.
9. No horseplay, roughhousing, hazing or initiations.

Movement to practice/contest site/travel to contest/practice site

1. Be alert to:
 - a. Ramps and steps leading to contest or practice area.
 - b. Raised thresholds, gates and metal hardware at building entry points.
 - c. Changes in texture (ice, mats, concrete. wood).
2. Location and activity in proximity to:

- a. Goal cages and shooting drills.
- b. Passing drills.
- c. Agility and sprinting drills.
3. Horseplay with sticks is prohibited.
4. No broken or cracked sticks may be used.
5. Throwing sticks is prohibited.
6. Tripping, kneeling, high-sticking, slashing, butt-ending, buffing, or spearing with the stick is prohibited.
7. Frequent drink breaks will be scheduled during practice and players should hydrate themselves frequently during practice or games.
8. No horseplay, rough-housing, hazing or initiations.

Hazards specific to Field Hockey:

1. Shooting practice is to be conducted only in designated areas, at specified times, and in specified sequences. Be certain the goalkeeper is looking at you and ready for practice shots.
2. Do not high stick.
3. Do not slash with the stick.
4. Do not butt end with the stick.
5. Do not throw a stick regardless of its condition.
6. Do not spear or butt with the helmet or face mask (goalkeeper).
7. Do not make punitive attempts to elbow or knee opponents.
8. Do not shoot at other players.
9. Do not charge or contact the goalkeeper.
10. Do not alter stick shape.
11. Do not grasp the facemask of the goalkeeper.
12. Absorb or make contact in a low, balanced position.

Emergencies:

Because of the nature of field hockey, some injuries will occur. All injuries must be called to a coach's or athletic trainer's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

1. Stop all practices, scrimmages, or drills. DO NOT move the victim.
2. Call the coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity.
4. Assist by:
 - a. Helping with the injured person.
 - b. Call for additional assistance.
 - c. Bring first aid equipment or supplies to the site.
 - d. Keeping onlookers away.
 - e. Direct the rescue squad to the accident site.
5. Fire or Fire Alarm:
 - a. Evacuate or remain outside the building.
 - b. Move and remain 150 feet away from the building.
 - c. Be prepared to implement the emergency procedures outlined in #3 above.
6. Severe weather may necessitate the need to evacuate to a safe place.

Football Cautionary Statement

Football is a contact sport and injuries will occur. The coaches working in our program are well-qualified, professional people. Fundamentals related to playing football will continually and repeatedly be emphasized on and off the field. The information contained within this list of rules and procedures is to inform the young people in our football program of the proper techniques to practice for maximum safety in the contact phase of the game.

Pre-season preparation:

Because football is a contact sport, athletes must condition to prepare themselves for the season. This includes both strength training as well as aerobic training. It is also important that athletes continue to strength train during their season to help prevent injuries.

Tackling, blocking and running the ball:

By rule, the helmet is not to be used as a “ram.” Initial contact is not to be made with the helmet. It is NOT possible to play the game safely or correctly without making contact with the helmet when properly blocking and tackling an opponent. Therefore, technique is most important to prevention of injuries.

Tackling and blocking techniques are basically the same. Contact is to be made above the waist, but not initially with the helmet. The player should always be in a position of balance, knees bent, back straight, body slightly bent forward, head up, assume a striking position or near to the opponent as possible with the main contact being made with the shoulder.

Blocking and tackling by not putting the helmet as close to the body as possible could result in shoulder injury such as a separation or a pinched nerve in the neck area. The dangers of not following the proper techniques can be from minor to disabling to even death. The reason for following the safety rules in making contact with the upper body and helmet is that improper body alignment can put the spinal column in a vulnerable position for injury.

If the head is bent downward, the cervical (neck) vertebrae are vulnerable and contact on the TOP OF THE HELMET could result in a dislocation, nerve damage, paralysis or death. If the back is not straight, the thoracic (mid-back) and lumbar vertebrae are also vulnerable to serious injury if contact is again made to the TOP OF THE HELMET.

Basic hitting (contact), position and fundamental techniques:

If the knees are not bent, the chance of knee injury is greatly increased. Fundamentally, a player should be in the proper hitting position at all times during live ball play and this point will be repeated continually during practice. The danger is anything from strained muscles, to aid injuries, to serious knee injuries requiring surgery. The rules have made blocking below the waist (outside a two-yard by four-yard area next to the football) illegal. A runner with the ball, however, may be tackled around the legs.

The length of cleats has been restricted to no more than 1/2 inch to further help in preventing knee injuries.

In tackling the rules prohibit initial contact with the helmet or grabbing the facemask or edge of the helmet. These restrictions were implemented because of serious injuries resulting from grasping the facemask. Initial helmet contact could result in a bruise, dislocation, broken bone, head injury, internal injury such as kidneys, spleen, bladder, etc. Grabbing the facemask or helmet edge could result in a neck injury that could range from a muscle strain to a dislocation, nerve injury, or spinal column damage causing paralysis or death.

Illegal and dangerous play by participating athletes will not be tolerated and all players are repeatedly reminded of the dangers of these acts.

Fitting and use of equipment:

Shoulder pads, helmets, hip pads, pants including thigh pads and knee pads should be properly fitted and worn. Wear all protective pads, braces and supportive undergarments to all practices and competitions. Shoulder pads that are too small will leave the shoulder joint vulnerable to bruises or separations and could also be too tight in the neck area resulting in a possible pinched nerve. Shoulder pads which are too large will leave the neck area poorly protected and will slide on the shoulders making them vulnerable to bruises or separations.

Helmets must fit snugly at the contact points: Front, back, and top of head. The helmet must be “NOCSAE” branded; the chinstraps must be fastened, and the cheek pads must be of the proper thickness. On contact, a helmet that is too tight could result in a headache. Too loose a fit could result in headaches, a concussion, a face injury such as a broken nose or cheek bone, and a blow to the back of the neck could cause a neck injury, possibly quite serious such as paralysis or even death.

Preparation for practice or contests:

1. Wear all protective and supportive equipment including mouth guards to every practice or contest unless otherwise indicated by the daily practice plan.
2. Be sure that all stabilizing straps and laces are properly worn and tightened, and all fasteners secured so equipment is properly positioned.
3. Wear outer and under garments that are appropriate for humidity and temperature.
4. Players should ingest the equivalent of 4-6 glasses of water each day.
5. Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
6. Players needing protective tape, padding, or bracing should arrive early to receive necessary treatment.
7. Remove all jewelry and metal hair fasteners.
8. Players with seizure, neuromuscular, renal, cardiac, insulin/ diabetic, or chronic skeletal problems, disorders or diseases, must present physician approval to the coach prior to participation in any practice session.

In the locker room:

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and to elevated thresholds between shower and locker rooms.
3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower room.
6. No horseplay, roughhousing, hazing or initiations.
7. Do not wear football shoes in the building or locker room at any time.

Movement to the practice/contest site or travel to contest/practice site:

1. Be alert to:
 - a. Goal posts.
 - b. Blocking sleds.
 - c. Kicking/ Kick return drills.

- d. Passer/Receiver drills.
- e. Agility sprinting, or other fast action drills.
- f. No horseplay, roughhousing, hazing or initiations.

Cautions specific to football:

1. The Head and Helmet
 - a. Tackle or block or break tackles with the shoulder pad. NEVER USE THE HELMET TO STRIKE THE OPPONENT.
 - b. Keep the chin and eyes up when blocking, tackling, or running with the ball.
 - c. Lowering the head/helmet jeopardizes the neck and spinal cord.
2. Blocking and Defensive Contact
 - a. The forearm striking surface should be accelerated as a unit with the shoulder and extension of the trunk. DO NOT “wind up to accelerate the forearm separately.”
 - b. Block from the front or the side and above the waist.
 - c. When pursuing an opposing ball carrier, do not “pile on” when the opponent is down.
 - d. Never grab an opponent’s facemask.
3. General
 - a. GET UP - when on the ground you are vulnerable to being stepped on or receiving a leg, shoulder or knee injury.
 - b. When falling - TUCK- Leave no extremity extended either to absorb the fan, or while on the ground.
 - c. Participate fully in neck strengthening exercises.
4. Water
 - a. Frequent drink breaks will be scheduled during practices, and players should hydrate themselves frequently before and during practice and games.
5. Weight Room
 - a. Maintenance strength training procedures will be utilized. Observe all weight room policies for progressions, spotting and general safety.

Emergencies:

Because of the nature of football, some injuries will occur. All injuries must be called to a coach’s or trainer’s attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

1. Stop all practices, scrimmages, or drill. DO NOT move the victim!
2. Call the coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity.
4. Assist by:
 - a. Helping with the injured person.
 - b. Calling for additional assistance.
 - c. Bringing aid equipment or supplies to the site.
 - d. Keeping onlookers away.
 - e. Directing rescue squad to the accident site.
5. Fires or Fire Alarm:
 - a. Evacuate or remain outside the building.
 - b. Move and remain 150 feet away from the building.
6. Severe weather may necessitate the need to evacuate to a safe place.

Golf Cautionary Statement

Golf is a great sport. It is probably the foremost lifetime sport. Paying attention and adhering to the following considerations and procedures can assure improved play and competition safety:

Preparing for practice:

1. Choose clothing or footwear that fits properly, and doesn't restrict movement,
2. Select clothing appropriate for precipitation, humidity and temperature,
3. Players should ingest the equivalent of 4-6 glasses of water each day.
4. Players needing protective tape, first aid, or rehabilitative treatments should arrive early to receive necessary treatment.
5. Avoid horseplay with clubs and equipment.
6. Players with seizure, neuromuscular, renal, cardiac, insulin/ diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
7. If ill or dizzy, notify the coach. Do not practice.
8. Check clubs regularly for stress or other signs of deterioration.
9. Replace or repair damaged clubs.

Movement to practice site:

1. High school players and parents may transport golf team members to practices or matches played on local courses and practice ranges. Transportation provided in private vehicles must be indemnified by the personal accident and injury insurance of the owner or the driver. Ottawa Hills Local Schools is not liable for injury, loss, or damage incurred by drivers or passengers in private vehicles. Travel to matches or practices outside the immediate Ottawa Hills area will be scheduled and provided by the school corporation in school owned vehicles.
2. Exercise caution in driving to courses or practice areas.
3. Be cautious in parking lots when unloading clubs and/ or carts or when changing shoes.
4. Be alert to ramps, stairs, artificial turf surfaces, carpets, concrete surfaces and other changes in footing textures.
5. Be alert to locations of driving, practice swing, chipping and sand trap areas.
6. Be alert to cart pathways, golf carts and traffic patterns,
7. Be alert to weather conditions- especially stormy weather. Check with the coach before playing if there are any safety questions.
8. Adjust for temperature and humidity. A cap, sunglasses and sunblock can be helpful in avoiding discomfort or overheating. Players with sensitive skin should avoid prolonged sun exposure.

Cautions specific to golf:

1. When involved in club control/club swing drills, LOOK in all directions BEFORE taking your first practice swing. Be sure there is room for the club to be swung safely.
2. No horseplay with clubs or equipment. No club throwing.
3. Be alert to players on adjacent tees or fairways.
4. Be alert to players in front and behind you. On short holes, signal players behind when it is safe to hit their tee shots. Do not hit tee or fairway shots if close to players ahead.
5. Call "FORE" if any shot moves into an adjacent fairway, or near any other players.
6. Drink water frequently on the course. If uncomfortable, stop in a shady area or sun shelter and consume water. Call for assistance if dizzy, ill or light headed.

7. If severe weather occurs while on the course:
 - a. Remove spikes, get away from clubs.
 - b. Avoid isolated trees, shelters, hilltops, open spaces, or metal objects.
 - c. Move to a wood building, low, protected area, or heavily wooded area.

Emergencies:

1. Because of the nature of golf, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:
2. Stop all practices, scrimmages, or drills. DO NOT move the victim!
3. Call the coach to manage the situation if not already at the site.
4. Sit or kneel in close proximity.
5. Assist by:
 - a. Helping with the injured person.
 - b. Calling for additional assistance.
 - c. Bringing first aid equipment or supplies to the site.
 - d. Keeping onlookers away.
 - e. Directing the rescue squad to the accident site.
6. Fires or Fire Alarm:
 - a. Evacuate or remain outside the building.
 - b. Move and remain 50 feet away from the building.
 - c. Be prepared to implement the emergency procedures outlined in #4 above.
7. Severe weather may necessitate the need to evacuate to a safe place.

Lacrosse Cautionary Statement

Lacrosse is a highly competitive, fast-action game in which physical contact plays a major role. Because of the speed and contact with which the game is played, squad members, their families and the coaching staff must accept and share certain responsibilities to enhance the safety and enjoyment for participants.

Preparing for practice:

1. Wear all protective and supportive equipment, pads or braces- including mouth guards to every practice or game unless otherwise indicated by the daily practice plan.
2. Be sure that all stabilizing straps and laces are properly worn and tightened, and all fasteners secured so equipment is properly positioned.
3. Wear outer and under garments that are appropriate for humidity and temperature. Players should ingest the equivalent of 4-6 glasses of water each day.
4. Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
5. Players needing protective tape, padding or bracing should arrive early to receive necessary treatment.
6. Remove all jewelry, including earrings and metal hair fasteners.
7. Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
8. No horseplay, roughhousing, hazing or initiations.

In the locker room:

1. Be alert to slippery floors. Be alert to changes in floor texture and to elevated thresholds between shower and locker room floors. Keep floors free of litter. Place all belongings in equipment bags or in lockers when at
2. school.
3. Close and lock locker doors when away from your assigned locker.
4. Keep soap and shampoo in the shower room.
5. Refrain from horseplay and roughhousing in the locker/shower areas.
6. Identify incidents of foot or other skin infections to coach(es) immediately.
7. Be cautious not to injure other players with your sticks while dressing
8. No horseplay, roughhousing, hazing or initiations.

Movement to practice/contest site or travel to contest/practice site:

1. Be alert to:
 - a. Ramps and steps leading to contest or practice area.
 - b. Raised thresholds, gates and metal hardware at building entry points.
 - c. Changes in texture (ice, mats, concrete. wood).
2. Location and activity in proximity to:
 - a. Goal cages and shooting drills.
 - b. Passing drills.
 - c. Agility and sprinting drills.
3. Horseplay with sticks is prohibited.
4. No broken or cracked sticks may be used.
5. Throwing sticks is prohibited.
6. Tripping, kneeling, high-sticking, slashing, butt-ending, buffing, or spearing with the helmet or face mask and grasping the opponent's face mask are prohibited.
7. Frequent drink breaks will be scheduled during practice and players should hydrate themselves frequently during practice or games.

Hazards specific to lacrosse:

1. Shooting practice is to be conducted only in designated areas, at specified times, and in specified sequences. Be certain the goalkeeper is looking at you and ready for practice shots.
2. Do not high stick.
3. Do not slash with the stick.
4. Do not butt end with the stick.
5. Do not throw a stick regardless of its condition.
6. Do not spear or butt with the helmet or facemask.
7. Do not make punitive attempts to elbow or knee opponents.
8. Do not shoot at other players.
9. Do not charge or contact the goalkeeper.
10. Do not alter stick shape.
11. Do not grasp the facemask or goggles of another player.
12. Absorb or make contact in a low, balanced position.

Emergencies:

Because of the nature of lacrosse, some injuries will occur. All injuries must be called to a coach's or athletic trainer's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

1. Stop all practices, scrimmages, or drills. DO NOT move the victim
2. Call the coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity.
4. Assist by:
 - a. Helping with the injured person.
 - b. Call for additional assistance.
 - c. Bring first aid equipment or supplies to the site.
 - d. Keeping onlookers away.
 - e. Direct the rescue squad to the accident site.
5. Fire or Fire Alarm:
 - a. Evacuate or remain outside the building.
 - b. Move and remain 150 feet away from the building.
 - c. Be prepared to implement the emergency procedures outlined in #3 above.
6. Severe weather may necessitate the need to evacuate to a safe place.

Soccer Cautionary Statement

Soccer is a highly competitive, fast-action game in which physical conditioning plays a major role. Because of the speed and agility with which the game is played, squad members, their families, and the coaching staff must accept and share certain responsibilities designed to enhance the safety and enjoyment of the sport.

Preparation for practice or contests:

1. Wear all protective equipment, including shin guards, to every practice or contest unless otherwise indicated by the daily practice plan.
2. Wear outer and under garments that are appropriate for humidity and temperature.
3. Players should ingest the equivalent of 4-6 glasses of water each day.
4. Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
5. Players needing protective tape, padding, or bracing should arrive early to receive necessary treatment.
6. Remove all jewelry and metal hair fasteners.
7. Players with seizure, neuromuscular, renal, cardiac, insulin/ diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
8. Goalkeeper must wear proper pads (mouth guard is suggested).
9. Field players may also choose to wear a mouth guard.

In the locker room:

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and to elevated thresholds between shower and locker rooms.
3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Refrain from rapid movements, horseplay, and roughhouse in the locker/shower areas.

6. Do not wear soccer shoes in the building or locker room at any time.
7. Remove mud outside and away from the building.

Approach to the practice or contest site:

1. Be alert to ramps, stairs, and changes in the texture and levels of concrete, fields, and sidewalks.
2. Be alert to the location of the goalmouth, goal posts, and shooting drills.
3. Be alert to fast action dribbling or passing drills.
4. If ill or dizzy, notify the coach. Do not practice.
5. Do not hang on goal posts at any time.
6. Soccer is played and practiced in all types of weather. Players should have proper clothing and footwear.
7. If lightning is in the area, the practice or game will be suspended until the storm passes. (15 minutes without lightning).
8. Soccer players will follow all other posted or published team rules.

Cautions Specific to Soccer:

1. Play the ball when on defense. DO NOT attack the offensive opponent with illegal contact.
2. When involved in shooting drill, shoot in specified sequences and in designated areas and directions. Be sure the goalkeeper is ready for all shots.
3. High kicks are prohibited.
4. Intentional pushing and tripping is prohibited.
5. Charging or contacting the goalkeeper is prohibited.
6. Players must brace the neck and keep the mouth closed while striking the ball with the upper portion of the forehead when heading the ball.
7. Out of control runs, jumps, or high kicks are prohibited.
8. Slide tackles must be approved by a coach.
9. Shin pads must be worn by all players.
10. Water will be available at practices and contests.

Emergencies:

Because of the nature of soccer, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

1. Stop all practices, scrimmages or drills. DO NOT move the victim!
2. Call the coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity.
4. Assist by:
 - a. Helping with the injured person.
 - b. Calling for additional assistance.
 - c. Bringing first aid equipment or supplies to the site
 - d. Keeping onlookers away
 - e. Directing the rescue squad to the accident site
5. Fires or Fire Alarm:
 - a. Evacuate or remain outside the building
 - b. Move and remain 50 feet away from the building
 - c. Be prepared to implement the emergency procedures outlined in #4 above.
6. Severe weather may necessitate the need to evacuate to a safe place.

Tennis Cautionary Statement

Tennis is a highly competitive, fast-action activity in which physical conditioning plays a major role. Because of the speed and finesse with which the game is played, squad members and their families must accept and share certain responsibilities with the coaching staff to enhance the safety and enjoyment of participants.

Preparation for practice or contest:

1. Wear protective socks and well-fitting footwear to practice and contests.
2. Wear outer and under garments that are appropriate for humidity and temperature.
3. Players should ingest the equivalent of 4-6 glasses of water each day.
4. Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
5. Players needing protective tape, padding, or bracing should arrive early to receive necessary treatment.
6. Remove all jewelry and metal hair fasteners.
7. Players with seizure, neuromuscular, renal, cardiac, insulin/ diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.

In the locker room:

1. Be alert to slippery floors.
2. Be alert to changes in floor texture and to elevated thresholds between shower and locker rooms.
3. Keep floors free of litter. Place all personal belongings in assigned lockers.
4. Close and lock locker doors when away from your assigned locker.
5. Keep soap and shampoo in the shower room.
6. No roughhouse or horseplay.
7. Identify incidents of foot or other skin infections to coach(es) immediately.

Approach to the practice or contest site:

1. Be alert to steps, ramps, changes in the texture of courts and sidewalks.
2. Be alert to bounding board activity.
3. Be alert to the location of warm-up drills involving practice swings.
4. Be alert to ongoing games as you enter the court area.
5. Be alert to debris and glass on the courts as you arrive.
6. Be alert to the location of nets and net posts.

Hazards specific to tennis:

1. Throwing racquets and other horseplay is prohibited.
2. Doubles partners should face the net and be aware of each other's court position at all times so as to avoid physical or racquet contact with each other.
3. Players must gather up loose tennis balls and call 'BALL' if loose ball rolls onto another court.
4. Shatterproof glasses or lenses must be worn if needed for perception and judgment. Eye protection specifically designed for racquet sports is strongly suggested.
5. Be under control when playing near nets, net posts and fences.
6. Net jumping is prohibited.

7. Heat and humidity can be a serious problem. Drink water during the day, and at practice or matches.
8. Players with sensitive skin are encouraged to use sun block or cover skin areas.

Emergencies:

Because of the nature of tennis, some, injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:

1. Stop all practices, scrimmages or drills. Do NOT move the victim!
2. Call the coach to manage the situation if not already at the site.
3. Sit or kneel in close proximity.
4. Assist by:
 - a. Helping with the injured person
 - b. Telephoning for additional assistance
 - c. Bringing first aid equipment or supplies to the site
 - d. Keeping onlookers away
 - e. Directing the rescue squad to the accident site
5. Fire or Fire Alarm:
 - a. Evacuate or remain outside the building
 - b. Move and remain 50 feet away from the building
 - c. Be prepared to implement the emergency procedures outlined in #4.
6. Severe weather may necessitate the need to evacuate to a safe place.

Track and Field Cautionary Statement

The following recommendations have been designed specifically for Track and Field teams. Because of the intense demands and conditioning required, athletes and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of track and field.

Preparation for practice or contests:

1. Select the appropriate clothing to be worn in warm or cold weather. Since we have a varied climate, it is important to be prepared for all kinds of weather and to dress accordingly.
2. Participants should ingest the equivalent of 4-6 glasses of water each day.
3. Proper warm-up or warm-down is very important before and/or after competition and practices.
4. Select and change shoes/spikes for various surfaces to help reduce shock and stress.
5. Athletes who are ill, dizzy, or light headed should contact their coach and should not practice.
6. Athletes with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
7. Athletes needing preventive taping or bracing should arrive early to receive treatment. Any injury problem or concern should be discussed with a coach or athletic trainer.
8. Athletes with visual impairments must wear shatterproof glasses or lenses where judgment or safety is a problem.
9. Glasses must be mounted in break resistant frames and secured with an elastic strap.

In the locker room:

1. Be alert to slippery floors and use caution.
2. Keep floors free of litter. Place all personal belongings in assigned locker.
3. Close and lock locker doors when away from your assigned locker.
4. Keep soap and shampoo in the shower room.
5. No roughhouse or horseplay.
6. If spiked shoes are worn, they are to be put on and off outside the building.

Movement to the practice/contest site:

1. Be aware of variations in the surface of ramps, locker rooms, cinder, or artificial tracks.
2. In approaching the track, be alert to location of:
 - a. Sprint/hurdle straightaways.
 - b. Relay/ exchange areas.
 - c. Jump/Vault runways and landing pits.
 - d. Shot and discus throwing and landing areas.
3. When jogging for warm-up or warm-down, or during practice, run in the outer lanes.
4. Stretch thoroughly and start your workout with easy running.

Hazards specific to track and field:

1. Jumpers, throwers, and hurdlers must check equipment to see that it is safe and in proper condition before using. Athletes must notify the event coach in case of any equipment failure.
2. Shot/ discus thrower(s) must check the throwing sector and the immediate areas alongside the circle or runway for people in the area. They must also refrain from horseplay with the shot and discus.
3. Hurdlers must be sure hurdles are facing a direction that allows the hurdle to tip if struck by the hurdlers.
4. Distance runners and relay teams engaged in speed work and time trials should run the inside lanes unless passing a runner. Slower work should be done in the outer lanes. When passing other runners during practice, always call "track."
5. Athletes should be alert to activity going on around them to prevent collisions and/or the sudden stopping of others.
6. Runners engaged in street work as a method of distance conditioning must face traffic or use sidewalks. Do not wear radio or tape player headphones. Run in single file and be alert at intersections. Avoid heavily traveled streets and always look both ways before crossing.
7. Never cut across neighborhood lawns or through private property.
8. Avoid sudden stops on hard surfaces while sprinting. A gradual slowdown will help prevent unnecessary leg stress.
9. Weight training regimens may also be part of your conditioning. Observe all weight room safety rules carefully.
10. Dehydration can be dangerous. Water will be available at practices and contests. Athletes should ingest water frequently.
11. Sometimes practice will be held in the swimming pool, follow these guidelines:

Entry Into and Expectations While in the Water

1. Look before you enter.
2. No diving into the shallow end.

3. Lanes will be designated for various conditioning routines. Swim to the right of any designated lane.
4. Stay off the lane lines at all times.
5. Making contact with the diving board or lane lines” pool walls, gutters, or bottom could possibly result in serious bodily injury.
6. Never hyperventilate.
7. No roughhouse or horseplay.

Emergencies:

1. Because of the physical demands of track and field, some injuries will occur. All injuries must be called to the coach’s attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:
 2. Stop all activities, practice, or competition. DO NOT move the victim!
 3. Call a coach to manage the situation if not already at the site.
 4. Sit or kneel in close proximity.
 5. Assist by:
 - a. Helping with the injured person.
 - b. Telephoning for additional assistance.
 - c. Bringing first aid equipment or supplies to the site.
 - d. Keeping onlookers away.
 - e. Directing the rescue squad to the accident site.
6. Fires or Fire Alarm:
 - a. Evacuate or remain outside the building.
 - b. Move and remain 50 feet away from the building.
 - c. Be prepared to implement the emergency procedures outlined in #1.
7. Severe weather may necessitate the need to evacuate to a safe place.

Volleyball Cautionary Statement

The following recommendations have been designed specifically for volleyball teams. Because of the intense demands and conditioning required, athletes and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of the sport.

Preparing for activity:

1. Wear protective kneepads, braces and supportive equipment garments to all practices and games.
2. Clothing and shoes should fit properly, be comfortable and allow for maximal physical efforts.
3. Clothing should not prevent heat dissipation or restrict movement,
4. Players should ingest the equivalent of 4-6 glasses of water each day.
5. Feet should be covered with a thick cotton sock. If blisters are a chronic problem or begin to appear, coaches should be consulted for appropriate responses or preventive actions.
6. Players who require corrected vision must wear shatterproof glasses or contact lenses. Glasses must be mounted in break resistant frames, and be held in place by an elastic strap.
7. Players requiring preventive taping, padding, or bracing should arrive early to receive necessary treatment.
8. Remove all jewelry and metal hair fasteners.

9. No horseplay, rough-housing, hazing or initiations
10. Players with seizures, neuromuscular, renal, cardiac, insulin/ diabetic, or chronic skeletal problems, disorders or diseases, must present physician's approval to the coach prior to participation in any practice session.

In the locker room:

1. Locker room floors are often slippery.
2. Open locker doors can have sharp edges. Close and lock your locker when away from it.
3. Secure all personal items in your assigned locker.
4. Use soap and shampoo only in the shower area.
5. Be alert to raised thresholds at shower rooms.
6. No horseplay, roughhousing, hazing or initiations.

Entry to contest/contest site or travel to contest/contest site:

1. Be alert to ramps/ steps leading to practice/ contest area.
2. Be alert to variations in surfaces (i.e. locker rooms, ramps, stairways or playing floors.
3. Be alert to the following:
 - a. Ball carts.
 - b. Volleyball in flight, rolling, rebounding, or bouncing.
 - c. Spiking or serving drills.
 - d. Nets, support poles, cables, chairs, bleachers, and officers stand.
4. No horseplay, roughhousing, hazing or initiations.

Preparing to play:

1. Do all stretching exercises as directed by the coaches.
2. Jog easy laps to warm up. When stretching or playing, keep body in proper alignment to prevent undue stress on joints, ligaments, and muscles.

Hazards specific to volleyball:

1. Be alert to dehydration symptoms; i.e., dry mouth, inability to cool down, dizzy/light-headed. Ingest 4-6 glasses of water during the school day and additional amounts at practice.
2. Frequent drink breaks will be built into the practice and players should make use of each one.
3. Foot problems--refer to coach(es) or athletic trainer:
 - a. Blisters.
 - b. Calluses.
 - c. Ingrown toenails.
4. Other skin problems--refer to coach(es) or athletic trainer:
 - a. Boils,
 - b. Rashes,
 - c. Floor burns, cuts.
5. Ankles and other orthopedic problems:
 - a. Sprains--new--ice, compression, elevate, rest.
 - b. Sprain--old--taping, easy workouts, rehabilitate exercise.
6. Weight and strength training will have separate standards and progressions designed to enhance safety.
7. Respiratory diseases can be a major problem. A vitamin supplement, fluids, regular rest, proper nutrition and dress contribute to the maintenance or health.

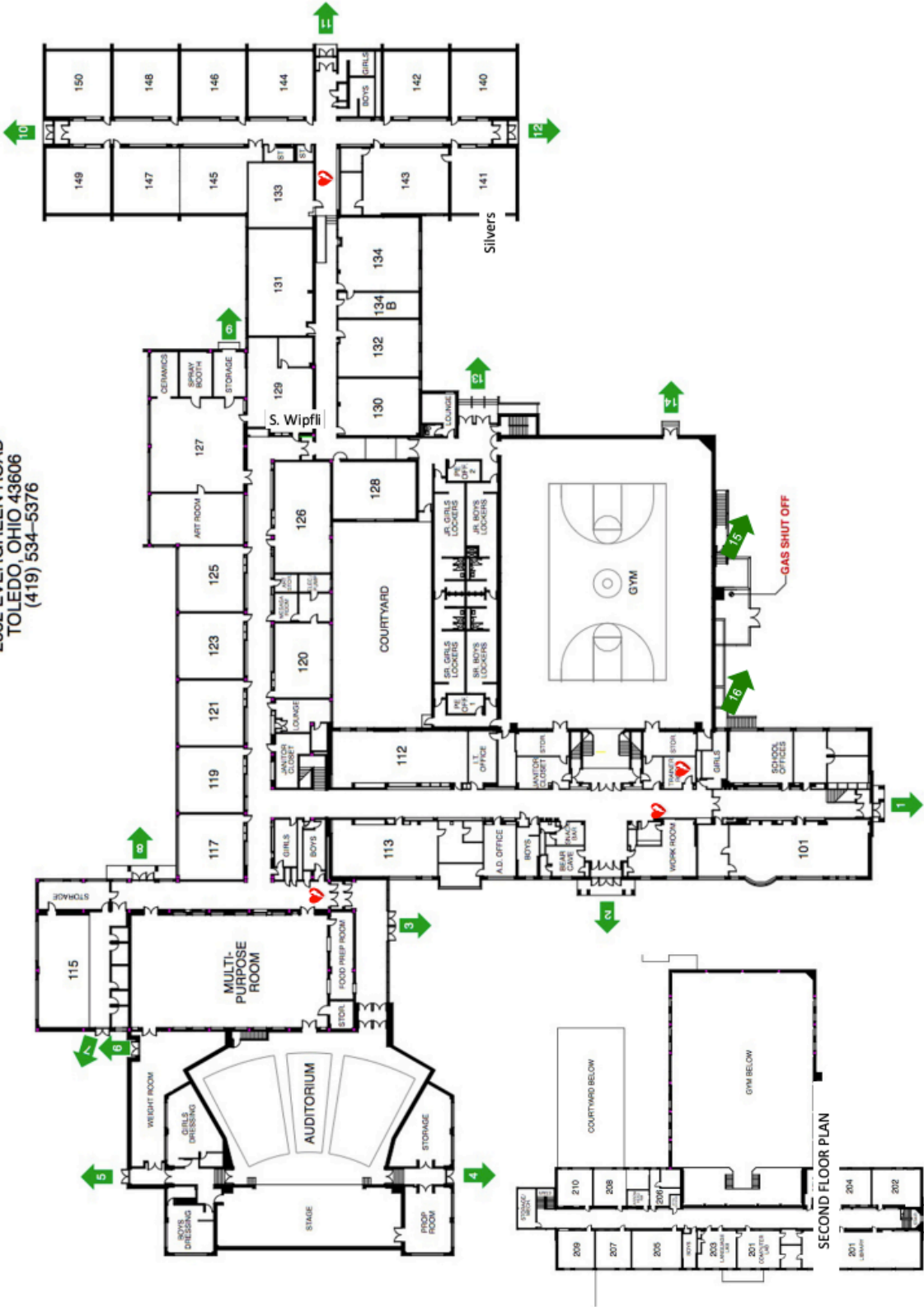
8. Check your weight and record it. Sudden or large losses over a month should be brought to the coach's attention, especially if you are feeling tired or ill, or if you demonstrate cold symptoms and sore throat swollen neck glands.
9. Do not hang on rims or nets.
10. Gather loose volleyballs and place them in storage racks. Do not follow a loose ball into an adjacent court until play is stopped in that court.
11. Never roll a ball under the net during play; the ball can roll under the feet.
12. Never throw the ball over the net; ball can hit an unsuspecting player.
13. Try to land on both feet while descending from a jump. This helps prevent falling, twisting, or unbalance.
14. While executing a defensive roll, sprawl, or dive, player must begin as low as possible to the floor with the arms fully extended away from the body. Execution with bent elbows and little or no bending of the knees may cause fractures or other injuries.
15. As in many team sports the possibility of running into teammates or opponents is apparent; Jump vertically when spiking or blocking.
16. Volleyball utilizes the hands in various techniques; i.e., setting, blocking, serving, attacking, and digging. Players should use proper technique in order to avoid breaks, fractures, and sprains.
17. Muscle soreness and possible strains occur more frequently at beginning of the season due to increased use of muscles and increased time spent exercising. Stretch before/ after practice.
18. Making contact with the nets, support poles, cables, referee's stand, floor, wall, bleachers, and other players during practice or competition could possibly result in serious bodily injury.

Emergencies:

1. Because of the physical nature of volleyball, some injuries will occur. All injuries must be called to a coach's or trainer's attention. Most can be managed with basic first aid. However, some may need more intense management and may also require squad members to:
2. Be alert, look around. Get the attention of other people, as they may need to help. **DO NOT** move the victim!
3. The coach will manage the person in trouble. You may be asked to assist in one of several ways.
4. Assist by:
 - a. Helping with the injured person.
 - b. Telephoning for additional assistance.
 - c. Obtaining first aid supplies or equipment.
 - d. Directing the rescue squad to the accident site.
 - e. Keeping onlookers back.
5. Fires or Fire Alarm:
 - a. Evacuate or remain outside the building.
 - b. Move and remain 150 feet away from the building.
 - c. Be prepared to use the procedures described in #2 above.
6. Severe weather may necessitate the need to evacuate to a safe place.

Building Map

OTTAWA HILLS JUNIOR-SENIOR HIGH SCHOOL
 2532 EVERGREEN ROAD
 TOLEDO, OHIO 43606
 (419) 534-5376



Sunset Clause

This handbook replaces all prior handbooks and other prior written material provided on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board of Education's policies and the Junior/Senior High School rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the district's website.