

Student Handbook

2026-2027



Ottawa Hills
Jr./Sr. High School

2532 Evergreen Rd. | Toledo, Ohio 43606

Approved by the Board of Education August 5, 2026

Message from Jr./Sr. High School Principal.....	3
Building Contact Information.....	5
2026-2027 School-Year Calendar.....	6
School Schedules.....	7
Rotating Schedule: First & Second Semesters.....	7
Assembly Schedule.....	7
Senior High: 2026-2027 Class & Student Council Officers.....	8
Student Council Executive Board Officers.....	8
Seniors - Class of 2027.....	8
Juniors - Class of 2028.....	8
Sophomores - Class of 2029.....	8
Freshmen - Class of 2030.....	8
Junior High: 2026-2027 Class & Student Council Officers.....	13
Student Council Executive Board Officers.....	13
School Spirit.....	13
Alma Mater.....	13
Fight Song.....	13
About Ottawa Hills Junior/Senior High School.....	13
The Mission Statement of Ottawa Hills Local Schools.....	13
Our Core Values.....	13
Objectives of Ottawa Hills Junior/Senior High School.....	13
Philosophy.....	13
Ohio Student Religious Liberties Act of 2019.....	13
Equity Mission Statement.....	13
Bill of Rights and Responsibilities.....	13
Family Educational Rights and Privacy Act (FERPA).....	14
Notice of Nondiscrimination.....	15
Notice of Procedural Safeguards.....	16
Child Find.....	16
Special Education Records.....	16
Attendance Policies.....	16
Attendance Overview.....	16
Excessive Absences.....	17
Medical Excuse Absences.....	17
Permissible Absence Criteria and Procedures.....	18
Excused Absence: Family Vacations.....	18
Excused Absence: College Visits.....	18
Unexcused Absences.....	18

Early Release for Seniors.....	19
Extracurricular Attendance.....	19
Field Trips or Absence from Class Periods Due to In-School Sponsored Activities.....	19
Illness.....	19
Leaving the Building and Building Passes.....	20
Open Lunch.....	20
Tardiness.....	20
Agora and Agora Junior Week Attendance.....	21
Student Code of Conduct.....	22
Honor Code.....	22
Consequences for Violating the Honor Code.....	22
Dress Code.....	23
Student Dress Code.....	23
Rules and Expectations for School Dances and Activities.....	24
Public Display of Affection.....	24
Lockers, Cars and Personal Belongings.....	24
Bicycles and E-Bikes.....	25
Driving Privileges.....	25
Technology Guidelines.....	25
Cost of Loss or Damage.....	26
Software Piracy.....	27
Ottawa Hills Logo.....	30
Personal Communication Devices.....	30
Security Cameras.....	31
Health Office and Medical Information.....	31
Medication Policy.....	31
Code of Conduct Violation about Medicine.....	32
Emergency Medical Treatment.....	33
Control of Communicable Diseases.....	33
Common Contagious Illnesses for When to Keep a Student at Home.....	33
Control of Blood-Borne Pathogens.....	34
Title IX.....	34
Ottawa Hills Jr./Sr. High School's Title IX Coordinators:.....	34
Raptor.....	34
GoGuardian.....	35
SAVE Students Act.....	35
Threat Assessment Student Leadership.....	35
Safe Schools Reporting.....	35

If you SEE Something, SAY Something.....	35
Lucas County Anti-Bullying Campaign and Hotline.....	36
Lucas County Rescue Crisis/ Suicide Prevention Hotline.....	36
School Safety Steps.....	36
Discipline Programs.....	36
The Bear Path Program.....	36
The Foundry.....	37
Restorative Discipline Practices.....	38
Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion	38
Students' Rights and Responsibilities.....	39
School Discipline.....	39
Definitions.....	39
Detentions.....	40
Saturday Morning Detention.....	40
In-School Suspension.....	40
Out-of-School Suspension.....	40
Expulsion.....	40
Emergency Removal of Student.....	41
Violations of the Student Code of Conduct.....	41
1. General Misconduct.....	41
2. Disruption/Interference to the Learning Environment or Other Activities.....	42
3. Insubordination / Non-Compliance with Staff Directives.....	42
4. Leaving School Premises Without Permission.....	42
5. Property Stewardship, Vandalism, and Campus Care.....	43
6. Roughhousing & Horseplay.....	43
7. Vulgar, Improper Language, Gestures, and Possession of Inappropriate Materials...44	
8. Unauthorized Presence / Out Of Assigned Area.....	44
9. Loitering.....	45
10. Fighting/Physical Assault.....	45
11. Cheating and Plagiarizing (see Honor Code).....	46
12. Technology/Acceptable Use Policy Violations (see AUP Policy).....	46
13. Personal Communication Device Violations (see PCD Policy).....	46
14. Unauthorized Campus Access / Trespassing.....	46
15. Intimidation, Harassment, and Threat of Physical Harm.....	46
16. Anti-Hazing.....	47
17. False Reporting of Fire, Emergency, 911, Bomb, Lockdown, or Disaster	48
18. Drugs, Tobacco, Vaping and Alcohol.....	48
19. Weapons, Firearms, and Dangerous Instruments.....	49

Definitions of Prohibited Items.....	49
Mandatory Disciplinary Consequences.....	50
20. Compromising School Safety	50
21. Bigotry and/or use of Offensive Language in a Discriminatory Manner.....	50
22. Discriminatory Harassment (Enforced in accordance with Board Policy 5517).....	50
23. Bullying, Cyberbullying, and Aggressive Behavior.....	52
24. Contributing to the Delinquency of Another.....	53
25. Continued violation of the Student Code of Conduct.....	53
Sexual Harassment, Bullying and Hazing Policies.....	53
Curricular Procedures.....	58
Finalized Schedules and Change Requests	58
Final Exams Procedures/Policy Purpose.....	58
High School PE Waivers.....	59
Procedures.....	59
Guidelines.....	59
Weighted Grade Point Average.....	60
Grading Policy.....	60
Graduation Requirements.....	61
High Honor Roll – High School.....	62
Honor Roll – High School.....	62
High Honor Roll – Junior High.....	62
Honor Roll – Junior High.....	62
Homework Assumptions and Purpose.....	63
Three Beliefs About Homework.....	63
The Homework Team.....	63
The Evolving Nature of Homework.....	64
The National Honor Society.....	65
Selection Procedure.....	65
Membership Criteria.....	66
The National Junior Honor Society.....	66
Selection Procedure.....	67
Membership Criteria.....	68
New Students to NJHS.....	68
Parent Notices.....	68
Report Cards.....	69
Student Services.....	69
Absentee Ballots for School Elections for Junior and Senior High.....	69
Lost and Found.....	69

Lunch.....	69
Scheduling of Activities.....	69
Student Leadership Standards.....	69
Student Messages or Deliveries.....	70
Student Transportation.....	70
Transcript Fees.....	70
Visitors.....	70
Work Permit Regulations.....	70
Athletic and Extracurricular Guidelines.....	72
Ottawa Hills Athletic Department Philosophy.....	72
Athletic Department Objectives.....	72
Amateurism.....	73
Athletic Banquets.....	73
Attendance.....	73
Before a Student Athlete Participates/Sports Safety Warning.....	73
Code of Conduct.....	74
Drugs, Tobacco, Vaping and Alcohol	75
Self-Referral Policy.....	76
Conflicts in Extracurricular Activities.....	76
Equipment.....	76
Athletic and Extracurricular Activities Eligibility.....	77
Responsibilities for Academic Success.....	77
Hazing.....	78
Junior Varsity.....	78
Locker Rooms/Equipment.....	78
Media.....	79
NCAA Clearinghouse.....	79
Nutritional Supplements.....	79
OHSAA Rule - Ejection for Unsporting Conduct.....	79
Responsibilities of the Student.....	80
Social Media.....	80
Weight Room.....	80
Sport-Specific Cautionary Statements.....	80
Appendix.....	81
Sport-Specific Cautionary Statements.....	81
Baseball and Softball Cautionary Statement.....	81
Basketball Cautionary Statement.....	83
Cheerleading and Dance Cautionary Statement.....	84

Cross Country Cautionary Statement.....	85
Field Hockey Cautionary Statement.....	87
Football Cautionary Statement.....	88
Golf Cautionary Statement.....	91
Lacrosse Cautionary Statement.....	93
Soccer Cautionary Statement.....	94
Tennis Cautionary Statement.....	96
Track and Field Cautionary Statement.....	98
Volleyball Cautionary Statement.....	100
Sunset Clause.....	102

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 their 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, internationally competitive curriculum with a long tradition of excellence. Our school guidance counselors work closely with students and their families to match each student's interests and abilities to the advanced educational opportunities of their 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 to build 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. During the smART show, students' artwork is showcased at 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 range of opportunities beyond academics 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 translate easily 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. Our faculty engage students in problem-based learning and 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 variety of dynamic and engaging programs to support a wide range of student, staff, and parent needs will be held 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 enhance 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 Schools Foundation, and This is OH 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 call me 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 (bmcmurray@ohschools.org)
- Assistant Principal: Dr. Amanda Ricketts (aricketts@ohschools.org)
- Athletic Administrator: Ryan Wronkowitz (rwronkowitz@ohschools.org)
- Director of Technology: Trevor Hug (thug@ohschools.org)
- Counseling/Support Team: Crystal Burnworth, school counselor (grades 10-12);
Nikki Toliver, school 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

2026-2027 School-Year Calendar

DATE	DAY	ACTIVITY
Aug. 17 & 18	Monday & Tuesday	Teacher In-Service Day (no students)
Aug. 19	Wednesday	First Day of Instruction
Sept. 7	Monday	Labor Day (schools closed)
Oct. 16	Friday	End of First Quarter (43 days)
Oct. 22 & 23	Thursday-Friday	Parent-Teacher Conferences (Jr./Sr. High Only) 8 a.m.-8 p.m., 8 a.m.-12 p.m. (No students)
Nov. 3	Tuesday	Election Day/Professional Development (no students)
Nov. 25-27	Wednesday-Friday	Thanksgiving Break (schools closed)
Dec. 17, 18, 21, 22	Thursday-Tuesday	End-of-Semester Exams
Dec. 22	Tuesday	End of Second Quarter (44 days)
Dec. 23-Jan. 5	Wednesday-Tuesday	Winter Break (schools closed 18 days)
Jan. 6	Wednesday	School Resumes
Jan. 18	Monday	Martin Luther King Day (schools closed)
Feb. 15	Monday	Presidents' Day (schools closed)
March 12	Friday	End of Third Quarter (46 days)
March 22-26	Monday-Friday	Spring Break (schools closed for 10 days)
March 29	Monday	School Resumes
May 17-20	Monday-Thursday	Senior Exams
May 25-28	Tuesday-Friday	Junior/Senior High exams
May 28	Friday	Last Day of Instruction/End of Fourth Quarter (46 days)
June 1	Monday	Teacher Work Day

If needed, make-up days for calamity/snow days will be Monday-Friday, June 1-5. Teacher Work Days 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: 2026-2027 Class & Student Council Officers

Student Council Executive Board Officers

President: Lowell Shreve

Vice President: Maya Choksey

Secretary: Ashleigh Speakman

Treasurer: Thomas Lathrop

Sergeant-At-Arms: Mary Lathrop

Advisor: Nikki Tolliver, Matthew Chappuies

Seniors - Class of 2027

President: Sara Hamilton

Vice President: Skylar Berenzweig

Secretary: Archie Talbott

Treasurer: Sam Kapadia

Senators: Cora Walker, Kaylin Zheng

Advisor: Crystal Burnworth

Juniors - Class of 2028

President: Yassin Ayad

Vice President: Miles Wharry

Secretary: Sunjoo Park

Treasurer: Kacie Dale

Senators: Nickel Fineske, Stella Kuhn,

Cooper Friedman

Advisor: Gloria Kreischer-Gajewicz

Sophomores - Class of 2029

President: Dahlia Hajar

Vice President: Jane Denny

Secretary: Sophie Hamilton

Treasurer: Parker Moran

Senators: Hadi Hajjar, Balal Khawaja

Advisor: Elizabeth Puskala

Freshmen - Class of 2030

President: Lief Genzman

Vice President: Daniel Kang

Secretary: Anton Gehling

Treasurer: Raagav Gundaabolu

Senators: Finn Douglas, Izzah Ali, Peter

Vanni

Advisor: Nikki Tolliver

Junior High: 2026-2027 Class & Student Council Officers

Student Council Executive Board Officers

President: Annie Lim
Vice President: Layla Martinez
Treasurer: Andy Barone
Secretary: Avery Thompson
Advisor: Jeanelle Fowler

8th Grade Senators

TBD
Advisor: Cheri Palko

7th Grade Senators

TBD
Advisor: Cheri Palko

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 in the best interests of society, culture and their person.
3. To teach the principles of democracy and good citizenship by developing the student's self-respect and respect 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 their 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 their 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 for maximum individualization of the program to best suit each student's abilities, interests, and goals.

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 entails responsibility for the development of intellectual, social, and moral awareness, as well as physical well-being. This high school aims to graduate each student equipped with sufficient academic preparation, inner resources, and sensitivity 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 beliefs 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 continually improving 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 their best efforts toward promoting 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 school's emotional and physical environment.
- To know and uphold the school rules.
- To contribute service to the school and/or the community.

Family Educational 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 that 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) that you consider inappropriate, inaccurate, misleading, a violation of privacy or other rights of your child, and 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. If 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.
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 (e.g., the website and the 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 current school year.

Notice of Nondiscrimination

Ottawa Hills Local Schools does not discriminate based on 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:

Jeff Pellerito
Student Services Director
Ottawa Hills Local Schools
4035 W. Central Ave. | Ottawa Hills, OH 43606
419-534-5379 | jpellerito@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

At Ottawa Hills Junior/Senior High School, we emphasize the relationship between punctual, regular attendance and academic achievement. The attendance procedures described herein are based on the belief that it is the responsibility of the student and their 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.

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.

Excused Absence: 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 student's responsibility to arrange make-up assignments/times with their teachers. Students who 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 the teacher at the teacher's convenience 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 return as they were 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.

Medical Excuse Absences

Ottawa Hills Local Schools defines a medical absence as an absence for which a medical note from a physician, hospital, or health care facility is required to cover such absence. Medical notes must include the dates on 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.

Permissible Absence Criteria and Procedures

Trips and vacations may be considered permissible absences and excused if the parents consult with the assistant principal at least five (5) school days before the absence and complete and return a permissible form to the assistant principal before the start of the absence. Permissible forms are available in the office. The college counselor and an administrator must preapprove college visitations. 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 regarding assignments and tests before the absence.

Excused Absence: Family Vacations

Whenever a permissible form is requested for a vacation, regardless of the number of days, parents must provide 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 of the absence (in days) must be made clear, and the 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 before the absence, the student completes and returns the permissible form to the administrators before the start of their 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 regarding assignments and tests before 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. 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 before the scheduled college visit date. 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 days, submitting a 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 regarding assignments and tests before the absence.

Unexcused Absences

- Oversleeping
- Missing a ride
- Shopping
- Childcare difficulties

- Cosmetic appointments
- Family errands
- Truancy (purposefully skipping school)
- Failure to notify the school of an absence
- Family vacations not receiving prior approval
- Leaving early for sporting events
- Other absences not listed as excused

Unexcused absences are those that are not based on any of the conditions listed above. Unexcused absences include absences from any portion of the school day without prior permission and knowledge of the parent/guardian or principal, and tardies between classes, in the mornings, and after lunch. Unexcused absences may be reported for science labs. 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. 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. except "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, they should report to the study hall, where they will receive additional support and be placed 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.

Extracurricular Attendance

A student must be in school for one half day of classes to participate in any practice, performance, competition, etc., after school on the same day. The student must be in school for one-half day to practice, perform, or compete 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 for obtaining any assignments due upon return to the classes missed before participation. Students are expected to complete tests or quizzes as scheduled.

Illness

Students who become ill at school should report to the attendance office, where decisions about 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 about 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 who have permission from their parents and teachers to perform duties or attend off-campus classes during the school day. Likewise, students with these academic obligations are required to sign in at the attendance office promptly 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 attend 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 the date, time, and type of appointment, is required 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, they must have their building pass validated at the attendance office. Upon returning to school, a student needs to report to the attendance office for an admittance pass. 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, the multi-purpose room, the gym or stadium, math lab, the sunroom, and front lawn (weather permitting). These supervised areas provide students with safe, healthy opportunities to engage in social, academic, and physical activities that contribute to their overall wellness. Students are expected to be in areas monitored by a school employee only during lunch. Students are not permitted to eat in the Foundry unless they receive special permission from the Foundry staff or building administrators.

Tardiness

Tardiness to school is defined as arriving after the bell rings at 8:10 a.m. or at 12:05 p.m. (for afternoon classes). In all other cases, tardiness 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 student's 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 School
2	Tardy	13	Tardy	24	Tardy
3	Tardy	14	Saturday School	25	Tardy
4	Tardy	15	Tardy	26	Saturday School
5	Saturday School	16	Tardy	27	Tardy
6	Tardy	17	Saturday School	28	Tardy
7	Tardy	18	Tardy	29	Saturday School
8	Saturday School	19	Tardy	30	Tardy
9	Tardy	20	Saturday School	31	Tardy
10	Tardy	21	Tardy	32	Saturday School
11	Saturday School	22	Tardy		

Every third tardy after the fifth tardy will result in another Saturday School. Failure to serve a Saturday detention will result in an Extended Saturday Detention.

Students late to class shall report directly to the classroom teacher. If a teacher has detained a student, they need 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 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 School.

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 provided a forum for students to engage with ideas outside the traditional classroom. During Agora, students have opportunities to travel domestically and internationally on faculty-led educational trips. At home, students engage in experiences that broaden the depth and breadth of their 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 maintain our focus on academic achievement while 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 such things as vacations, college visits, career investigations, or other reasons deemed by the building principal or assistant principal as conflicting with the overall purposes of Agora. Considerable academic planning and community funding ensure that each Agora, when experienced in its totality, will be a most impactful and positive learning experience for all students.

Student Code of Conduct

Honor Code

At the Junior/Senior High School, we strive to create an environment in which everyone acts 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 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 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 not limited to, but includes: 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. The teacher discusses the situation privately with the student and hears their account of the incident. The teacher will notify the parents of the infraction and notify the administration.
2. If convinced, the teacher may assign a zero score for work and refer the situation to the assistant principal. Teachers are given the autonomy to determine the appropriate course of action to ensure the completion of honest work. A grade deduction or a zero may be assigned for the work.
3. The student meets with the administrator to document the violation.
4. When necessary, the school administrator will follow up with parents.
5. In addition, school administrators shall work with the student and teacher to implement restorative processes to encourage student reflection, reestablish trust, and prevent similar situations in the future.

Second Offense:

1. Same as above.
2. The administrator assigns a Saturday School, and the student and parents are given written notification.

Third Offense:

1. Same as above.
2. The administrator may assign a Saturday School of one (1) to three (3) days.

Dress Code

Responsibility for the student's personal appearance 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. The principal or assistant principal will determine whether questionable student dress and appearance are acceptable or unacceptable.

Our Student Dress Code is designed to accomplish several goals:

- Allow students to achieve educational objectives.
- Promote discipline, maintain order, ensure student safety, and provide a healthy environment conducive to academic purposes.
- Allow students to wear comfortable clothing of their choice.
- 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 students' rights 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, including stocking caps; bare feet; sunglasses; transparent/translucent clothing; costumes; and pajamas are not permitted, except for 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 a Bunsen burner) or machinery are not permitted in those environments.

Enforcement of dress code within the school setting:

- Dress code concerns raised by students, faculty, staff, or community members 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, often uncomfortable burden of enforcing a dress code.
- Deviations from the dress code may be permitted at the discretion of the principal or assistant principal. Examples include Spirit Week and May Day.

“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 the Student Council. They 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. For high school dances (Homecoming, Snowball, or Prom), 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, preceding the start of the dance. Students who wish to attend the dance must present themselves and their guests to the receiving line. Students who are unable to attend the dance due to conflicts with sports team contests or other scheduled programs should make arrangements with the principal the week preceding the dance. School administrators and teachers will question students who arrive late 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 7:30-10 p.m. Deviations from these times require administrative approval. The dance check-in is during the half-hour before 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 must allow an administrator to speak with the parent(s), and the parent(s) must come to the dance to pick up the student. Students are not permitted to ride home with other students or their parents without the 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, high school students will not be permitted to attend a junior high dance.
9. A student guest may accompany an Ottawa Hills student to school dances provided the Ottawa Hills student obtains permission from the principal or assistant principal and the school Dance Guest Form has been completed three (3) days before 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 includes close body contact, hugging, kissing, and similar actions.

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. All students are required to lock their lockers. Only school-issued locks may be used. According to O.R.C. Sec. 3313.20, lockers and their contents 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. Junior high students are not permitted to use their backpacks during the school day and are required to use their lockers.

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 are at issue. This standard also applies to any school-sponsored activities at any location.

Bicycles and E-Bikes

Bicycles and motorized e-bikes are permitted for limited use on all school grounds, including playgrounds and parking lots. Students and parents are responsible for complying with all applicable ORC statutes regarding e-bikes. The vehicle must be parked and locked. Bicycles and motorized bikes must be parked in a bike rack..

Driving Privileges

Under Ohio RC 3321.13:

1. Any student who withdraws from school and does not enroll in another accredited institution will lose their 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 their temporary permit or Ohio driver's license suspended (or the opportunity to obtain a permit or license denied).

Students who drive a car to school, even occasionally, must register their car to receive a parking permit 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 their driving privileges to school.

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 comply with the school district's Acceptable Use Policy (see page 66 for the complete policy). To use the computers and other district technology and/or access the Internet at school, students and parents must read and sign the Acceptable Use Policy Agreement.

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).

The District determines minor Acceptable Use Policy (AUP) Violations and generally defines them 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 placement in 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 in 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 return the computer to requesting faculty members may face further consequences.

The District determines major Acceptable Use Policy (AUP) Violations, which are generally defined as actions that do not align with the District AUP Policy but 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 cheating or plagiarism.

- Major technology infractions will result in immediate, more serious consequences, up to suspension/expulsion without a warning or redirection. The student will also be placed in 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 may include further consequences, such as loss of technology/device privileges, limited device access 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 all incidental damage or loss to the laptop provided to the student under this agreement, except for amounts 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 of \$100 for damages and \$200 for loss of device must be paid by the student/parent/guardian; the fund will cover all expenses above the deductible amount. Coverage under this fund is 24 hours per day. The Technology Protection Fund **will not cover damage caused by negligence 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 two years 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 two years may result in a graduated deductible amount as follows: 1st incident - \$200; 2nd incident - \$500; 3rd incident \$750. Additional incidents will be handled on an individual basis. The graduated deductible for Chromebooks will switch to fair market value beginning with 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.

Student Technology Acceptable Use and Safety

Technology directly affects how 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 allow them 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 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 turn off 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.

To keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner for all users, students are required to comply with all District-established cybersecurity procedures. Principals are responsible for providing such training regularly and measuring its effectiveness.

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. 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 ethically and responsibly. 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 help students 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 translate texts or documents into different languages, which can be helpful for students learning a new language or 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 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.

Ottawa Hills Logo

Students should not use any Ottawa Hills logo or branding on social media accounts that are not associated with and sanctioned by the school.

Personal Communication Devices

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

- 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.

- PDs, including, but not limited to, those with cameras, may not be activated or used 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.
- 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 regarding 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 a PCD during school hours and/or extracurricular activities is a privilege that may be forfeited by any student who fails to abide by 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 contact their child during the school day is to call the school office.

Security Cameras

Security cameras may be used both inside and outside buildings to help protect students, staff, and property. The primary purpose of the cameras is to monitor high-traffic areas and areas where people may enter and/or exit school buildings and premises. At the administration's discretion, cameras may be used in matters involving student conduct. The use of security cameras will comply with the 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 consistently elevated temperature of 100 degrees or higher, or a confirmed medical condition documented by a physician.
- 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 before 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 from the student's parents/guardian to send the student home ill. If the student's parents cannot be reached, permission will be obtained from the student's emergency contact listed in PowerSchool.

Medication Policy

- No medication will be dispensed to a student by the nurse or staff without a completed medication administration form signed by a physician. The medication administration form is a

Board of Education-approved document. This document is available 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 annually. If the medication administration form is expired, no medication will be administered.
- If your student must take medication during school hours, the following must be completed:
 1. A medication administration form must include the medication name, time, dose, route, and frequency. 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 modifies the prescribed medication.
 2. The nurse will receive all student medication. 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 include the student's name, the medication name, 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 medications administered to the student. The documentation log will provide the name, route, time, and dose of the medication. The documentation log will be kept with the student's prescribed medication in the locked medication cabinet.
 4. Any student who requires 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 of the need to carry the self-administered medication. The proper board-approved Authorization to carry medication form 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 the appropriate staff with documentation of students who can carry prescribed medication during school hours.
 5. No staff member or nurse will administer any over-the-counter medication during school hours without a signed medication administration form from a physician. All over-the-counter medication will be treated the same as prescribed medication. All board-approved medication policies apply to over-the-counter medications. Parents and physicians must approve any over-the-counter medication that is to be administered.
 6. Parents are responsible for reporting all student allergies to the Health Office. The parent must provide the health office with any or all medications to be administered to the student in the event of an allergic reaction, including an 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 backup epinephrine auto-injectors in pediatric (0.15mg) and adult (0.3mg) doses.

Code of Conduct Violation about Medicine

If a student is found to have medication in their possession without parental consent or proper medication administration documentation, the medication will be confiscated by the nurse or administration and 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 with any form of medication, the nurse, the principal, and /or the 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 event of a student medical emergency, the building principal, the nurse, and the student's parent or guardian will be notified immediately. 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 before the student starts school.

Control of Communicable Diseases

To protect the health and safety of students and staff, the health office and the school district will comply with State and local Health department guidelines regarding communicable diseases. The board recognizes that, when referring to the control of communicable diseases, it 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 symptoms of a communicable disease, the student will be placed in isolation, and the nurse will notify the student's parent or guardian. The nurse will follow protocol instituted by the local Health Department. The nurse will educate district staff annually on how to handle a communicable disease if there were to be a breakout in the school setting. Yearly, the nurse will train and educate staff on the following:

- Educate staff on the detection, prevention, and control of communicable diseases.
- Notifying appropriate staff in a suspected communicable disease situation involving a student.
- 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 spots 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 a 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 above-listed common contagious illnesses, the student must stay home from school for 24 hours. The student's parent or guardian will provide the school office with a physician-signed note upon the student's return to school. The office will notify the nurse if the student does not have a signed Physician note upon the student's 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 to be low, it remains a 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 the board-approved policy on exposure to bloodborne pathogens.

Title IX

The Title IX Coordinators serve as the grievance officers and coordinate the District's efforts to comply with Title IX and fulfill its responsibilities, including handling Title IX complaints. They are vested with the authority and responsibility to investigate all sexual harassment complaints in accordance with the procedures outlined in the accompanying regulation and the 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.

The Title IX Coordinators serve as the grievance officers and coordinate the district's efforts to comply with and carry out Title IX responsibilities, including handling any Title IX complaints. They are vested with the authority and responsibility to investigate all sexual harassment complaints in accordance with the procedures outlined in the accompanying regulation and the 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.

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

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 visitor's first screening, the Raptor Visitor Management System will register personally identifying information from their government-issued ID, including first name, last name, date of birth, photo, license ID, and the issuing state.

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 the school office personnel.

GoGuardian

Ottawa Hills Local Schools is committed to providing a secure, high-performing digital learning environment that prepares students for academic success. To support this mission, maximize instructional time, and ensure compliance with the Children's Internet Protection Act (CIPA), the District utilizes **GoGuardian** administrative software on all student devices.

GoGuardian is an educational monitoring and security platform that operates on all District-issued devices and school-managed accounts. Its primary functions are to:

- **Maintain Safety:** Block access to harmful, inappropriate, or dangerous content in real time.
- **Maximize Engagement:** Assist educators in keeping students focused on authorized instructional materials during class time.
- **Provide Digital Guardrails:** Help students develop responsible digital citizenship habits within a controlled framework.

GoGuardian filtering remains active on District-issued devices when used off campus (including at home). While the software actively blocks inappropriate content 24/7, **parents and guardians are ultimately responsible for monitoring and supervising internet usage outside of school hours.** **Administrative Intervention:** While GoGuardian operates continuously to filter explicit content, school administrators do not actively monitor live classroom screens or chat features outside of standard school hours. However, automated alerts triggered by severe safety or self-harm keywords will be routed to District safety personnel and/or local authorities as required.

SAVE Students Act

Safety is one of the five pillars, and student success depends on whether 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 about a student's health and well-being. By calling or texting the statewide hotline at 1-844-723-3764 (844-SAFE0H) 24/7, students can report anything suspicious or that endangers them, their friends, or their 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, including 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 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 Commissioners' 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 school safety steps. 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 office check-in.
- Visitor and volunteer badges in the office.
- New radios for communication linked directly to emergency dispatch
- Reinforce the "See Something, Say Something" safety slogan in classrooms and on the 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.

Discipline 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 be successful. 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 to address 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. To maintain a respectful, responsible, and empowered environment, behaviors are categorized in three tiers.

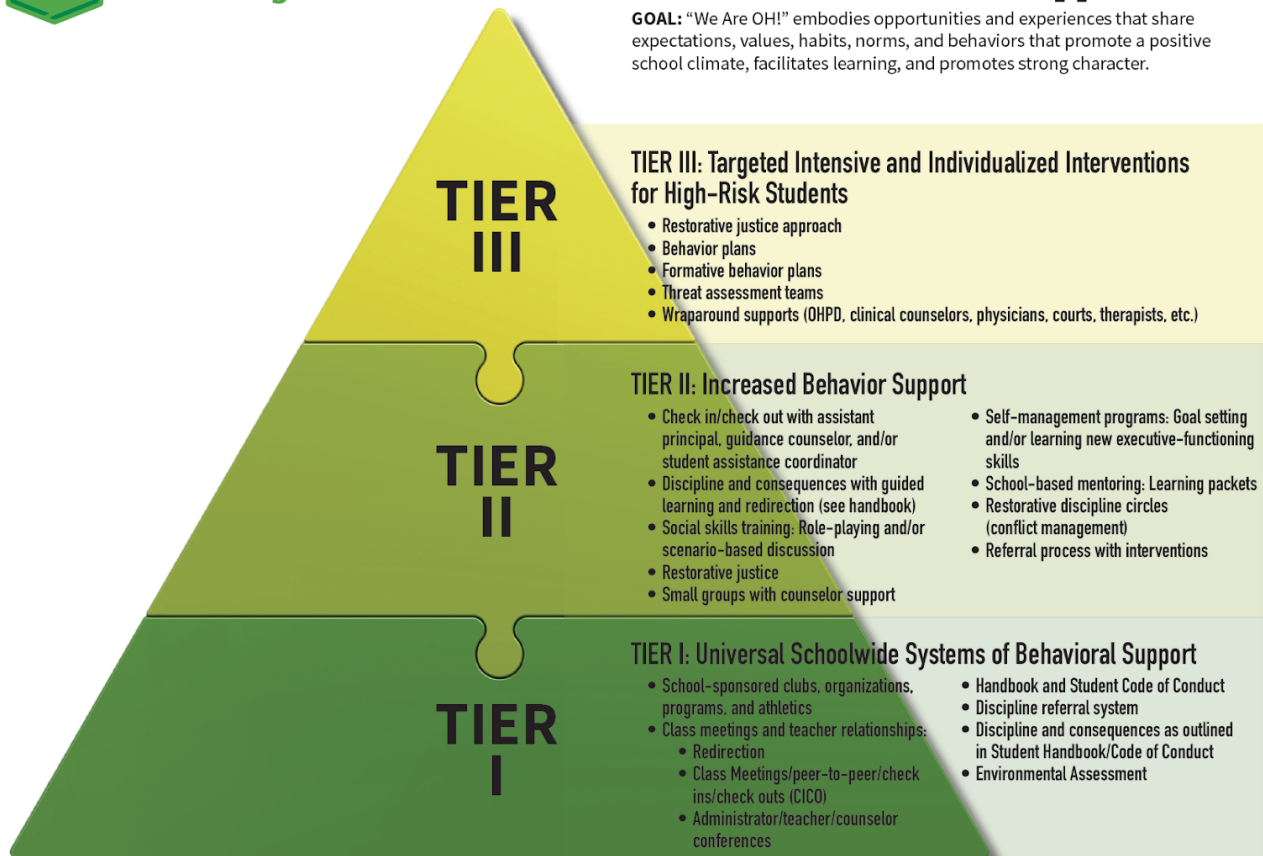


Ottawa Hills
Jr./Sr. High School

LAST UPDATED: AUGUST 2021

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 Behavioral Interventions and Supports (PBIS) for students. Student personnel shall work to prevent the need for restraint and/or seclusion. PBIS emphasizes preventing 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 restrain and/or seclude a student physically. Still, only when there is immediate risk of physical harm to the student and/or others, and there is no other safe and effective intervention possible. 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.

Students' Rights and Responsibilities

Consistent with **The Bear Path Program**, our students and staff work in partnership to nurture a school climate that is secure, inclusive, and excellent. Anchored in our core values of **Respect, Responsibility, and Empowerment**, each individual has the right to a firm understanding of the expectations within the Student Code of Conduct and the disciplinary measures that will be taken when infractions occur. Through this awareness, students are encouraged to take ownership of their choices, with the assurance that when mistakes occur, the district employs restorative discipline practices to emphasize mediation, personal accountability, and future success.

School Discipline

At Ottawa Hills Local Junior/Senior High School, establishing a premier educational environment is a joint venture between the student body and our professional staff. Sustaining this standard of academic excellence requires a shared commitment from everyone involved. To achieve this, students are provided with a transparent framework of behavioral guidelines and expectations. Armed with this knowledge, individuals are expected to take personal accountability for their conduct and understand the clear disciplinary protocols in place should those responsibilities go unmet.

Any behavior that disrupts the educational atmosphere or compromises the safety of students and staff directly conflicts with our commitment to academic excellence. Because school lockers and desks are district property, they are subject to periodic inspections to ensure a secure environment. Similarly, parking on campus is a privilege rather than a right; vehicles parked on school grounds are monitored routinely and may be searched if reasonable suspicion arises.

While our disciplinary framework establishes baseline guidelines for the district, we honor our tradition of student growth by recognizing that behavioral expectations must align with a student's age and maturity. Consequently, strict disciplinary actions—such as the restriction of educational participation—are balanced against the student's developmental stage.

The nature and frequency of the violation determine corrective consequences. Although Ottawa Hills utilizes a progressive discipline model, administrators evaluate the context of each situation. Repetitive or severe infractions will be met with measures that reflect the seriousness of the misconduct.

Definitions

In keeping with a community defined by excellence and supported by tradition, the following guidelines outline the disciplinary measures utilized to address misconduct, uphold our shared values, and restore an optimal learning environment.

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, 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

Students may be removed from Saturday School at any time for disruptive behavior in nature. Sleeping, drinking, eating, or using electronic devices will not be permitted. Students are required to bring schoolbooks and homework.

In-School Suspension

An in-school suspension allows students to remain on campus, complete their academic coursework, and receive full credit under direct supervision. To maintain focus on behavioral growth, students assigned to this placement may not attend school-day functions or participate in any extracurricular activities during the designated period.

Out-of-School Suspension

The temporary exclusion of a student by the Superintendent, Principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year if, at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension and receive at least partial credit for a completed assignment. Grade reductions due to the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely because of the student's suspension.

Expulsion

The exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are outlined in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 - Due Process Rights.

Emergency Removal of Student

The exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District. (See Policy 5610.03 - Emergency Removal.)

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 opportunities.* 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 the 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. General Misconduct

Ottawa Hills Local Schools is dedicated to fostering a culture of academic excellence and mutual respect. Students are expected to conduct themselves in a responsible, respectful, and honorable manner at all times, reflecting the high standards of our school community and a professional learning environment.

The District's student rules of conduct are not exhaustive. These standards shall apply to any behavior—whether or not specifically detailed herein—that substantially and materially disrupts, interferes with, or detracts from the good order, discipline, operation, or educational process of the school.

Community Expectation: Whether in the classroom, on campus, or representing the Green Bears at extracurricular and off-campus events, students are expected to uphold the integrity of the Ottawa Hills community through positive citizenship and personal accountability.

Disciplinary Interventions & Minimum Consequences: Administrator Discretion

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

2. Disruption/Interference to the Learning Environment or Other Activities

In partnership with our community, Ottawa Hills Local Schools is dedicated to inspiring, challenging, and supporting each student to realize their unique and full potential. To protect this learning environment and encourage students to embrace the joy of learning, behavior that interferes with classroom instruction will not be tolerated.

Every teacher has the right and the responsibility to maintain an orderly, safe, and focused classroom so that all students can thrive. Our tradition of excellence extends to every educator who enters our buildings. If a substitute teacher reports disruptive behavior, it represents a significant breach of community respect, and more severe administrative consequences will be issued.

To guide students in becoming empathetic, responsible citizens, accountability for behavioral disruptions will be addressed through restorative interventions and a progressive, reflective approach.

Disciplinary Interventions & Minimum Consequences:

- **First offense:** Parent/guardian contact, two(2) one-hour after-school detentions.
- **Second offense:** Parent/guardian conference, half Saturday School
- **Third offense:** Parent/guardian conference, full Saturday School
- **Subsequent offenses** may result in multiple Saturday School assignments and/or in- or out-of-school suspension.

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

3. Insubordination / Non-Compliance with Staff Directives

The Ottawa Hills school community is built on mutual respect and cooperation. Students are expected to promptly comply with all reasonable requests and instructions from district personnel, including certified teachers, substitutes, educational aides, building administrators, and support staff. Disregard for reasonable directions or commands by school authorities, including refusing to identify oneself or failing to cooperate with an adult staff member, undermines campus safety and will result in escalated disciplinary action.

Disciplinary Interventions & Minimum Consequences:

- **First Offense:** Parent/guardian contact and a half-day ($\frac{1}{2}$) of Saturday School
- **Second Offense:** Parent/guardian contact and one (1) full day of Saturday School
- **Subsequent offenses are subject to progressive discipline.**

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

4. Leaving School Premises Without Permission

Students are strictly prohibited from leaving school grounds during instructional hours without completing the official check-out process at the Attendance Office. Leaving campus without administrative clearance will immediately be recorded as an unexcused absence/truancy and may result in disciplinary action.

Please note: Parental verification provided after a student has already left campus without permission will not override the procedural infraction or excuse the resulting truancy.

Disciplinary Interventions & Minimum Consequences:

First Offense: Parent/guardian contact, full Saturday School

Second Incident: Parent/guardian contact, two (2) full Saturday Schools

Subsequent violations will result in progressive discipline.

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

5. Property Stewardship, Vandalism, and Campus Care

Because our campus is defined by excellence, students are expected to treat all school facilities, equipment, and grounds with the utmost respect. Marking, defacing, or intentionally damaging school property directly compromises our community standards and will not be tolerated.

In the event of damage or destruction of school or private property, on or off school property, including but not limited to “pranks” and vandalism, the district requires full financial restitution. Any costs associated with school labor required for cleanup or repairs will also be charged to the responsible individual(s), as guided by law. Furthermore, if a student violates local laws—such as breaking or committing severe criminal vandalism—legal prosecution will be pursued in addition to the standard administrative consequences listed in the Student Code of Conduct. If private property is damaged on school grounds, the administration will facilitate the necessary exchange of information between the involved parties.

Supported by our tradition of personal accountability, corrective actions are designed to be commensurate with the severity of the infraction. While Ottawa Hills utilizes a progressive disciplinary framework to encourage personal growth, severe, malicious, or illegal acts of vandalism may bypass preliminary steps, resulting in immediate legal referral, out-of-school suspension, or a recommendation for expulsion.

- **Disciplinary Interventions & Minimum Consequences****First Offense:** Full financial restitution (including labor costs), parental contact, and administrative disciplinary action ranging from detention up to a multi-day out-of-school suspension, depending on the severity of the damage.
- **Subsequent Offenses:** Full financial restitution (including labor costs), a mandatory 10-day out-of-school suspension, and a formal recommendation for expulsion to the Superintendent.

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

6. Roughhousing & Horseplay

Ottawa Hills Local Schools prioritizes a safe, focused learning environment. Roughhousing or boisterous behavior, even when not malicious or angry, is prohibited. If an individual's reckless conduct creates a safety hazard, causes physical injury, or damages school property, administrative discretion may be exercised to bypass initial disciplinary steps and impose a more severe penalty. Students are financially responsible for any property damage.

Disciplinary Interventions & Minimum Consequences

First Incident: Parent/guardian contact, half-day Saturday School

Second Incident: Parent/guardian contact, full Saturday School

Subsequent violations will result in progressive discipline.

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

7. Vulgar, Improper Language, Gestures, and Possession of Inappropriate Materials

Ottawa Hills Local Schools is dedicated to fostering an educational community defined by mutual respect, dignity, and personal responsibility. Students shall not speak, write, display, or utilize profane, vulgar, derogatory, demeaning, or otherwise improper or inappropriate language, signs, actions, or pornographic materials within the school setting or at school-sponsored events.

Furthermore, students are strictly prohibited from directing threatening, vulgar, profane, or abusive language or gestures toward any school employee, authorized school visitor, or fellow student. Inappropriate or abusive language directed at another individual compromises the safety of the learning environment and may result in heightened disciplinary consequences at the discretion of the building administration.

Disciplinary Interventions & Minimum Consequences

Accountability for violations of this code will be handled under a progressive disciplinary framework.

First Offense: parent/guardian notification and two (2) one-hour after-school detentions.

Second Offense: One (1) half-day Saturday School.

Third Offense: One (1) full day of Saturday School

Administrative Note: Profane, abusive, or defiant language or gestures directed specifically toward a faculty member, administrator, or school staff member constitutes a severe breach of student conduct and will result in an immediate escalation to more severe consequences, up to and including Out-of-School Suspension (OSS).

All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

8. Unauthorized Presence / Out Of Assigned Area

To ensure student safety, accountability, and the integrity of the instructional environment, students are required to be in their designated locations throughout the school day. Students shall not be present in any area of the school building or school grounds during school hours where they have no legitimate business, without the express permission or supervision of school personnel.

Unauthorized presence includes, but is not limited to, the unexcused or unsupervised occupancy of:

- Classrooms, labs, or instructional spaces
- Locker rooms or athletic facilities
- Bathrooms or hallways during instructional time
- Parking lots or exterior school grounds

Disciplinary Interventions & Minimum Consequences

Accountability for unauthorized presence will be managed through a progressive disciplinary framework, as determined by the building administration:

- **First Offense:** Parent/guardian notification and a half-day (1/2) Saturday School.
- **Second Offense:** Parent/guardian notification and one (1) full day of Saturday School.
- **Subsequent Offenses:** Persistent or willful violations of this policy disrupt school operations and will result in escalated progressive discipline, up to and including Out-of-School Suspension (OSS) and loss of school privileges.

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

9. Loitering

Unless participating in an authorized school activity, students must vacate the building within 15 minutes after the completion of the school day.

Disciplinary Interventions & Minimum Consequences

Accountability for loitering will be managed through a progressive disciplinary framework, as determined by the building administration:

- **First offense:** Parent/guardian contact, one-hour (1) after-school detention
- **Second offense:** Parent/guardian contact and a half-day (1/2) Saturday School
- **Third offense:** Parent/guardian contact and a one (1) full day of Saturday School

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

10. Fighting/Physical Assault

Ottawa Hills Local Schools is committed to maintaining a safe, secure, and respectful campus environment. Physical violence, or the threat of violence, directly compromises the well-being of our school community and will be met with immediate administrative action. A student shall not cause, attempt to cause, or threaten to cause physical injury or harm to any school employee, authorized visitor, volunteer, or fellow student while on school property or while attending a school-sponsored event.

Disciplinary Interventions & Minimum Consequences:

Because physical misconduct directly threatens the safety of the student body and staff, the following progressive disciplinary actions will apply:

First Offense: A minimum of five (5) days of Out-of-School Suspension (OSS).

Second Offense: A minimum of ten (10) days of Out-of-School Suspension (OSS) with potential recommendation to the Superintendent for expulsion from the District.

Note: Depending on the severity of the incident, the District reserves the right to recommend expulsion on a first offense and will notify local law enforcement authorities when appropriate. All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

11. Cheating and Plagiarizing (see Honor Code)

12. Technology/Acceptable Use Policy Violations (see AUP Policy)

13. Personal Communication Device Violations (see PCD Policy)

14. Unauthorized Campus Access / Trespassing

To maintain a secure learning environment across the Ottawa Hills campus, students are prohibited from entering school grounds or facilities to which they are not assigned, whether during or after school hours. Exceptions are permitted only with the explicit authorization of the building principal or when attending a sanctioned, school-sponsored activity to which they are officially invited.

Disciplinary Interventions & Minimum Consequences:

- **First Offense:** One (1) day Out-of-School Suspension (OSS)
- **Second Offense:** Three (3) day Out-of-School Suspension (OSS)
- **Subsequent offenses are subject to progressive discipline.**

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

15. Intimidation, Harassment, and Threat of Physical Harm

Ottawa Hills Local Schools is defined by excellence, a standard that fundamentally requires an environment free from fear, intimidation, and hostility. Consequently, subjecting others to aggression, harassment, or disparagement through any medium—including physical contact, verbal remarks, written notes, or digital platforms like social media and messaging apps—against any peer, Board of Education employee, school guest, or authorized visitor is strictly prohibited. This zero-tolerance stance extends to threats directed toward school property and applies across all campus grounds, district transportation, and school-sponsored events.

Supported by our tradition of community safety and care, any threat to inflict physical injury or cause harm will be taken with the utmost seriousness. To ensure the well-being of all students and staff members, the administration will implement a formal threat assessment to evaluate the nature, intent, and severity of the statement or action.

Because compromising the safety of our educational community directly violates our core values, such infractions carry rigorous consequences. Disciplinary outcomes will be determined by the severity of the threat assessment alongside the Student Code of Conduct, and violations may be referred to local law enforcement.

Disciplinary Interventions & Minimum Consequence: Administrative intervention and parent notification, ranging from a multi-day out-of-school suspension up to a mandatory 10-day out-of-school

suspension with a formal recommendation for expulsion to the Superintendent, depending entirely on the severity and findings of the threat assessment.

16. Anti-Hazing

The Board of Education of Ottawa Hills Local Schools believes that a safe, secure, and respectful learning environment is necessary for students to achieve their full potential. In alignment with Ohio Revised Code, students shall not threaten, act, or participate in—or attempt to threaten, act, or participate in—any act or acts that injure, degrade, disgrace, or tend to injure, degrade, or disgrace any student.

Hazing by any individual, school group, club, or athletic team is strictly prohibited and will not be tolerated.

Definition of Hazing

Under district policy 5516 and Ohio law, hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into, or any act to continue or reinstate membership or affiliation with, any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person.

- **Prohibited Acts:** This explicitly includes, but is not limited to, coercing another to consume alcohol or a drug of abuse. No student shall recklessly participate in the hazing of another.
- **Consent is Immaterial:** Permission, consent, or an assumption of risk by an individual subjected to hazing does not lessen, excuse, or negate the prohibitions contained in this policy, no matter how willing the participant claims to be.
- **Jurisdiction:** This policy applies to all school-sponsored activities. Hazing activities are prohibited at any time in school facilities, on school property, on school transportation, and/or off school property when connected to activities, teams, or incidents that impact the educational environment.

Mandatory Reporting Requirements

Ottawa Hills Local Schools maintains a culture of immediate accountability. Any student, administrator, teacher, coach, student club advisor, or supervisor who expects, witnesses, or receives a report of hazing must report the incident immediately to one of the following:

- The Building Principal or Assistant Principal
- The Superintendent of Schools
- The Athletic Director (for athletic infractions)

Disciplinary Interventions & Minimum Consequences:

Any violation of the hazing policy represents a severe breach of the Student Code of Conduct and community standards.

- **School Disciplinary Action:** Violations, including athletic and extracurricular infractions, will result in immediate administrative action. Consequences include multiple days of out-of-school suspension (OSS), removal from extracurricular and athletic participation, and a formal recommendation to the Superintendent for expulsion.
- **Civil and Criminal Liability:** In accordance with Ohio law, students who engage in hazing may also be personally liable for separate civil actions and criminal penalties.

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

17. False Reporting of Fire, Emergency, 911, Bomb, Lockdown, or Disaster

Ottawa Hills Local Schools is committed to maintaining a safe, secure, and collaborative learning environment free from disruption. The District holds high expectations for student behavior, and any action that compromises the safety, well-being, or educational experience of our students and staff will not be tolerated.

A student shall not, through the use of violence, force, coercion, threat, noise, passive resistance, false alarms (including fire, weather, or bomb threats), or any other disorderly conduct, cause or attempt to cause a material disruption or obstruction to normal school operations.

Disciplinary Interventions & Minimum Consequences:

Violations of this policy are considered serious infractions and will result in disciplinary action, which may include:

- 3 to 10 days of Out-of-School Suspension (OSS)
- Recommendation for Expulsion to the Superintendent
- Referral to local law enforcement for potential criminal prosecution

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

18. 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 apply to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when a group is using the school; 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, intoxicants, or drugs of abuse at any time before the student arrives 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 before the student's last Saturday suspension day. The note must specify the assessment date and the 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 competitions and/or performances of the current extracurricular 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.

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

19. Weapons, Firearms, and Dangerous Instruments

Ottawa Hills Local Schools is defined by excellence and supported by tradition, which requires maintaining a safe, secure, and supportive environment for all students, staff, and visitors. Upholding this standard means that weapons of any kind have no place on our campus, on district transportation, or at any school-sponsored activities.

In strict adherence to Board Policy, the possession, conveyance, or use of any weapon or dangerous ordnance is absolutely prohibited. Under Ohio Revised Code Section 2923.122, it is a felony to knowingly possess or attempt to convey a deadly weapon or dangerous ordnance onto school property or to a school-sponsored event. All such violations will be referred immediately to local law enforcement and appropriate juvenile or criminal justice authorities.

Definitions of Prohibited Items

- **Firearms:** Any weapon (including a starter gun) designed to, or readily capable of being converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device (including explosives, incendiaries, poisonous gas, bombs, grenades, or rockets/mines/missiles meeting statutory thresholds).
- **General Weapons:** 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.

- **Toy or Look-Alike Weapons:** The possession or use of toy guns, replica weapons, or look-alikes that may induce panic or cause physical harm is strictly prohibited. Exceptions are permitted exclusively for use as a prop in a theater production or educational demonstration, and require prior written approval from the building principal.

Mandatory Disciplinary Consequences

In accordance with federal and state law, any student found to have brought a firearm onto school property, into a district vehicle, or to a school-sponsored activity shall be expelled by the Superintendent for a period of one calendar year and shall be notified of the appropriate criminal justice or juvenile delinquency authorities. If necessary, this expulsion will extend into the following school year.

Supported by our tradition of equitable leadership, the Superintendent retains the statutory authority to reduce the one-year expulsion period on a case-by-case basis. Factors that may be evaluated when considering a modification include whether the incident involved a student with a documented disability and was a manifestation of that disability; the age and developmental maturity of the student; the student's prior disciplinary history, and/or the intent of the perpetrator.

20. Compromising School Safety

Ottawa Hills Local Schools prioritizes the physical security, digital integrity, and emotional well-being of our school community above all else. Maintaining a secure environment requires the active cooperation and shared responsibility of all students. Compromising school safety includes any deliberate, negligent, or unauthorized action that undermines, bypasses, or turns off the security protocols, physical barriers, digital networks, or emergency systems established to protect the District's students, staff, and visitors.

Disciplinary Interventions & Minimum Consequences: Administrator Discretion

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

21. Bigotry and/or use of Offensive Language in a Discriminatory Manner

Federal law protects students from discrimination based on 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.

Disciplinary Interventions & Minimum Consequences: Administrator Discretion in alignment with Board policy 5517

22. Discriminatory Harassment (Enforced in accordance with Board Policy 5517)

Ottawa Hills Local Schools is dedicated to fostering a supportive, inclusive, and academically rigorous community that respects the inherent dignity and worth of every individual. In alignment with our commitment to educational equity, the District strictly prohibits any form of discrimination, harassment,

or intimidation based on protected characteristics. Such behavior threatens student well-being, compromises civil discourse, and directly violates the core values of our school community.

Discriminatory Harassment is defined as unwelcome verbal, written, graphic, digital, or physical conduct directed at an individual that is demeaning, hostile, or offensive, and is motivated by an individual's actual or perceived:

- Race, Color, or National Origin
- Sex, Gender, Gender Identity, or Expression
- Sexual Orientation
- Disability or Medical Condition
- Religion, Creed, or Ancestry

Prohibited conduct under this policy includes, but is not limited to:

- Verbal and Written Misconduct: Using slurs, derogatory epithets, offensive jokes, or intimidating language (in person or via digital platforms/social media) targeting an individual's identity.
- Graphic and Environmental Misconduct: Displaying, distributing, or air-dropping offensive imagery, graffiti, or altering school property with biased or discriminatory symbols.
- Physical Misconduct: Any unwelcome physical contact, blocking of movement, or threatening gestures motivated by hostility toward a protected characteristic.

The District treats all allegations of discriminatory misconduct with the utmost seriousness.

- Reporting: Any student who believes they have been subjected to discriminatory harassment—or who witnesses such behavior—is strongly encouraged to file a report with a teacher, counselor, or building administrator.
- Investigation: All reports will be investigated promptly and thoroughly by the building administration in accordance with the formal grievance procedures outlined in Board Policy 5517 (Anti-Harassment).
- Prohibition of Retaliation: Retaliation against any individual who reports, is suspected to have reported, or participates in an investigation of harassment is strictly prohibited. Confirmed acts of retaliation will result in independent, severe disciplinary action.

Disciplinary Interventions & Minimum Consequences

Because discriminatory harassment fundamentally compromises student well-being and civil discourse, infractions will be met with immediate administrative intervention. Depending on the severity and frequency of the behavior, consequences may include:

- Mandatory parent-administrative intervention conference
- 3 to 10 days of Out-of-School Suspension (OSS)
- Formal recommendation for Expulsion to the Superintendent
- Mandatory completion of corrective or restorative educational programs
- Referral to local law enforcement if the conduct constitutes a hate crime or criminal harassment

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

23. Bullying, Cyberbullying, and Aggressive Behavior

(Enforced in accordance with Board Policies 5517 and 5517.01)

Ottawa Hills Local Schools is dedicated to providing a safe, positive, productive, and nurturing educational environment for all students. The Board of Education encourages positive interpersonal relations within the school community. Harassment, intimidation, bullying, or other aggressive behavior toward a student—whether by other students, staff, or third parties—fundamentally undermines the District's academic mission and is strictly prohibited.

In accordance with Ohio Revised Code and District guidelines, Harassment, Intimidation, or Bullying is defined as any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibits toward another particular student more than once. To fall under this policy, the behavior must meet both of the following criteria:

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

This policy explicitly includes electronically transmitted acts (i.e., cyberbullying via social media platforms, the internet, email, text messaging, cell phones, or other wireless communication devices).

Extraterritorial Jurisdiction: The District reserves the right to discipline students for cyberbullying that originates off campus or occurs during non-school hours if the electronic act creates a material and substantial disruption to the school environment or infringes upon the safety and well-being of a student while on campus.

In compliance with Ohio law, all reports of bullying will be treated with the utmost seriousness and promptly investigated by the building administration or its designee.

- **Mandatory Reporting:** All school staff members are required to report witnessed or suspected aggressive behaviors. Students and parents are strongly encouraged to file a report with building administration.
- **Parental Notification:** In all verified incidents, the parents or guardians of both the targeted student and the aggressor will be formally notified of the investigation and its outcome.
- **Prohibition of Retaliation:** Retaliation against any individual who reports, is thought to have reported, or participates in a bullying investigation is strictly prohibited and subject to independent, severe disciplinary action.

Disciplinary Interventions & Minimum Consequences

Because a safe environment is a non-negotiable prerequisite for academic excellence, severe bullying infractions bypass standard classroom-level progressive warnings. Depending on the gravity, duration, and intent of the behavior, administrative actions will be enforced in accordance with Board Policy 5517 and may include:

- Mandatory parent-administrative intervention conference
- Removal from extracurricular activities, athletic participation, or school-sponsored events
- 3 to 10 days of Out-of-School Suspension (OSS)
- Mandatory completion of corrective or restorative educational programs or behavioral intervention assignments

- Formal recommendation for Expulsion to the Superintendent for severe or persistent non-compliance
- Immediate referral to local law enforcement if the conduct constitutes criminal harassment, menacing, or intimidation

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

24. Contributing to the Delinquency of Another

Ottawa Hills Local Schools expects all students to uphold the highest standards of personal integrity and citizenship. True community accountability means refusing to participate in, facilitate, or conceal behaviors that disrupt the learning environment or threaten student safety. A student shall not willfully aid, abet, assist, encourage, or conspire with another person to violate any school regulation, Board policy, or section of the Student Code of Conduct.

Disciplinary Interventions & Minimum Consequences

Complicity in an infraction carries the same weight as committing the infraction itself. Students who willfully aid others in violating school regulations will face corresponding disciplinary interventions, up to and including Out-of-School Suspension (OSS) or a recommendation for expulsion, depending on the severity of the underlying violation.

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

25. Continued violation of the Student Code of Conduct

Note: All infractions will be evaluated within the context of the specific situation. School administrators retain discretion to adjust disciplinary actions based on mitigating or aggravating circumstances; repeated violations may result in progressive disciplinary action, up to and including expulsion.

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. It 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 en route 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 may involve hazing, harassment, intimidation, and/or bullying. If hazing, harassment, intimidation, and/or bullying, or planned hazing, harassment, intimidation, and/or bullying, is discovered, the students involved are informed by the District employee who discovered it 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 from damages arising from reporting an incident of hazing, harassment, intimidation, and/or bullying in accordance with this policy, provided that the person reports and responds to the incident in good faith and complies 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. They 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 they report suspected harassment, hazing, or bullying; file a grievance; or assist with or participate in an investigation, proceeding, or hearing regarding a 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. 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 their person or damage to their 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 suggest a 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 when conduct is directed at a person's national origin or ancestry, including negative comments about 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 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 or 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 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 may 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 Interventions, 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).

Curricular Procedures

Finalized Schedules and Change Requests

Students and parents will be given time before registration to think carefully about course selection. All schedules beginning with the 2025-2026 school year are expected to be finalized by the end of the current school year. **Students may not change their schedules without written approval from the high school principal.** Students/parents may request a waiver meeting to discuss placement in a class for which they were not recommended. A waiver meeting does not guarantee placement into the requested course. Waiver requests and meetings must be completed by March 30th each year.

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. The administration will provide exam schedules 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.

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 before 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 ensure all assignments are due before exam week begins, allowing 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 the instructor selects any of these options.

High School PE Waivers

Students who are entering 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 the PE Waiver as Pass, No Credit (PNC) in 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 before starting their senior year, the student will automatically be placed in a PE course. To ensure graduation requirements are met, the student must 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. Participation in qualifying activities before Fall 2023 will not be accepted.
- Students must complete two full seasons 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 in 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 to participate in two full seasons of interscholastic qualifying activities.
- Other activities outside of the school-sponsored activities cannot be counted toward the two seasons.
- The Athletic Director and Principal will handle all appeals. 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 the 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

A teacher must 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 following percentage scales will be used:

Excellent	90-100%	A
Good	80-89%	B
Average	70-79%	C
Below Average	60-69%	D
Unsatisfactory	Below 60%	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. To graduate from Ottawa Hills Junior/Senior High School, a student must meet the following graduation requirements:

TYPE OF UNIT	CREDITS
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

TABLE NOTES:

* This includes courses which are the equivalent of Algebra I, Geometry, and Algebra II. All students should take three (3) years of 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 of 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 American Government.

**** 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 graduation requirement, it is strongly recommended that all college-bound students complete at least 3 years of one world language or 2 years each of 2 different world languages.

Generally, one unit of credit is earned by satisfactorily completing the required work over 36 weeks; 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 the 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 the 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 the 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 student's age necessarily influences the nature of homework.**
- 3. Assigning homework implicitly involves at least three assumptions.**

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

We also believe that students' ages necessarily influence the nature of homework and that its purpose 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 literacy and numeracy, but also include executive functioning skills such as self-regulation and organization. Homework assignments increasingly focus on reinforcing, expanding, and applying those skills in different contexts and toward different goals, including self-discovery, the development of critical thinking skills, and deeper exploration of various academic disciplines. An understanding of the evolving nature of homework is important for recognizing its connection to our district's mission to promote lifelong learning and 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 these assumptions are made safely, 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 team member understanding and working to meet certain expectations. The following table presents some of the more fundamental expectations according to the key aspects of the beliefs just described.

	PURPOSE	SKILLS	TIME	ENVIRONMENT
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 include homework in their time management.	provide a suitable homework environment.
STUDENTS will...	clarify and work to fulfill the purpose of the assignment.	do their best to demonstrate their current skill level.	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 policies and practices that demonstrate our commitment to living our philosophy.

The Evolving Nature of Homework

In addition to the above expectations, classroom-level policies and practices should also be guided by the 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 continue.

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 for 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 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 tardiness, 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 consisting of five faculty members appointed by the principal. Once selected, members are responsible for continuing 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:** A cumulative 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 to 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 character. Specifically, to have fulfilled the character expectations for consideration into the National Honor Society, a student must:
- Have no more than one (1) suspension from school in grades nine through twelve;
 - Have no documented incidents of cheating in grades nine through twelve where suspensions resulted;
 - Have never been convicted of a crime or juvenile offense;
 - 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 the 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 for the National Honor Society. An Honor Society member should have, and continue to demonstrate, certain qualities in each of the following areas:

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 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 consisting of members of the administration and faculty. Once selected, members are responsible for continuing 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:** A cumulative 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 is required for induction into the NJHS for their 8th-grade school year.
2. **Leadership:** Two examples of leadership must be demonstrated during grades seven 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 to the present are required. Service for wages does not fulfill this requirement. The 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 sheet 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 that resulted in detentions or suspensions.
 - 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 category 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 first-year student, 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 the National Junior Honor Society.
- **Character:** A suspension in grades nine through twelve would exclude the student from consideration for membership in the National Honor Society. If currently a member and a suspension occurs, the student will be removed from the National Junior Honor Society. Additionally, NJHS members must meet all other required character criteria 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 at Ottawa Hills who were previously inducted into NJHS at 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 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 property damage, 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 for contacting 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.f vqwdxdsdzaZ

Scheduling of Activities

Any school-sponsored event, including athletics, must be submitted to the master school calendar for approval by the principal/assistant principal. 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 include an announcement in the morning announcements must have it approved by the faculty sponsor and submitted to 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. To be eligible to run for Student Council office or a class office, a student must have maintained a 2.75 cumulative weighted GPA with no F's for the semesters before or during the office application. Once elected, an officer will be removed from office if they accumulate more

than one handbook violation that results in a Saturday School, fail to maintain a 2.75 weighted GPA, or have any F's in any quarter. The student must inform the Student Council advisor promptly.

Student Messages or Deliveries

The school offices cannot handle personal business daily. 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 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

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

Visitors

The principal or assistant principal must approve student visitors to school. 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 to leave school to go to work:

1. Students must meet with the assistant principal before accepting a job.
2. Present a letter of consent from your parents.
3. Complete the work permit (available in the attendance office) and file the 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 to return to school if work is terminated.
4. Present verification from the employer on his business stationery, noting the hours of work per day and the 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 extracurricular 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 the minimum academic and behavioral expectations, and advisors for these activities may have higher standards upon the principal's approval.

Ottawa Hills Athletic Department Philosophy

When working with students in organized sports, these programs must be an extension and a supplement to 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 of manageable size, 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 fulfill responsibilities.
7. To provide a positive athletic experience and to 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 participating in any of these activities.

Athletic Banquets

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

Attendance

A student involved in an extracurricular activity must be in school for one half day of classes to participate in that activity, compete, or practice on the same day. The student must be in school for one-half day to participate in that activity, or to compete in a 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 carries risks. All sports will always have inherent dangers. Although rare, death or catastrophic injury may result from participation in sports. All concerned should take care 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 filled out and signed by the student and parent/ guardian. It is the athlete's and parents/guardians' responsibility to check with the physician of their choice regarding their health status. If at any time during an athlete's participation they experience any distress or have questions regarding their participation, the athlete will see the coach and/or athletic trainer.

All athletes must submit an Ohio Department of Health Concussion Information Sheet annually, signed by the athlete and a 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 parent/guardian also need to be knowledgeable about the Ottawa Hills Extra-Curricular Guidelines, along with all regulations about eligibility and rules adopted by the Ohio High School Athletic Association or other governing body of the 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 they know how it works and check 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, is immune from liability for injuries occurring on a playground, play field, gymnasium, or athletic field where your son/daughter is injured. The school is not liable for injury that 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 membership obligations (OHSAA, NFHS) and participation requirements for the student-athlete and parent/guardian. It is recommended that each athlete review and understand the sport (s) in which they wish 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 involved in extracurricular activities in reaching their full performance potential. Each student involved in an extracurricular activity must adhere to the school's rules. The extracurricular activities, as well as our athletic teams representing our high school and community, continue to be a source of pride for the village.

All students who participate in extracurricular 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-alikes.
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 the above rules are violated, the following will apply beyond or in addition to the Student Code of Conduct of Ottawa Hills Senior High School, depending on where and when the violation occurs.

Ottawa Hills Senior High School is part of the Lucas County Community Prevention Partnership, 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 carryover 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 apply to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when a group is using the school; 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, intoxicants, or drugs of abuse at any time before the student arrives 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 before the student's last Saturday School. The note must specify the date of the assessment and the name of the licensed drug and alcohol counselor. The assessment must be completed before the student's last Saturday School 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 School. *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 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 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 through 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 a wedding or funeral.

Equipment

The student-athlete must abide by the athletic department's uniform dress code 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 issued equipment. 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 for paying for the replacement of any equipment that is lost, stolen, or damaged. This is the athlete's responsibility. The student-athlete should not discard worn-out equipment; 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 holding elected offices in student council.

The Ottawa Hills Board of Education has established that, in addition to the existing eligibility criteria 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. 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 of the current grading period, the student will be asked to stay in the Foundry at lunch and/or after school to receive academic supports. 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 and coach/advisor. 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 the student's grades via PowerSchool consistently, communicating with teachers, athletic administrators, 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 promptly 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” 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 prohibits 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 that 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; all need to be aware of slippery floors, changes in floor texture, and elevated thresholds between showers and the locker room.

Keep floors free of litter, place all belongings in an assigned locker, and 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 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 they mean 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 who wish to play at the Division I or II level in college need to register with the NCAA Clearinghouse in 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.

OHSA 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 their regular responsibilities. The student, for example, is subject to the athletic disciplinary training rules about 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 is ill or injured and under a physician's care, the athlete must have written verification from the physician to return to 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

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 that, by providing this information to you before you participate, 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.)

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 roughhousing 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 evacuation 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 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 regular practice. 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 and 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 the building and remain 200 feet away.
4. Tornado:
 - a. Go to the basketball team room, sit on the 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 evacuation 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 appropriate clothing for 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 are 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, lane lines, pool walls, gutters, or bottom could 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's 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 evacuation 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, kneeing, 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 goalkeeper's facemask.
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 evacuation 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 and 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 preventing 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, and assume a striking position as 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 range 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 the 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, and 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 that 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 cheekbone, 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, 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 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 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 evacuation 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. The personal accident and injury insurance of the owner or the driver must indemnify transportation provided in private vehicles. 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 lightheaded.
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 require evacuation 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, and 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, kneeing, 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 evacuation 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. Goalkeepers 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 roughhousing 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 make illegal contact with the offensive opponent.
2. When involved in a 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. A coach must approve slide tackles.
9. All players must wear shin pads.
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 evacuation 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 undergarments 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 a 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 sunscreen or cover exposed skin.

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 evacuation 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 appropriate clothing for 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 lightheaded 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 the 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 ensure it is safe and in proper condition before use. 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 require evacuation 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 in 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' stands.
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 (e.g., 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, rehabilitation exercises.
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 proper attire contribute to maintaining 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 such as a sore throat or 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; the 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, the 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 the beginning of the season due to increased muscle use 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 evacuation to a safe place.

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.