

Poland Seminary  
**Student Handbook**  
2024-2025 School Year

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**POLAND SEMINARY JUNIOR HIGH/HIGH SCHOOL  
3199 DOBBINS ROAD  
POLAND, OHIO 44514**

**Dear Student,**

**Welcome to Poland Seminary and a new school year. We hope you will approach this year with the necessary determination and motivation to do your best. In turn, you have a right to expect us to create the best possible learning environment to help you succeed.**

**We encourage you to accept the responsibility that goes with maintaining and improving the outstanding reputation our school enjoys across the state. Take advantage of the many academic and extracurricular opportunities that are available to you. Show respect for your fellow students, teachers, aides, secretaries, custodians, and other school support personnel. Display courtesy in the classrooms, halls, assemblies and cafeteria. At athletic contests, demonstrate the sportsmanship, pride and class that will allow our opponents and their fans to leave with respect for our school and community regardless of the game's outcome.**

**We have a student code of conduct that is reviewed annually and is established for the benefit of all students. It is our belief that students have developed and understand proper behavior by the time they enter high school, and we expect them to conduct themselves accordingly while at Poland Seminary Junior Senior High School.**

**Review your class schedule to be sure that you are on track to graduate. Student-athletes should pay special attention to be sure that you meet eligibility requirements each semester. Discuss any concerns you might have with your coach and/or guidance counselor.**

**This handbook has been carefully prepared to help you become acquainted with your school. Please review it carefully so you will be fully informed of your privileges and responsibilities. We hope that you find the planner to be a useful tool throughout the year.**

**On behalf of the entire faculty and staff of Poland Seminary Junior Senior High School, we extend to you our best wishes for a successful school year. May it be both enjoyable and rewarding. HAVE A GREAT YEAR!**

**Kevin J. Snyder, Principal – Ext. 4/Voice Mail 37311  
Michael Daley, Assistant Principal – Ext. 5/Voice Mail 37313  
Ed Ashcroft, Assistant Principal - Ext/VoiceMail. 37891  
Brian Banfield, Athletic Director – Ext. 6/Voice Mail 37319**

## OBJECTIVES OF POLAND SEMINARY JUNIOR SENIOR HIGH SCHOOL

1. To encourage academic achievement and to develop vocational skills commensurate with abilities.
2. To develop effective communication skills requisite to all academic
3. and vocational disciplines.
4. To help students use factual information to analyze practical and theoretical problems and make rational and creative decisions applicable to daily living.
5. To provide instructional guidance through curricula and student activity programs to foster vocational goals and avocational interests.
6. To help students develop self-discipline and a meaningful set of values and effective work habits.
7. To educate students in their responsibilities, rights and privileges in a democratic society.
8. To motivate students to become responsible citizens concerned with environmental, local, national and international issues and events.
9. To prepare students to function effectively as consumers or producers of goods and services in our economic system.
10. To set and enforce standards and patterns of behavior acceptable to the community.
11. To provide, where applicable, work experiences for students who have such interests and abilities.
12. To help students gain understanding and appreciation for the fine arts and the humanities which enrich their lives.
13. To encourage an understanding of, and a respect for, all cultures in order to prepare students for life in a multiracial and multiethnic society.
14. To promote good mental and physical health.
15. To encourage community support of our philosophy and objectives.
16. To provide students educational options when applicable.
17. To help students develop competency and proficiency which will be reflected in scores on the competency test in reading, writing, math and proficiency tests in reading, writing, math, citizenship and science.
18. To encourage students' awareness of the importance and the value of education in today's highly technological world.

## PSHS STAFF

| DEPARTMENT                        | NAME                    | VOICE MAIL   |
|-----------------------------------|-------------------------|--------------|
| <b>Art</b>                        | Susan Holub             | 37365        |
| <b>Commercial</b>                 | Patrick Williams        | 37368        |
|                                   | Debbie Paine            | 37329        |
| <b>English</b>                    | Pam Angelilli           | 37427        |
|                                   | Ryan DiPietro           | 37470        |
|                                   | Madison Kasten          | 37378        |
|                                   | Ann Marie Hurdley       | 37356        |
|                                   | Julie Rinehart          | 37376        |
|                                   | Theresa Smith           | 37361        |
| <b>Family/Consumer Sciences</b>   | Julie Walsh             | 37327        |
| <b>Global Language</b>            | Lisa DiTommaso          | 37392        |
|                                   | Christine Gotti         | 37349        |
|                                   | Lisa Havlin             | 37343        |
|                                   | Christie Mitch          | 37357        |
|                                   | Heather Ramsey          | 37364        |
| <b>Mathematics</b>                | Aleah Diamond           | 37880        |
|                                   | John Hritz              | 37366        |
|                                   | Alex Rokicki            | 37370        |
|                                   | Sarah Ross              | 37358        |
|                                   | Robert Sainato          | 37373        |
| <b>Music</b>                      | Jeff Hvizdos            | 37330        |
|                                   | Jeff Penney             | 37425        |
| <b>Health/Phys Ed</b>             | Mark Brungard           | 37320        |
| <b>Science</b>                    | Leslie Monteiro         | 37346        |
|                                   | Austin Cline            | 37353        |
|                                   | Maggie McGee            | 37371        |
|                                   | Beth Queen              | 37375        |
|                                   | Debbie Smith            | 37326        |
| <b>Social Studies</b>             | Richard Black           | 37345        |
|                                   | Rick DiNunzio           | 37354        |
|                                   | Christopher Martin      | 37341        |
|                                   | Ron Rowe                | 37377        |
|                                   | Luke Skinner            | 37450        |
| <b>Career Based Instruction</b>   | Brian Jones             | 37390        |
| <b>Special Education</b>          | Patrick Carden          | 37624        |
|                                   | Stephanie Vagas         | 37332        |
|                                   | Julianna Wellington     | 37387        |
|                                   | Lindsay Pecchia         | 37363        |
| <b>Educational Tutor/Aide</b>     |                         | 37389        |
|                                   |                         |              |
|                                   |                         |              |
| <b>Library</b>                    | Diane Day               | 37351        |
| <b>Nurse</b>                      | Holly Lefoer            | 37334        |
| <b>Guidance</b>                   | Michael Vagas           | 37314        |
|                                   | Elizabeth Calderon      | 37315        |
|                                   | James Morocco           | 37895        |
| <b>Secretaries</b>                | Kathleen Way (Admin)    | 37310        |
|                                   | Sandy Albrecht (Admin)  | 37312        |
|                                   | Mary Nolasco (Guidance) | 37317        |
| <b>Custodian</b>                  | Ben Chaszeyka           | <b>37335</b> |
| <b>Transportation Coordinator</b> | Megan Roemer            | 37324        |

## PSJH STAFF

| <b>DEPARTMENT</b>               | <b>NAME</b>            | <b>VOICE MAIL</b> |
|---------------------------------|------------------------|-------------------|
| <b>Art</b>                      | Susan Holub            | 37365             |
| <b>Technology</b>               | Angela Zedaker         | 37422             |
| <b>STEM</b>                     | Bruce Daley            | 37445             |
| <b>English</b>                  | Pam Angelilli          | 37427             |
|                                 | Abby Aebischer         | 37426             |
|                                 | Lori Moncilovich       | 37413             |
| <b>Family/Consumer Sciences</b> | Korisa Walton          | 37446             |
| <b>Global Language</b>          | Christine Gotti        | 37349             |
|                                 | Lisa DiTommaso         | 37392             |
| <b>Mathematics</b>              | Janice Hohloch         | 37440             |
|                                 | Alaina McMahon         | 37447             |
| <b>Music</b>                    | Jeff Hvizdos           | 37330             |
|                                 | Jeff Penney            | 37425             |
| <b>Health/Phys Ed</b>           | Rich Murray            | 37416             |
| <b>Science</b>                  | Kenneth Cullar         | 37629             |
|                                 | Andrew Mamula          | 37471             |
| <b>Social Studies</b>           | Tom Pavlansky          | 37879             |
|                                 | Ryan Williams          | 37451             |
| <b>Special Education</b>        | Amy Close              | 37648             |
|                                 | Emily Garwood          | 37465             |
| <b>Educational Tutor/Aide</b>   | Marcy Barnes (Jr High) | 37886             |
|                                 |                        |                   |
|                                 |                        |                   |

**POLAND LOCAL SCHOOLS CALENDAR  
2024-2025 SCHOOL YEAR**

|              |            |                                    |
|--------------|------------|------------------------------------|
| Aug          | 19-28      | Inservice Days                     |
| <b>Sept</b>  | <b>3</b>   | <b>First Day of Classes</b>        |
| Oct          | 10         | Conferences (No Classes)           |
| Oct          | 11         | NEOEA Day-(No Classes)             |
| <b>Nov</b>   | <b>1</b>   | <b>End 1st Grading Period</b>      |
| Nov          | 20         | Inservice Day (No Classes)         |
| Nov          | 27-29      | Thanksgiving Break                 |
| Dec          | 23 - Jan 2 | Winter Recess                      |
| Jan          | 3          | Inservice Day (No Classes)         |
| Jan          | 6          | Classes resume                     |
| <b>Jan</b>   | <b>17</b>  | <b>End of 2nd Grading Period</b>   |
| Jan          | 20         | MLK Day                            |
| Feb          | 13         | Conferences (Classes in session)   |
| Feb          | 14         | No Classes                         |
| Feb          | 17         | President's Day-(No Classes)       |
| March        | 14         | Inservice Day (No Classes)         |
| <b>March</b> | <b>21</b>  | <b>End of Third Grading Period</b> |
| April        | 18 - 25    | Spring Recess                      |
| April        | 28         | Classes Resume                     |
| May          | 26         | Memorial Day                       |
| May          | 31         | Graduation Day                     |
| <b>Jun</b>   | <b>3</b>   | <b>Last Day for Underclassmen</b>  |
| Jun          | 4          | Teacher Report Day                 |

**Daily Schedule**

**BELL SCHEDULE #1**

- 7:05 Entry Bell
- 7:15 Warning Bell
- 7:25 Tardy Bell
- 1st Period - 7:25 - 8:13
- 2nd Period - 8:17 - 9:05
- 3rd Period - 9:09 - 9:58
- 4th Period - 10:02 - 10:50
- 5th Period - 10:54 - 11:22 (JR High - A Lunch)
- 5th Period - 11:26 - 11:54 (HS - B Lunch)
- 5th Period - 11:58 - 12:26 (HS - C Lunch)
- 6th Period - 12:30 - 1:18
- 7th Period - 1:22 - 2:15

# EMERGENCY PROCEDURES

## DELAYED OPENING OF SCHOOL

When emergencies such as weather conditions or power failures occur that require the delay or closing of school, notice is given as early as possible on most media stations. Please do not call the school, news stations or school personnel.

### 2 HOUR DELAY SCHEDULE

9:05 Entry Bell  
9:15 Warning Bell  
9:25 Tardy Bell  
1st Period - 9:25 - 9:53  
2nd Period - 9:57 - 10:25  
3rd Period - 10:29 - 10:57  
4th Period - 11:01 - 11:29  
5th Period - 11:33 - 12:01 (JR High - A Lunch)  
5th Period - 12:04 - 12:32 (HS - B Lunch)  
5th Period - 12:36 - 1:04 (HS - C Lunch)  
6th Period - 1:08 - 1:36  
7th Period - 1:40 - 2:10 (8th Grade Bell at 2:18)

## AUTOMATED PHONE MESSAGE SYSTEM

The use of the automated all-call phone message system is a courtesy for parents/guardians and staff. For emergency closings, please continue to check the mediums listed above. If there is a preferred number you wish to be used or wish to be removed from the list, please contact the high school office.

## FIRE DRILL INSTRUCTIONS

1. Teachers will acquaint all students in their charge to the proper exit for each room.
2. Students will be quiet and leave the room in an orderly manner upon instructions from the teacher. Students in the hall or other areas will immediately exit and report to the nearest teacher/class.
3. Each class is to exit via the assigned exit. The teacher is to be the last to leave the room and must accompany the class to the outside area. Lights are to be turned off.
4. In all instances all driveways should be cleared.
5. Provisions will be made for any student with special needs.
6. Teachers will give any further directions that they deem necessary.

## TORNADO DRILL INSTRUCTIONS

1. During a tornado watch the administration will be in touch with the radio stations and the weather bureau.
2. When a tornado warning is received, the office will transmit this to all rooms in the building.
3. Remain calm and quiet so all instructions may be heard.
4. The procedure in all circumstances is to lie face down with hands folded over the back of the neck. You are to lie down with the head being near the inner room walls.
5. Students should make themselves familiar with evacuation procedures for each classroom to which they are assigned.

## LOCKDOWN/CLOSED DOOR DRILL INSTRUCTIONS

Move quickly and quietly out of line of sight of interior windows. All lights should be turned off. Follow the teacher's instructions if necessary to relocate to the designated safety zone.

**REMAIN IN ASSIGNED SAFETY ZONES MAINTAINING COMPLETE SILENCE UNTIL ALL CLEAR SIGNAL IS ANNOUNCED VIA THE P.A.**

## STUDENT FEES

Many classes require the payment of fees. Invoices for fees will be mailed in November. Report cards, transcripts of credits, and diplomas will be held until all financial obligations are met.

### FEE CHARGES PER COURSE:

|         |   |   |
|---------|---|---|
| \$36.00 | Accounting 1: Online Program Fee                              | A |
| \$36.00 | Accounting 2: Online Program Fee                              |   |
| \$20.00 | High School Art Courses                                       |   |
| \$40.00 | AP Art History- Exam Prep Workbook/Consumable                 |   |
| \$30.00 | AP US History - Exam Prep Workbook/Consumable                 |   |
| \$15.00 | Biology I & AP Biology (non-college credit)                   |   |
| \$15.00 | BSCS Biology  |   |
| \$15.00 | BioTechnology   |   |
| \$30.00 | Chemistry 1 (including Advanced Chemistry NON COLLEGE CREDIT) |   |
| \$ 6.00 | Child Development   |   |
| \$25.00 | Culinary Fundamentals   |   |
| \$15.00 | All High School Level English Courses (full year)             |   |
| \$ 7.50 | English (semester class)                                      |   |
| \$10.00 | Environmental Science   |   |
| \$25.00 | Global Foods  |   |
| \$10.00 | Human Anatomy/Physiology (non-college credit)                 |   |
| \$10.00 | Italian I, II, III, IV (non -college credit)                  |   |
| \$15.00 | Microsoft Office Applications                                 |   |
| \$10.00 | Personal Wellness & Development                               |   |
| \$15.00 | Physical Geology (non-college credit)                         |   |
| \$15.00 | Physical Science  |   |
| \$15.00 | Physics Fundamentals  |   |
| \$15.00 | Physics STEM (non-college credit)                             |   |
| \$ 4.00 | Spanish II, III, IV and V (National Spanish Assessment)       |   |
| \$15.00 | Botany/STEM Intro   |   |
| \$20.00 | Technology Fee (assessed to every student)                    |   |
| \$10.00 | Textile Design, Constr & Mntc.                                |   |

### STUDENT FINES FOR DAMAGE TO TEXTBOOKS:

\$12.00 .....Damages requiring book to be rebound  
REPLACEMENT COST IF BOOK LOST OR DAMAGED BEYOND REPAIR



## 7-12 ABSENCE / TARDY PROCEDURES

The Ohio law requires school attendance for all persons between the ages of six and eighteen. Excused absences are defined as: Illness with medical verification; death in the family; quarantine; college visits (with prior approval and verification); vacation days (refer to item C for procedure); and with pre-approval of the building administrator for extenuating circumstances. In compliance with the MISSING CHILD ACT, to assure student safety, it is mandatory that a parent/guardian call 757-7018, ext. 1 to report a student's absence by 9:30 AM on all days a student is absent.

- (1) Students who miss only one day are responsible immediately upon return for all previously announced assignments.
- (2) Students absent more than one day have the number of days missed plus one to make up all class requirements.
- (3) Students who are absent may request assignments by contacting the Guidance secretary at Ext. 3. Please allow at least 24 hours for all assignments to be compiled.
- (4) A student must be in attendance a minimum of four periods of the school day to participate in or attend any school sponsored activity after school unless excused by the building administrator.
- (5) [Ohio House Bill 410 Link](#)
- (6) Truancy

### Highlights of HB 410:

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

### Medical Excused Absence

Only notes from the doctor, dentist, etc., submitted within 48 hours of the student's return to school are accepted to verify a medical absence.

### Unexcused Absence

Absences for all other reasons, including illness not accompanied by a medical excuse, are considered unexcused. Students are permitted a maximum of 15 unexcused absences from any one class per school year (8 per semester class). (Teachers track total classes missed per student, not full day absences only). For each unexcused absence beyond 15, students are not permitted to make up missed work unless a missed assignment counts for 20% or more of a 9-week grade. NOTE: Any student 18 years or older with an excessive number of unexcused absences may be withdrawn/expelled.

## Vacation

With prior permission, a student may use 5 days of the school year for purposes of visiting colleges, pursuing career plans, or family vacation(s). This is school work that can be made up. The excused 5 days are the first 5 consecutive days missed for such purposes. To utilize vacation days a note from a parent/guardian must be submitted in the office one week before days to be missed. A vacation form will be given to the student to have signed by each teacher. The completed form must be returned to the office before the student leaves for vacation or the absence is unexcused. The office is to be notified at least one day prior to making a college visit. All college visits must be verified with a letter from the Admissions Office, Dept. Head, Coach, etc., that includes the student's name and date of the visit. Verification is to be submitted to the high school office the day the student returns from the college visit. If verification is not received, the absence is unexcused. Additional vacation days beyond 5 days approved by the administration will count as unexcused absence. If a student has an excessive number of absences (12 or more), excused or unexcused, vacation days will be denied. Furthermore, vacation days will not be approved during midterm/final exam testing days.

## TRUANCY

Truancy is defined as being absent from school or any portion of the school day without BOTH school authorization and parental consent. Students will receive a grade of "0" (zero) for any work missed due to truancy and are subject to additional disciplinary action, including suspension. Days missed due to truancy are also counted as unexcused.

### CONSEQUENCES: TRUANCY FROM CLASS

- 1<sup>st</sup> Offense: Two (2) Administrative detentions for each class missed/parent contact
- 2<sup>nd</sup> Offense: 1 Day In-School Suspension
- 3<sup>rd</sup> Offense: 3 Days In-School Suspension
- 4<sup>th</sup> Offense: Out of School Suspension / Potential Withdrawn from the class with an "F"

### CONSEQUENCES: TRUANCY FROM SCHOOL

- 1<sup>st</sup> Offense: 1 Day In-School Suspension/ parent contact
- 2<sup>nd</sup> Offense: 3 Day In-School Suspension and/or Juvenile Court Referral/ parent contact
- 3<sup>rd</sup> Offense: Student will be processed for expulsion

## FIELD TRIPS OR BAND TRIPS

- (1) The teacher in charge of the trip shall submit the names of all students taking the trip to the office the day before the trip. These names will be included on the morning attendance the day of the trip.
- (2) Students with 10 or more unexcused absences may not be permitted to attend field trips during school hours.
- (3) Any student who misses a previously announced test or assignment is responsible for making up the test or assignment on the day after the field trip.
- (4) Students who do not wish to participate in a scheduled field trip must consult with the teacher who will determine whether an assignment or penalty, in lieu of the trip, is to be given.

*Failure to comply with attendance procedures may result in suspension, referral to the Mahoning County Truancy Court, and/or the recommendation that the student be processed for expulsion.*

## SIGN IN/SIGN OUT PROCEDURES

1. In order for a student to leave school early, a parent must communicate with the main office prior to the student leaving the building **and** no later than 9:10am. The parent must state the reason and provide a phone contact number. Parents may:
  - a. Provide a signed, written note. Students are to drop notes in a designated box outside the main office prior to the beginning of the school day.
  - b. Email [kway@polandschools.org](mailto:kway@polandschools.org), [kjsnyder@polandschools.org](mailto:kjsnyder@polandschools.org), [mdaley@polandschools.org](mailto:mdaley@polandschools.org) etc. prior to the student signing out, no later than 9:10am
  - c. Call the main attendance line prior to the student signing out, no later than 9:10am

All attempts should be made to schedule appointments during the student's study hall or after school.

2. Students will not be excused from school early without medical or legal verification on special event days such as pep assemblies, dances, or any special program.
3. Students who become ill during the school day are required to be evaluated /assessed by the nurse to be excused through the clinic. A nurse excuse will not be issued for student using text, cell, etc. to contact parent directly

## TARDINESS

Any student arriving after school begins must enter via the Main Entrance and follow any health screening and sign in procedures as directed. Any student arriving after 7:25 a.m. must report to the Administrative Office in order to sign in and receive a pass to class. Disciplinary action regarding student tardiness ON A **PER SEMESTER BASIS** is as follow:

|                                     |  |
|-------------------------------------|--|
| 1 <sup>st</sup> – 8 <sup>th</sup>   | No administrative action taken   |
| 9 <sup>th</sup> + 10 <sup>th</sup>  | Detention  |
| 11 <sup>th</sup> – 12 <sup>th</sup> | 1 Day In-School Suspension   |
| 13 <sup>th</sup> – 14 <sup>th</sup> | 2 Days In-School Suspension  |
| 15 or more                          | will result in alternative discipline (i.e. suspension, revoking privileges) |

Tardiness is excused when a written physician's excuse is received within 48 hrs of the students return to school.

### **Tardiness Highlights of HB 410:**

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

## 7-12 CLINIC AND CAFETERIA GUIDELINES

### SCHOOL CLINIC GUIDELINES

Once a student is seen by the school nurse or adult faculty, the student may obtain permission to call home. Students who become ill at school must obtain a pass from their teachers and report directly to the clinic. For safety/disciplinary reasons, do not attempt to call/text your parents before reporting to the clinic. Students must sign in upon entering the clinic. If the student receives permission to leave the building, the student must sign out in the administrative office.

### Medication Administration

There may be some instances when a student requires medication while at school. The following procedure is to be followed for any students needing medication:

A. A Medical Administration Record (MAR) is to be completed and signed by the student's parent/guardian AND licensed prescriber for each medication (prescription and non-prescription). The MAR must indicate the following: name of student, name of medication and dose, time that medication is to be administered, possible adverse reactions which should be reported to the prescriber, any special instructions or storage, date when medication administration is to begin and end, parent and prescriber's contact information

*(The Medication administration Record form is available in the school office or can be downloaded from the district website.)*

B. All medication **MUST** be brought to school **by the parent/guardian** and **MUST** be in the original container. Please note that students are not permitted to carry/bring any medication to school. EXCEPTION: students are permitted to carry rescue inhalers for asthma and Epinephrine Auto-Injections for life-threatening allergies, as long as the required medication forms are on file in the Health Office

C. Parent/guardian must notify the school of any changes in medication dose or time of administration

Parent/guardian may come to school to administer medication to their student  
Please contact your student's School Nurse for any questions

### CAFETERIA GUIDELINES

Poland Schools food service provides the opportunity for students to purchase lunch daily. We utilize a point of sale system linked to PaySchoolsCentral.com which allows the convenience of making payments online to assure that the students have a positive balance at all times (see food service link at [www.polandbulldogs.com](http://www.polandbulldogs.com))

## **7-12 GUIDANCE OFFICE GUIDELINES AND PROCEDURES**

**Elizabeth Calderon- Extension 31315**

**James Morocco- Extension 37895**

**Michael Vagas- Extension 37314**

**Mary Nolasco, Secretary- Extension 37317**

The Guidance office and services of the Guidance staff are available to all Seminary students. Students should communicate with the Guidance office to discuss career, college, or personal concerns. Counselors will schedule individual conferences upon request. Parents desiring such conferences may call to schedule an appointment with one of the counselors. Information regarding standardized tests (PSAT, SAT, ACT) and educational options such as College Credit Plus. College admissions representatives contact the Guidance office to present specific college procedures. Seniors are encouraged to take advantage of these presentations. Educational options follow Board and State guidelines. Title IX guidelines are in effect and questions should be directed to the Principal. Poland Seminary High School is in compliance with College Credit Plus, Ohio Graduation Tests, Honors Diploma, and other mandates as required by the Ohio Department of Education.

EDUCATION OPTIONS (See your guidance counselor for additional information concerning the following options.)

1. The College Credit Plus program allows that credits earned in postsecondary courses may be used to fulfill Board of Education requirements for high school graduation. Apply by April of year prior to enrolling.
2. Career Based Intervention
3. S.B. 311 allows for students to use alternate educational pathways to earn credit. More information and application can be found on the school webpage.
4. Career Training (apply by February of sophomore year)
5. College Tech Prep (apply in Sophomore year)

### PREPARING FOR COLLEGE

Colleges vary considerably in their admission requirements, making it difficult to list minimum high school course prerequisites; nevertheless, it is safe to assume that all colleges/universities expect their applicants to be well prepared in the core academic subjects.

### MAHONING COUNTY CAREER TECHNICAL CENTER (MCCTC)

The Mahoning County Career Technical Center is located in Canfield, Ohio. MCCTC offers vocational skills and opportunities to Poland Juniors and Seniors. Vocational students are eligible for all of Poland's extra-curricular activities. They graduate from Poland Seminary High School and receive a vocational certificate from the M.C.C.T.C. Application procedures and questions should be referred to the PSHS Guidance Office.

### SCHEDULE CHANGES

It is the responsibility of every student to check to be sure the proper requirements toward graduation have been completed and athletic eligibility requirements are met. Counselors are available one week prior to school.

1. Schedule changes are not freely made because books are ordered, class sizes established, and teacher loads determined long before school opens.

2. Schedule changes take place only through the Guidance office. Major subject schedule changes will be made only after a parental
  - a. conference or a written parental note.
3. Schedule changes will be made only for sound educational reasons.

#### DROP/ADD (High School Students)

**All students must be enrolled in five (5) classes each semester.** Students must also be enrolled in classes that will earn at least 5.0 credits each year. However, a student must average 5.25 credits per year to meet graduation requirements of 21 credits. A student may add any subject from the 1<sup>st</sup> through the 10<sup>th</sup> day of the semester. Students may drop a subject during the initial grading period of the class with agreement of the counselor and parents. Any subject dropped following the initial grading period will be considered failed, and a mark of “WF” will be recorded. This “WF” will be included in the calculation of grade point average.

#### REPETITION OF COURSES

If a student receives a final grade of “D” or “F” in a course, he/she may petition to retake the course here at Poland Seminary High School. The higher grade received will be used to compute the student’s cumulative grade point average. However, the course credit will only be awarded once toward graduation requirements. If the course is repeated in summer school, the summer school grade and the original grade will both be included when calculating cumulative grade point average. Again, only one credit will be awarded toward graduation requirements.

#### SUMMER SCHOOL

Students in grades 7 through 12 may attend a summer school outside the district with prior approval of the PSHS principal as to the acceptability or transferability of credits:

1. One unit may be taken at summer school when a student is deficient in credits due to failure or transfer into the Poland Schools.
2. Strong academic student, with scheduling difficulties created by a need for academic courses necessary for a college major may, with the building principal’s approval, opt for academic credit in summer school.
3. Courses repeated in Summer School will be calculated into the GPA.

### PSHS HONORS RECOGNITION

#### VALEDICTORIAN AND SALUTATORIAN

Valedictorian/Salutatorian must be enrolled as a full-time student at Poland Seminary High School for a minimum of his/her final four high school semesters and have taken the following course of study:

- 4 Units English (must include AP 11 and AP 12)
  - 5 Units Math (above Applied Alg 1 and including Calculus or AP Calculus)
  - 4 Units Science (must include BSCS Biology, Chemistry and at least two of either AP Bio, Adv Chemistry, or Physics)
  - 3 Units of the same Global Language or two Units each of two Global Languages.
  - 3 Units of Social Studies (must include Hon World Hist and AP US Hist)
  - 1 Unit of Fine Arts
- (Repeated courses will not be considered.)***

## NOTE: PRESS RELEASE/VALEDICTORIAN/SALUTATORIAN

Any student with a perfect 4.0 cumulative gpa at the conclusion of the junior academic year has the opportunity to be named Valedictorian. Students must also meet criteria listed above. (Students participating in the College Credit Plus program MUST discuss requirements to meet Valedictorian/ Salutatorian status PRIOR to scheduling at YSU.) Names of the candidates will be released to the press as Valedictorians unless as seniors they should receive a final grade of "B" or lower in a first semester class. Salutatorian will be the student or students with the second highest cumulative GPA.

The ultimate determination of Valedictorian/Salutatorian status will be the year-end marks.

## NATIONAL HONOR SOCIETY

To be eligible for consideration for the NHS, a student must be a junior or senior and have a minimum 3.5 cumulative GPA. To be selected, eligible students must demonstrate ideal behaviors in the areas of scholarship, leadership, character, and service. The final selection is made annually by a Faculty Control Board. Any member of NHS proven to display behavior adverse to the above listed areas may be suspended or removed from NHS.

## HONORS DIPLOMA

Graduating seniors must meet seven of the eight established criteria:

1. Four units of English
2. Four units of Math (Alg 1 or higher)
3. Four units of Science including 2 years of advanced Sciences
4. Four units of Social Studies
5. Three units of one Global Language or two units each of two Global Lang.
6. One unit of Fine Arts
7. GPA of at least 3.5 on 4.0 scale.
8. A composite score of 27 on the ACT or 1210 on the SAT

(Writing sections of either standardized test should not be included in the calculation of this score)

## HONOR ROLL

Honor Roll is compiled at the end of each nine-week grading period. All letter grades are converted to the following point system for Honor Roll and Class Rank.

A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.

High Honors: 3.75 - 4.0      Honors: 3.5 - 3.74      Honorable Mention: 3.0 - 3.49

## 7-12 GRADING PROCEDURES

### GRADING COMMITTEE ADOPTIONS

- A. Grades are recorded
  1. in percentages or
  2. in number form which can be converted to a letter grade or a percentage.
- B. Progress Reports
  1. Progress can be tracked by parents at any time by logging on to Progress Book: [ProgressBook](#)
  2. These are supplemental reports addressed to parents usually when a student is performing at a below competency level.
  3. This report also serves to advise parents of students who miss an excessive number of classes per grading period.
- C. Nine-Week Exams

A comprehensive 9-week exam may be given at the discretion of the teacher. If such an exam is given:

  1. Its weight shall be no more than 20 percent of the total 9-week effort.
  2. It must be administered at the assigned exam time and be one period in length.
  3. If, at the end of each quarter, a comprehensive 9-week exam is not administered, some other exam must be used at the assigned time.
  4. No exams are to be given before the day scheduled.
- D. MidTerm/Final exams may result in adjustment of the normal bell schedule.
- E. Grade Key: (A) 90-100 (B) 80-89 (C) 70-79 (D) 60-69 (F) 0-59

### OHIO HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation requirements as determined by the Ohio Department of Education can be [viewed here](#).

|                |   |
|----------------|---|
| English        | 4 credits   |
| Math           | 4 credits (Alg I in 8 <sup>th</sup> grade = cumulative credits and affects GPA)   |
| Science        | 3 credits (Must include 1 unit of a Physical Science, 1 unit of a Life Science and 1 unit of an Advanced Science)   |
| Social Studies | 3 credits (Wld History, American History, US Govt, + .5 elective)   |
| Health         | .5 credit   |
| Physical Ed    | .5 credit   |
| Electives      | 6 credits   |
| <b>TOTAL</b>   | <b>21 CREDITS REQUIRED FOR GRADUATION</b><br><i>(and pass all 5 sections of OGT and/or any other requirements mandated by the Ohio Department of Education)</i> |

New Ohio Core Mandates that:

- Math Units include Algebra 2 or equivalent
- All students must receive instruction in economics/financial/literacy during grades 9-12. Students must complete 2 semesters of fine arts grades 7 – 12.

Link to ODE Rules: [ALTERNATIVE WAY TO MEET OHIO'S GRADUATION REQUIREMENTS](#)



## PSHS COURSE OF STUDY

[Please click here for the complete courses of study and electives.](#)\*

\*Note: Health and Phys Ed are not offered at the MCCTC and must be completed prior to admission. Students wishing to pursue Career Training should have successfully completed those courses listed under grades 9 & 10 of the Career Training sequence. Additional required subjects for meeting graduation requirements are offered at the MCCTC.

### OHSAA STUDENT TRANSFERS AND ATHLETIC ELIGIBILITY

The Poland School District is a member of the Ohio High School Athletic Association (OHSAA) and adheres to all guidelines thereof. See Local Board of Education Policies regarding Athletic Eligibility.

SPORTS PARTICIPATION: OHIO HIGH SCHOOL ATHLETIC ASSOCIATION (OHSAA)

1. Player must not have turned 19 prior to August 1<sup>st</sup> to play that year.
2. Must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediate preceding grading period. (Each semester, students must be enrolled in and pass five (5) classes, not including physical education.) Students will remain ineligible until the start of the fifth school day of the next grading period. The 4<sup>th</sup> nine-week report period is used to determine the eligibility for fall interscholastic activities. Summer school grades shall not be used for fall eligibility purposes.
3. Athlete must maintain a minimum 1.0 GPA (re: S.B. 55)
4. Please refer to the Athletic Handbook available on the school website for additional information.

## 7-12 CODE OF STUDENT CONDUCT

The Poland Board of Education recognizes and protects the rights of students as individuals. The Board further recognizes that good education is largely dependent upon the maintenance of effective learning conditions within the classroom and an atmosphere of orderliness. Successful and continued maintenance of such classroom conditions is dependent upon good judgment and compassion by the teacher, understanding and leadership by the administrators, and support of the Board of Education, the parents, and the students.

Good order and discipline are best thought of as being positive, not negative; of helping a student to adjust, rather than as punishment; of turning unacceptable conduct into acceptable conduct. As a working definition, good order and discipline may be described as the absence of distractions, friction, and disturbances that interfere with the optimum functioning of the student, the class, and the school. It is also the presence of a friendly yet businesslike rapport in which students and school personnel work cooperatively toward mutually recognized and mutually accepted goals.

It is upon this rationale and philosophical basis that the Board of Education does hereby adopt the following student code of conduct and procedures, as mandated by Ohio H.B. 421. This code does not supersede those Board of Education policies already in effect, but is in addition to.

The rules and standards set forth apply to conduct on school premises or on school buses or involving school property, to conduct off school premises which directly affects other students, the school or its staff, and to conduct at school functions of any kind. Any conduct which causes or which creates a likelihood that it will cause disruption or interference with any school function, activity, or purpose, or creates a likelihood that it will interfere with the health, safety or well-being, or the rights of other persons, is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all acts of misconduct can be itemized.

### CORPORAL PUNISHMENT

In accordance with the state statute, corporal punishment may not be administered in the Poland Schools. However, the use of reasonable physical force when it is essential for self-defense, the preservation of order or for the protection of other persons or the property of the Poland Board of Education is permitted in accordance with State Statute.

### SCOPE OF JURISDICTION

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

In addition, this Code of Conduct includes: 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

## ADMINISTRATIVE DETENTION

Tuesday, Thursday 6:50 am

Students may be assigned Administrative detention for a variety of reasons. The most common reasons are tardiness and office referral. It is the student's responsibility to avoid detention. An unexcused absence from Administrative detention will result in additional discipline. Students will serve Administrative detention as assigned by the administration.

Teachers are responsible for disciplinary procedures including detention for their individual classes. Students are responsible for following all class rules and procedures. Teachers will assign and monitor their own detention, and students should not confuse the individual teacher's detention with an Administrative detention.

## DETENTION PROCEDURES:

1. Administrative detentions will be from 6:50-7:20 am
2. Any student who does not attend a teacher-assigned detention will be assigned 2 administrative detentions.
3. For every Administrative detention not served, the student may receive In-School Suspension

## IN-SCHOOL SUSPENSION

In-School Suspension begins promptly at 7:25 AM and ends at 2:15 PM

- Students will report to assigned room between 7:15 and 7:25 with Chromebook, books, study materials, etc
- Late Arrival or Early Dismissal privileges DO NOT apply for In-School Suspension days and may be revoked permanently due to academic, attendance and/or behavioral issues
- Lunch will be eaten in ISS room. Scheduled restroom breaks will be provided. ISS students disturbing classes, staff or students will not be tolerated
- Students must attend for the entirety of the school day to meet the requirements of ISS

Students are required to bring books, chromebook and/or study materials for all classes

- On-task academic and respectful behavior is expected at all times.
  - Students are not permitted to sleep, talk, etc.
- Students are required to complete teacher-provided academic assignments for the day of the suspension
- Students are not permitted to bring outside items into ISS (i.e. electronic devices, playing cards, magazines not related to academic assignments)

All school rules apply. ISS Teacher is to enforce the following rules:

- Students will be assigned a seat and may not move from that seat without permission from the teacher in charge
- ISS students must adhere to the school dress code
- Cell phones will be collected by the ISS teacher and returned to student at 2:15 PM

**Students removed from ISS will be issued Out of School Suspension/other progressive discipline**

*\* Please Note In-School Suspension is not on your permanent record.*

## OUT-OF-SCHOOL SUSPENSION

1. Suspensions are for a period of 1 to 10 days. The number of days for the infraction is determined by the administration.
2. It is the student's responsibility to obtain all assignments and to make up missed assignments.

## EMERGENCY REMOVAL

**CLASS:** A teacher may remove a student from curricular or extracurricular activities under his/her supervision, but not from the premises. The student will report directly to the assistant principal's office for further measures.

**SCHOOL:** If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process or atmosphere of the school, the superintendent, principal or assistant principal may remove the student from the premises - curricular and/or extracurricular activities without advance notice to parent or guardian.

## DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any weapon or instrument that can be considered a dangerous weapon, look-alike weapon, or instrument of violence. This act may result in an expulsion for at least one (1) year. See: BOARD POLICY 5270, page 41 b.

**NOTE:** STUDENT DUE PROCESS AS PRESCRIBED BY OHIO LAW (HOUSE BILL #421) AND ADOPTED BY THE POLAND BOARD OF EDUCATION WILL BE FOLLOWED FOR SUSPENSION, EXPULSION, OR EMERGENCY REMOVAL (FURTHER GUIDELINES SEE 5270 PUPIL PERSONNEL POLICIES – BOARD HANDBOOK).

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Poland Board of Education, if there is reasonable suspicion that a student is in violation of school rules. Student lockers, desks, cabinets, and similar property are the property of the Poland Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. Student lockers, desks, cabinets, etc. and their contents are subject to inspection by authorized school personnel at any time without warning. Random inspections may include the assistance of dogs trained to detect the presence of drugs. No student is permitted to share a locker without the written permission of the administration. Sharing a locker does not excuse either student from being responsible for the contents within the locker at all times.

Students who exercise the privilege of driving, riding, or parking a private vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle may contain unlawful material or material which violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible report to law enforcement officials, and school disciplinary procedures.

## DRUG, ALCOHOL & TOBACCO POLICY

The policy is intended to be one that will discourage any school student from using, possessing, or distributing any of the drugs included herein. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Trained narcotic dogs (canine searches) will be deployed periodically to detect the presence of illegal or unauthorized controlled substances on school grounds, lockers, and vehicles parked in the school safe zone. This policy is not deemed to be punitive but educational. It is hoped that students will be aware that the Board of Education looks gravely upon any of the acts relating to drug use included in the policy as ones which cannot be condoned and that students will consequently conduct themselves in a manner in which the schools and society have set for them.

### **BREATHALYZERS MAY BE USED AT ANY SCHOOL FUNCTION.**

#### I. FOR PURPOSES OF THIS POLICY, "DRUGS" SHALL MEAN:

- A. All dangerous illegal drugs or controlled substances as so designated and prohibited by Ohio Statute in accordance with the U.S. drug Enforcement Agency classification schedule, except for prescription medications in accordance with Board Policy and the District's medication procedures.
- B. All chemicals which release toxic vapors. (i.e. inhalants, etc.)
- C. All alcoholic beverages and products containing alcohol.
- D. Any look alike drugs. NOTE: H.B. 535 makes it a violation of school policy and state statute to sell or possess so-called "look-alike" drugs when represented as controlled substances, when in fact they are not; or which are controlled substances falsely represented to be a different type of illegal drug. The same penalties and procedures contained in the high school drug policy shall be applied to the above infractions.
- E. Steroids
- F. MEDICATION
- G. **Students are not permitted to carry any medication, including over-the-counter medication. All medication will be dispensed from the clinic.** If it becomes necessary for a student to take medication of any form while at school, a parent/guardian must complete and sign a MEDICATION FORM. A physician's signature is also required for prescription medications that need to be given at school. All medications must be in a pharmacy labeled bottle that includes the student's name. All over-the-counter medications must be in the original labeled container with the student's name written on the bottle.

#### RULES

1. A student shall not possess, consume or show evidence (through smell or actions) of having consumed any controlled substance, including alcohol.
2. A student shall not possess, use, transmit, conceal or sell any drug paraphernalia this shall include any and all electronic vaporizing devices and oils of any kind:
  - a. On any school grounds or in the school itself at any time, including school activities, functions, or events.
  - b. Off school grounds at school activities, functions or events.
  - c. On school buses or rented carriers or any other method of transportation used for school activities.
  - d. On adjacent property before, during, or after school hours, or school activities, functions and events.
- 3.. Drugs under authorization and prescription by a physician for the individual shall be turned over to the nurse. EpiPens and Asthma inhalers are excused from the above

policy as long as proper paperwork is on file. Parents whose children are on medication shall notify the school nurse and have the proper forms filled out by the parent and physician.

## II. CONSEQUENCES FOR USE OR POSSESSION OF DRUGS OR DRUG PARAPHERNALIA

- A. Any individual found using or in possession of **drug/alcohol/vaporizing device/paraphernalia** on or in the area of school property or at school-related functions shall be suspended from school for ten days. If a student/parents choose to participate in an approved clinical recovery program, the suspension may be reduced.
- B. Subsequent offense results in expulsion.

## III. CONSEQUENCES FOR SELLING DRUGS

- A. Upon determination that a student has been involved in selling drugs, the principal will notify parents, the superintendent, and the proper law enforcement agency.
- B. Parents shall immediately be called for a conference.
- C. Students will be expelled.
- D. Action taken by law enforcement agencies is separate and distinct from the action taken by the school.

## IV. PROCEDURES FOR DRUG/ALCOHOL OFFENSES

- A. Upon determination that a student has used or is in possession of drugs, alcohol, the principal shall immediately notify the parents and the superintendent.
- B. Parents should be called immediately for a conference.
- C. A suspension or expulsion shall be entered into the pupil's cumulative folder through a letter with such letter being expunged from the student's record upon graduation.
- D. School districts that receive students who have been suspended or expelled, which request information relative to the student's record, shall be advised by the principal.
- E. Suspension from school includes exclusion from extracurricular activities, school functions and all school sponsored functions, and all school sponsored programs for a specified number of days.
- F. During suspension or expulsion students are not permitted on school grounds or at school-related activities.

V. Expulsion from school includes exclusion from extracurricular activities, school functions, and all school-sponsored programs.

VI. No student expelled may accrue any credits or grade equivalent for that period of expulsion.

## VII. SMOKING POLICY

- A. Students shall not use or possess tobacco or tobacco products in any form while on school property or at school events.

### TOBACCO VIOLATION (Cigarettes, Chewing Tobacco, etc) CONSEQUENCE:

Possession: 2 Day Suspension

Possession/Use of 1<sup>st</sup> Offense: 3-day out of school suspension

Tobacco: 2<sup>nd</sup> Offense: 5-day out of school suspension

3<sup>rd</sup> Offense: 10-day out of school suspension with a recommendation for expulsion.

## VIII. COUNSELING AND RE-ENTRY PROGRAMS:

- A. Information may be obtained through both the guidance office and drug education prevention coordinator.

NOTE: Federal requirements mandate that parents and students be given a copy of these standards of conduct, the statement of disciplinary sanctions required, and that compliance with these standards of conduct is required by Federal statute and Board Policy.

### **ANTI-BULLYING AND/OR ANTI-HARASSMENT**

The Board of Education is committed to providing a safe, positive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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, psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which may cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property if the student or employee 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, in a school vehicle, or where an employee is engaged in school business.

*This policy has been developed in consultation with parents, District employees, volunteers, students and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.*

Harassment, intimidation or Bullying means:

1. Any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
2. Violence within a dating relationship

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

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s)

Any student or student's parent/guardian who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the

Superintendent. The student may also report concerns to teachers and other school staff who are responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by and electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and disciplinary action. This may include suspension or expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. The District shall implement intervention strategies to protect a victim and other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report. This policy shall not be interpreted to infringe the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State and Federal law

#### ANTI-HAZING POLICY

BULLYING IN ANY FORM IS NOT PERMITTED. Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates substantial risk of causing mental or physical stress or harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

#### FIGHTING

Students shall not cause the act of hostile bodily contact in or on school property or while in attendance at any sponsored school activity or event.

#### UNWANTED PHYSICAL CONTACT OR VIOLENCE

A student shall not cause physical injury or behave in such a way or threaten to cause fear of physical injury to any student, members of the certified or classified staff, student teachers, tutors, or visitors to the school system. Students who make serious threats of harm, verbally or written,



may be required to attend an assessment and/or counseling before returning to school, following a suspension.

#### BEHAVIOR GUIDELINES FOR SCHOOL ASSEMBLIES

Mature behavior is expected from all students at all times. Students are to practice common courtesy and remain in their seats. Students who cannot act in a mature and courteous fashion may receive school discipline and/or lose their privileges to attend school assemblies.

#### BEHAVIOR GUIDELINES FOR ATHLETIC AND AFTER-SCHOOL EVENTS

All school rules, including guidelines for personal appearance and Board of Education policies are to be followed at all times. Breathalyzers may be used at any time for school events. Mature behavior is expected from all students at all times. No derogatory comments toward players, participants, or officials will be tolerated. Students who cannot behave accordingly may forfeit their privilege to remain at the event. Repeated offenses may result in the loss of the privilege to attend athletic and/or after-school events in the future.

### **ACADEMIC HONESTY - CHEATING/PLAGIARISM**

Poland Seminary believes that the school and the home be engaged in a partnership to teach the values of integrity, truth, personal accountability and respect for the rights of others. These values are the foundation of a strong academic environment.

Students are expected to act with integrity, respect for their own intellectual and creative work as well as that of others, acknowledge sources consistently and completely, act honestly during exams and on assignments, and report grades accurately.

Academic honesty requires that students produce work that is their own work. In contrast, Academic Dishonesty is a student's attempt to claim work and/or skills that he or she did not solely produce.

**Poland Seminary defines Academic Dishonesty as the act of fraud or deception in any academic setting. Students and families should understand that Academic Dishonesty includes, but is not limited to:**

- Communicating with another student during an assessment
- Using an unauthorized device during assessment or assignment
- Copying material during an assessment or assignment, allowing another student to copy from their work
- Using unauthorized notes or devices without explicit teacher permission
- Submitting falsified information for grading purposes
- Obtaining and supplying a copy and/or information about an assessment or assignment without the knowledge and consent of the teacher
- Submitting work written by another person or generated via Artificial Intelligence (AI) technology (without clear direction from the teacher to do so)
- Submitting work written by the student for another assignment without the instructor's knowledge or consent (self-plagiarism)
- Copying another person's assignment(s), allowing another student to copy his or her assignment
- Failing to use quotation marks where appropriate.
- Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography/works cited.
- Making up data for an experiment.

- Citing nonexistent sources (articles, books, etc.).
- Taking a photo of an assessment or assignment
- Taking home assessments or assignments without the knowledge and consent of the instructor

Students are responsible to understand and respect the standards of Academic Honesty and apply these standards to their work:

We acknowledge that methods and tools for cheating and plagiarism are always changing. Therefore, we expect students to interpret the standards of academic honesty with integrity and in good faith. If you are unclear whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

#### CONSEQUENCES FOR ACADEMIC DISHONESTY- CHEATING/PLAGIARISM:

##### First Infraction:

1. Teacher informs an administrator prior to parent contact.
2. Teacher informs the parent.
3. Student receives a grade of zero for the specific test or assignment.

##### Second Infraction in any course:

1. Teacher informs an administrator prior to parent contact.
2. Conference with administrator, counselor, parent, student and teacher.
3. Student receives a failing grade for the grading period.

##### Third Infraction in any course:

1. Teacher meets with the administrator prior to parent contact.
2. Conference with administrator, counselor, parent, student and teacher.
3. Student receives a "Withdraw Fail" grade and is withdrawn from the course.

If a student steals, sells or buys an examination or assignment, a parent conference will be called, a suspension made, and the student will fail the course.

If a student steals keys or is involved in illegal school entry, the administrator is to be notified immediately. The school administration will notify the (LOCAL AUTHORITIES), a suspension will be made, a parent conference will be called, and the student will fail the course. Where appropriate, expulsion procedures will be initiated.

#### Student Artificial Intelligence (AI) Guidelines

We recognize the potential benefits that Artificial Intelligence (AI) can have on student learning. In an effort to guide students use this technology appropriately in the school setting we have outlined the following acceptable uses:

- Use AI to support your learning, not to replace it. AI is a tool that can help you learn, but it is not a substitute for your own effort. You should still do the work required to learn the material.
- Be honest about your use of AI. If you use AI to help you with an assignment, be sure to cite your sources. Submitting AI generated content as a substitute for original student work will be considered plagiarism.
- Be aware of the potential risks of using AI, such as copyright infringement, false information and data privacy.
- Teachers can use their discretion to assign or allow students to use these tools at certain times. Make sure to respect the rules of each of your teachers.

## Monitoring Student Use of AI

To ensure that students are using AI tools ethically and responsibly, teachers/administration may:

- Utilize the AI detector in Turnitin.com to determine if AI tools were used in student submissions.
- Utilize Google Workspace tools (including: Version history, Draftback, and Originality Reports) to determine authenticity.
- Require students to cite any use of AI on submitted work according to the [MLA Guidelines](#).
- Provide (POLAND SEMINARY GUIDELINES FOR AI USE) for more information.

## 7-12 STUDENT BEHAVIOR

### DAMAGE TO SCHOOL OR PRIVATE PROPERTY

A student shall not cause or attempt to cause damage to school or private property. This shall include buildings, grounds, equipment, motor vehicles, or materials at any time while on school property, during a school-sponsored activity, and/or while enroute to or from school or a school related activity. Students and their parents or guardians will be held responsible for any vandalism, damage, or destruction that the student commits on school property. (This also includes toilet papering, etc.) Remuneration for the complete restoration of damage will be required (consideration for normal wear and tear granted, etc.), and students may face a suspension from school and all school related activities. Furthermore, if a student of senior status has not yet participated in commencement ceremonies, damage to school or private property by them may result in their suspension from commencement ceremonies.

### DISOBEDIENCE, GROSS MISCONDUCT

Defined as persistent disobedience or gross misconduct not otherwise defined. The penalty for the violation of these policies will be decided upon by the Administrative staff. Such action can come in the form of counseling, parent conferences, assignment of additional work, rearrangement of class schedules, detention, and suspension to a maximum of 10 school days, recommendation for expulsion from school and/or referral to the Juvenile authorities. Furthermore, if a student of senior status has not yet participated in commencement ceremonies, his/her misbehavior may result in his/her suspension from commencement ceremonies.

### DISRUPTION OF SCHOOL

A student shall not by use of violence, force, coercion or threat cause material disruption or obstruction to the carrying on of a normal school day. For example, but not limited to, a disruption would include unusual dress and appearance, bomb threats, the setting off of fire alarms, strikes or walkouts, the use of stink bombs, fireworks, the impeding of free traffic to or within the school, etc.

### INCITING OTHERS TO VIOLENCE OR DISRUPTION

Students shall not cause by words, acts, or deeds, direct inciting of others to commit violence or a disruption to the atmosphere of order and discipline needed for an effective learning climate. A student shall not cause the act of hostile bodily contact in or on school property or while in attendance at any sponsored school activity.

### INSUBORDINATION

Failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel will not be tolerated. Any reasonable request made by authorized school personnel must be promptly complied with by students in a spirit of cooperation and courtesy.

#### LOITERING

Students shall not loiter at any time on school grounds, in buildings, or adjacent properties.

#### PROFANE, OBSCENE, VULGAR, OR OTHER IMPROPER LANGUAGE OR MATERIAL

Students shall not display the use of improper language, verbally, by gesture, or in writing during any school-related activity.

#### THEFT

When a student is in possession of an item he/she does not own without permission of the owner, it must be turned in to the office or a member of the staff immediately, or the item will be considered stolen property. This includes book bags, gym bags, purses, items in lockers, such as student lunches, coats, calculators, etc.

#### ELECTRONIC COMMUNICATION DEVICES

Cell Phones, personal laptops/electronic devices are not permitted to be used during the school day

- Wired earbuds are permitted, **with teacher permission**, while using their **school issued computer**
- Wireless earbuds are NOT permitted
- Each infraction results in device being confiscated
  - First Offense - 1 Day In School Suspension
  - Second Offense - 3 Days In School Suspension
  - Third Offense - 5 Days In School Suspension
  - Additional Offenses could result in Out-of-School Suspension

## 7-12 PERSONAL APPEARANCE GUIDELINES

It is the responsibility of the student to maintain appropriate personal appearance. All clothing shall be neat, clean, practical and modest. The school retains the right to rule against specific items of clothing and general appearance for reasons of safety, health, or disruption of classroom procedure.

### APPEARANCE WHILE IN ATTENDANCE

1. Outdoor apparel (i.e. hats, coats, jackets) may be worn to and from school but NOT during the school day
2. Hoods are NOT to be worn during the school day
3. Shoes must be worn to avoid unsafe and unhealthy conditions. Flip flops, slippers, and backless shoes are NOT permitted and may not be worn.
4. The torso must be covered.
  - a. A student's top must touch the pants or skirt while the arms are raised to shoulder height
  - b. Skirts must be 3" from top of knee or longer.
5. All types of sweatpants, lounging pajamas, leggings, yoga pants, tights, or ripped/torn jeans (**displaying skin**) are not permitted. Jeans/Pants must have back pockets. Distressed jeans are permitted provided the skin does not show.
6. Tank tops, halter tops, see through tops, or tops with spaghetti straps or without sleeves are not to be worn. Modest and non revealing tops are required. Shoulders must be covered (no cut-off sleeves) .
7. Clothing with inappropriate pictures, lettering and/or displaying tobacco, alcohol, or drugs are not to be worn.
8. Hair: Hair color will be of natural tone (not blue, purple, pink, etc) Haircuts deemed to be extreme or a distraction (designs cut into hair, shaved mohawks, or hair hanging down in front of eyes) are not permitted.
9. Student-made or printed shirts are prohibited unless specifically approved by the administration
10. Any clothing, jewelry, or other material perceived as being gang related is not to be worn.
11. All pants must be worn at waist level at all times. Oversized, baggy clothing or excessively long shirts are not permitted.
12. Pocket chains, facial piercings (with the only exception being an inconspicuous nose stud), and gauged earrings are not permitted.
13. **Book bags are not permitted to be carried by students, except to transport books to and from school.**
14. **Handbags/Purses must fit on an 8.5x11 piece of paper with paper showing in background. (No large handbags, purses, etc permitted)**

**NOTE:** All clothing should be moderately fit and worn as it was designed. Shorts (school appropriate) are only permitted for seniors when notified by the Administration at the **end** of the school year (senior privilege). Underclassmen may be given the privilege of wearing shorts. This policy is intended to maintain proper decorum and eliminate distractions. Students needing accommodations for dress due to medical reasons are required to provide medical documentation and /or conference with school nurse.

### **DRESS CODE VIOLATIONS**

- |   |  |
|---|--|
| 1 <sup>st</sup> Offense: Home contact/remedy      | 4 <sup>th</sup> Offense: 2 days ISS                  |
| 2 <sup>nd</sup> Offense: 2 Admin Detention/Remedy | 5 <sup>th</sup> Offense: 3 Days ISS                  |
| 3 <sup>rd</sup> Offense: 1 day ISS                | 6 <sup>th</sup> Offense: Suspension/ Alt. Discipline |

**NOTE:** Dress code violations may result in the immediate removal from class.

## DRIVING AND PARKING POLICY

All students driving to school must complete the Vehicle Registration Form available in the school office. The Vehicle Identification Tag must be clearly displayed in the front windshield of the vehicle. If you obtain a different vehicle or license number, notify the school office immediately. The Poland Schools are not responsible for vehicles or their contents while parked on school property. **All vehicles parked on school property are subject to unannounced search by school authorities.**

Parking Lot Regulations:

- No reckless driving is permitted on or around school property
- Parking is limited to spaces designated for students only
- The ORC #4513.263 requires all drivers and passengers to wear seatbelts. The driver can be held responsible for unrestrained passengers in their vehicle.

Violations of Driving/Parking Rules/Regulations:

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: Loss of driving privileges for 1 week

3<sup>rd</sup> Offense: Loss of driving privileges for 2 weeks

4<sup>th</sup> Offense Vehicle towed at driver/owner's expense and loss of driving privilege for the

remainder of the school year.

**NOTE:** Vehicles not registered may be towed at driver/owner expense.

**NOTE:** Alternative discipline may be administered where a person's safety is a concern. If the student drives during a suspension period the vehicle may be towed at the driver/owner's expense and driving privilege may be denied for the remainder of the year.

## 7-12 COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

The Poland School District is pleased to make available to students/staff access to interconnected computer systems within the District and to the Internet. In order for the Poland School District to be able to continue to make its computer network and Internet access available, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access.

A student/staff who submits to the school, as directed, a properly signed Policy and Agreement and follows the Policy to which he or she has agreed will have computer network and Internet access during the course of the school year. The user's use of the computer network and Internet is a privilege, not a right. The district reserves the right to monitor and inspect email, system use, and internet activity while using the district provided network. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's/staff tenure in the School District. The current agreement is available to you at all times in your Final Forms account.

## 7-12 MISCELLANEOUS

### FIELD TRIPS

All school rules apply. Failure to comply may result in suspension or loss of bus privileges.

### STUDY HALL

Study halls have been established in order to provide a quiet place for students to read, write, and to study their lessons. In order to give every student an opportunity to take full advantage of this study time, guidelines set forth by the study hall teachers and school must be followed.

### BOOK CARE

A fine will be assessed for damage other than normal use. The fine is determined by the teacher. If a book that has been checked out to you is lost or stolen, you are financially responsible for the replacement cost of that book. For your protection, keep a lock on your locker (locks are available in the school supply store located in the Library). The school is not responsible for stolen or lost articles, including books.

### CAMERAS

Students are not permitted the use of cameras or any device that reproduces images unless they are previously authorized by an administrator.

### GAMES

Playing cards, hacky sacks, electronic gaming devices, and other items classified as toys are not permitted on school grounds.

### LOCKERS

All lockers are property of the Board of Education and may be inspected or searched at any time by the school administration. It is the responsibility of students to keep their lockers clean, free of posters, etc. Administrators recommend the use of locks on all lockers.

### SURVEILLANCE CAMERAS

Poland Seminary High School is equipped with surveillance cameras throughout the school building. These cameras are also equipped with recording devices. Individuals entering the building need to be aware the actions recorded from the surveillance cameras may be used against them in discipline situations.

### REQUIRED RELEASE OF INFORMATION TO ARMED SERVICES

According to recent Federal legislation, we are required to release the names, addresses, and phone numbers of all juniors and seniors to U.S. Armed Forces military recruiters. Parents may "opt out" of this mandatory release of information by notifying the Guidance Office via phone call or in writing by September 15<sup>th</sup> of the student's junior year.

### UNAUTHORIZED PUBLICATIONS

Publications not authorized by the high school administration and/or the Board of Education are hereby prohibited for any type of possession or distribution during school hours/at school related events or on school property

## **PSHS CLUBS AND STUDENT EXTRACURRICULAR ACTIVITIES**

All students are subject to all rules and regulations of all clubs and student activities to which they belong. Along with the rules and regulations, each activity advisor/coach shall cover possible safety hazards inherent with the activity. It is your responsibility to know the rules and safety hazards involved. Each student should be aware there is a possibility a student may suffer an injury as a result of participation in extracurricular activities. Even though participation in clubs and student extracurricular activities is a privilege, we afford students the guidelines of O.R.C. 3313.66.

### **PSHS ORGANIZATIONS**

Academic Challenge  
Art Club  
Computer Club  
FCCLA  
French Club  
Italian Club

Leadership  
Literary Magazine  
Marching Band  
N.H.S.  
Poland Players  
Interact Club

Science and High Tech  
Seminarian  
Spanish Club  
Speech & Debate Team  
Student Council  
Yearbook

### **7th AND 8th GRADE ORGANIZATIONS**

Yearbook

Student Council

Junior Leadership