

# Otsego Junior High School Handbook

## **Student Handbook 2018-2019**

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<https://juniorhigh.otsegoknights.org/>



### **WELCOME TO OTSEGO JUNIOR HIGH SCHOOL**

Home of the Knights!

Welcome to another exciting school year. We are so pleased to have you here with us. This Board approved handbook has been prepared to guide you through your school year. While certainly not all-inclusive, it is intended to cover the majority of the technicalities of our operation. If you have questions and/or suggestions, feel free to discuss them with us.

#### **Statement**

The Otsego Local School District, unified with family and community, prepares all students to reach their highest potential by providing innovative programs in a rich environment focused on student-centered learning. Otsego students will become contributing citizens in a global society while respecting individual differences.

#### **Vision Statement**

- ❖ A united community which inspires and challenges everyone to exceed their expectations.
  - ❖ A caring and positive environment that values and embraces all learners.
- ❖ An innovative approach to instruction focused on student achievement today, tomorrow and beyond.

#### **Motto**

Our Students, Our Community, Our Success

## **GENERAL INFORMATION**

Below is information and links to the general information of Otsego Junior High School.

### **[Staff Directory \(CLICK HERE\)](#)**

Otsego Junior High School has a dedicated and friendly staff here to serve you and your children. Parents and students are welcome to email our staff with questions and concerns at anytime. Parents and students should expect a maximum of 24 hours for a staff member to reply.

### **[Bell Schedules \(CLICK HERE\)](#)**

Otsego Junior High School runs an 8 period alternating block schedule. Classes meet every other day. Each block day consists of one 7 minute homeroom, four 75 minute class periods, one 40 minute success period and Lunch.

### **[Dress Code \(CLICK HERE\)](#)**

Otsego Junior High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### **[Map of School \(CLICK HERE\)](#)**

Click here to view a map of the High School

### **[Positive Behavior Interventions and Supports \(PBIS\) \(CLICK HERE\)](#)**

#### **Be Respectful, Be Responsible, Be Accountable, Be Honest**

The purpose of our PBIS system is to create a positive culture with clear expectations everyday, everywhere. We are Otsego Citizens through our respectful actions, responsible behavior, accountability and honesty. These along with our high achieving academic goals will help mold our students into positive law abiding productive citizens.

### **[School Safety \(CLICK HERE\)](#)**

Otsego Junior High School takes student safety very serious. Our number one priority is to ensure the safety and well being of each and everyone of our students. We do regular drills and trainings with our staff and students throughout the year to address potential risks and threatening situations that may put our staff and students at risk. We have also implemented research based strategies to address bullying and work to promote an inclusive friendly school culture and climate. Specific information regarding these and more are highlighted in the link above

## **FERPA RIGHTS**

### Parent/Guardian Notification to Share Information for Purposes of Billing Public Insurance and Consent to Bill Public Insurance

Dear Parent/Guardian,

Local Education Agencies (LEAs ), such as school districts, are eligible to receive federal Medicaid reimbursement for medically necessary services provided to their special education students when the services meet the requirements of the state's Medicaid program and are provided in accordance with the students' IEPs.

The Individuals with Disabilities Education improvement Act of 2004 (IDEA) and the Family Educational Rights and Privacy Act (FERPA) require schools to obtain written parental consent to share students ' education and health-related records such as Evaluation Reports, IEPs, and direct services and to bill these services to Medicaid . We are requesting your permission to share this information with the Medicaid Agency (the Ohio Department of Jobs and Family Services) and our Medicaid billing agent in order to submit a claim .

Please note:

1. No matter whether you grant consent or refuse to consent or revoke your consent, your child will still be provided with an evaluation and/or the services on his/her IBP, and you will not have to pay for those services.
2. Your consent is voluntary. If you give consent, you will not incur any out-of pocket expense, and there will not be any decrease in your child's available lifetime Medicaid coverage.
3. If you give consent, you may revoke it in writing any time after it is given. Your revocation of consent will not negate (undo) an action that has occurred after consent was given and before the consent was revoked.
4. The withdrawal of consent or refusal to provide consent to the district does not relieve the district of its responsibility to ensure that all evaluations and/or services on your child's IBP are provided at no cost to you.

Upon request, you or your child may receive copies of your child's records that are disclosed as a result of this authorization. This publication serves as the required annual notification under 34 CFR §300.503(c). If you have any questions or concerns, please contact the district's Medicaid Coordinator, Susan Bollin from Weswurd, LLC, at (419) 346-9651.

## **ADDING/DROPPING CLASSES**

All course requests are considered final after the June teacher workday. Schedule changes after this time are generally not permitted, however to be considered, a request for schedule change form must be filled out and special approval acquired from the principal.

## **AFTER SCHOOL ACTIVITIES**

No student is allowed to participate in an after-school club or activity, including band practice or cheerleading practice or tryouts, or athletic practice, unless the student is in attendance at school by 10:45am and remains at

school the rest of the day. Students who leave school are not permitted to participate in an afterschool activity unless their absence is excused by a doctor's note or given approval by an administrator. If a student misses school on a Friday they are ineligible for that weekend. Exceptions to this are made when a student misses An official school function, the student has official documentation for the absence or late arrival or special arrangements have been made with the administration. At the end of each school day, students are to leave the school grounds unless they are involved in a school-related activity or under the direct supervision of school personnel. Loitering is not permitted and consequences will be given if warranted.

## **ATHLETICS**

Otsego Junior High School students are eligible to compete in any of our interscholastic sports. Cheerleading is also offered in the fall and the winter. Otsego is a member of the Northern Buckeye Conference and meets all guidelines established by the Ohio High School Athletic Association (OHSAA) of which the school is a member. Student-athletes are expected to abide by the Student Code of Conduct as well as the rules outlined in the Athletic Code of Conduct, which each student will be required to sign prior to their participation in extracurricular activities at Otsego via Final Forms.

### **Athletic Eligibility Requirements**

To be eligible during any grading period, an athlete must have been in school the immediately preceding grading period and passing grades must have been received in a minimum of five courses. A letter grade of "I" (Incomplete) is considered to be an "F" when determining eligibility. The "F" grade for an incomplete may be changed within 5 school days of the quarter ending for eligibility purposes. School days include: regular instruction days, calamity days, teacher in-service or work days. Holidays and school breaks are not considered school days. Only the administration and/or Athletic Director can approve any changes in eligibility. To participate in a contest or practice on a regularly scheduled school day, an athlete must be in attendance at school all day from no later than 10 minutes after school begins until the end of school day, unless prior arrangements are made with the principal or athletic director. Doctor appointments are allowed as long as a doctor's note is turned in when the athlete returns. In the case of a late weeknight contest or practice, an athlete is expected to be in attendance at the beginning of the following school day. This also includes cheerleaders.

## **LEAGUE INFORMATION**

Otsego is a member of the Northern Buckeye Conference (NBC) and meets all guidelines established by the Ohio High School Athletic Association (OHSAA) of which the school is a member. Schools in the Northern Buckeye Conference include: Eastwood, Elmwood, Fostoria, Genoa, Lake, Rossford, and Woodmore.

## **ATTENDANCE & TARDIES**

Punctual and regular attendance at school is extremely important. If it is necessary for a student to be absent from school, a parent /guardian must call the school office before 9:00 a.m. to inform the school of the student's absence and the reason for it. Absences fall under two categories: excused and unexcused. All student attendance issues must be handled by the student's parent /guardian even if the student is 18 years old or older. Students are not permitted to write their own absences or to sign themselves in or out of school. The only exception to this is if the student has a legal emancipation agreement on file.

❖ Excused Reasons for absence or tardy include:

➤ Personal illness

- Medical appointment
  - Illness in the immediate family
  - Death in the family/Death of a relative
  - Religious observations/Observance of religious Holidays.
  - Quarantine of the home.
  - Court subpoena
  - College visitation
  - An emergency or set of circumstances which, in the judgment of the school, constitutes good and sufficient cause of absence from school
- ❖ Unexcused Reasons for absence or tardy include:
- Oversleeping
  - Car trouble
  - Haircut, beauty shop appointments
  - Truancy (see next page)
  - Running errands in non emergency situations
  - Missing the bus/ride
  - Babysitting
  - Shopping
  - Out-of-school suspension
  - Hunting
  - Pre-planned absence
  - Employment
  - Other not listed as excused

The student, upon returning to school, shall present a written note from the parent/guardian explaining the reason and date of the absence or the parent/guardian should provide official documentation for the absence. If the written note or official documentation is not received within two school days of the absence, the absence will be recorded as unexcused. A note is not necessary if the parent /guardian comes into the school office and signs the student in or out.

### **Consequences for being Tardy, Absent, or Truant**

Otsego Junior High School is required by law, under HB 410, to take action and make interventions that help and encourage regular and consistent attendance. We use the following guidelines to determine our course of action which includes but is not limited to, written notification, mediation, and criminal charges.

**HB 410** is outlined in the table below:

	<b>Consecutive hours</b>	<b>Hours per School month</b>	<b>Hours per school year</b>
<b>Habitual Truancy</b>	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
<b>Excessive Absences</b>	--	38 with or without legitimate excuse	65 with or without legitimate excuse
<b>Chronic Absenteeism</b>	--	--	10% with or without legitimate excuse

As a general rule, a student that has been absent 30 hours but less than 60 hours (excused or unexcused) will be sent a letter notifying them that all future absences will require official documentation before the absences can be excused. The student may also be referred to the Wood County prosecutor's juvenile mediation program. A student that has been absent 60 or more hours (excused or unexcused) will receive written notification that all future absences will require official documentation before the absences can be excused. A student that reaches this point along with their parent/guardian will also be required by the school to attend an Absence Intervention Meeting with school personnel to identify specific causes of the students absences and ways in which we can improve the students attendance at school. Students with 10 consecutive unexcused absences or at least 15 unexcused absences in a semester may have their temporary instruction permit or driver's license suspended. Under current law, a student's temporary instruction permit or driver's license will be suspended for withdrawing from school for excessive absences (Ohio Revised Code Section 3365.041(A)).

## **TARDIES TO SCHOOL**

If you are late to school, you will need official documentation from a parent/guardian or doctor/court. Excused/Unexcused reasons are stated above:

- ❖ Consequences for being tardy to school
  - 1st tardy - warning, parents contacted
  - 2nd tardy - 1hr detention, parents contacted
  - 3rd tardy - 1 hour detention, parents contacted
  - 4th tardy - 1 hour detention, meeting with parents
  - 5 or more tardies - loss of privileges/possible suspension/progressive discipline

By definition, official documentation includes written notice from a doctor, dentist, hospital, or court. This written notice must state that the student was unable to attend school and must include the beginning and/or ending dates and/or times on official letterhead paper. In most cases, if official documentation is provided, we excuse those absences when looking at the student's attendance record.

## **AUTOMOBILES**

A parking area is provided for students who drive to school. Student parking is restricted to this area. Students are not permitted to park in areas designated for faculty, staff, or guests. Busses always have the right-of-way.

All students who drive to school must register their car(s) in the office the first week of school and pay a parking fee. A parking tag must be displayed. For protection of automobiles, students are not allowed in the parking lot during school hours (7:39am - 2:20pm). Students who are in the parking lot during the school day are subject to detentions or suspensions. Driving to school and the use of the parking lot is a privilege that can be revoked at any time by a principal for reasons deemed necessary (e.g. driving students off campus who do not have permission to be off school property, serious driving violations, possession or transportation of drugs, alcohol, stolen property, or other contraband, parking in an unauthorized area). All vehicles driving on school property will observe a safe speed limit not to exceed 15 mph. Students must park in one of the lots behind the high school. Students are not permitted to park against the school wall for any reason unless authorized by school personnel. These spots are reserved for faculty only. Vehicles must yield to pedestrians and students at all times. Parking is at the student's own risk. Otsego High School assumes no liability for damaged vehicles. Vehicles should be locked. Students may not loiter in vehicles or parking lots. Reckless or unauthorized operation of a motor vehicle on school property or in the vicinity of school vehicles may result in detention, suspension, or loss of driving privileges. The school has a right to search any automobile in the school parking lot if administrators have reason for suspicion. Parking off school grounds is not permitted. Disciplinary action may result for students who violate this rule.

## **CODE OF CONDUCT**

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

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property or designated areas such as bus stops.
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee.
3. Or the property of an official or school employee.

### **Consequences of violating the Code of Conduct:**

Students who violate the schools code of conduct may be subject to a wide array of behavioral interventions which include but are not limited to verbal or written warnings/reprimands, referral to school counselors, parental contact or conference, detentions, community service, emergency removal, referral to law enforcement agencies, suspension, expulsion, exclusion, removal from co-curricular or extracurricular activities, removal of privileges, or other penalties deemed appropriate by the school administrators. This handbook does not define all types and aspects of student behavior. Any conduct which causes an interference with any school function, activity, or purpose, or that interferes with the health, safety, or well-being of other students is prohibited.

### **Rule 1: Alcohol and Drugs**

It is the policy of the Otsego Schools to prohibit pupils from the non-medical use, abuse, possession, or transmission of drugs, look-alike drugs, alcohol, steroids and/or paraphernalia on Otsego school property and at school-sponsored activities off school property. All types of tobacco products, including cigarettes, smokeless, electronic cigarettes (e-cigarettes), cigars, snuff, smoking tobacco, nicotine delivering products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine

innovations are strictly prohibited. The following are considered incidents of possible alcohol/drug involvement:

- A. Students who have consumed or show symptoms or evidence of using alcohol/drugs.
- B. Students in possession of alcohol/drugs
- C. Students possessing, distributing, receiving , or selling look-alike drugs
- D. Students in possession of drug paraphernalia (including but not limited to rolling paper, pipes, containers containing drugs)
- E. Students involved in the distribution or sale of alcohol/drugs
- F. Students admitting alcohol/drug involvement
- G. Students suspected of alcohol/drug involvement

Any Drug/alcohol-related incidents will be dealt with as follows:

The parents or guardians shall be contacted and the student may be suspended for up to a maximum of ten days and may be referred to the Superintendent for expulsion. A conference will be held with a drug and alcohol counselor to determine if further counseling is needed, or a professional evaluation, at an appropriate agency is needed (at family's expense). Failure to obtain the counseling and failure to follow the recommendations will result in additional days of suspension, expulsion, and/or referral to Juvenile Court.

### **Rule 2: Bomb Threats**

The superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

### **Rule 3: Book Bags**

As a safety measure and to prevent clutter in our halls and classes, students are required to store non-essential instructional items such as book bags, coats, and jackets in their lockers once they arrive to school. Book bags, backpacks, large or small tote bags with strings, and similar carriers are not allowed in classrooms or in the hallways once the school day has started. They are to be kept in lockers only, unless otherwise stated by the building principal.

### **Rule 4: Bus Behavior**

The following infractions may result in losing bus privileges and/or suspension:

1. Improper boarding/ departing procedures
2. Bringing articles aboard bus of injurious or objectionable nature
3. Failing to remain seated/improper seating
4. Refusing to obey/harassing the driver



5. Fighting/hitting/pushing/tripping/horseplay
6. Tampering with bus equipment
7. Destruction of property
8. Chewing gum/eating/drinking
9. Hand/head out of window
10. Throwing/passing objects in or out of the bus
11. Lighter/matches /knife
12. Spitting/littering
13. Unnecessary noise
14. Rude, discourteous, and annoying conduct
15. Other behavior relating to safety, well-being, and respect for others. As well as bullying!!
16. Ride the regularly assigned bus and unload at the regular stop unless authorized personnel, from the building they attend, signs a pass for the driver stating otherwise. A child who is not a regular bus rider must have permission from his Principal.

### **Discipline for Inappropriate Behavior on a School Bus:**

Transportation to and from school is a privilege. Abuse of this privilege may result in the loss of transportation to and from school. When transportation privileges are lost, you are not allowed to ride any bus or van owned by the Otsego Board of Education during the suspension. All discipline issues on the bus will be handled through the student code of conduct. Disciplinary action could be: a warning, detentions, suspensions, or charges being filed with the court, as well as a suspension in transportation privileges. The Administrator's decision is final.

### **Rule 5: Cafeteria Policy**

Specific rules include:

1. Students will enter the lunchroom in an orderly manner, no running or cutting in line.
2. Students will not throw food or food containers.
3. Students are responsible for placing trash in the proper receptacles.
4. There should be no sitting on the tables, standing on chairs, or using the chairs as steps.
5. Students will comply with all directions given by an adult or supervisor when in the lunchroom.

Students found in violation of these rules are subject to the following consequences:

1. Students may be given a lunch detention
2. Students may be required to clean the floors or table areas
3. Students may be moved and separated from their peers during lunch
4. Students may be given an after school detention
5. Students may be suspended or Expelled

### **Rule 6: Class Attendance/Truancy**

All students are required to attend school daily. Students are required to attend all regularly scheduled classes unless officially excused. All students are required to be in their scheduled classes when the class bell rings, or they will be considered tardy. All students are required to attend school daily. Students are required to attend all regularly scheduled classes unless officially excused. All students are required to be in their scheduled classes

when the class bell rings, or they will be considered tardy. Students who are caught skipping classes and or school will be disciplined accordingly at the discretion of the administration. This includes but is not limited to detentions, loss of privileges, and or suspension.

### **Rule 7: Classroom Misbehavior**

Students are expected to follow the rules of the classroom teacher. If a student violates classroom rules/procedures they may be given a disciplinary referral at the teacher's discretion . After a student receives a disciplinary referral in a class, the teacher will notify both the student and parent when an office referral has been issued. An appropriate consequence will be assigned for the misbehavior by the school administrator.

### **Rule 8: Collusion**

A student shall not by use of violence, force, noise, coercion or intimidation of any student, urge others to engage in any such disruptive conduct. No student shall assist or aide, in any way, another student in violating either school rules or any law or ordinance when either student is properly under the authority of school personnel.

### **Rule 9: Computer Access**

Prior to the use of computers at school, parents and students must read and sign the Acceptable Use and Internet Safety Policy, Violation of this policy may result in denial of the privilege to use computers at school. Violation of this policy may also result in disciplinary action.

### **Rule 10: Dangerous Weapons**

A student shall not possess, handle, convey, or conceal any object defined by law as an illegal weapon or item which could reasonably be considered a weapon. This list of such objects includes, but is not limited to knives, guns, explosives (includes firecrackers) and other physically damaging objects. Students are prohibited from bringing the items described above onto school property, in a school vehicle, or to any school-sponsored activity. Look-alike weapons are also prohibited . Failure to comply will result in a suspension and recommendation for expulsion. Violators may be expelled for an entire year. Violators will be reported to the local law enforcement authorities. Under current law, a student's temporary instruction permit or driver's license will be suspended for misconduct that is included in a school policy involving a firearm or a knife or other weapon (Ohio Revised Code Section 3365.041(A)).

### **Rule 11: Electronic Devices**

Possession of a cell phone or other electronic communication devices (ECDs) by a student is a privilege, which may be forfeited by the student if he/she violates this policy or is asked to relinquish it by a staff member or administrator and refuses. Students use technology for a variety of learning purposes. Students, who abuse this privilege by damaging technology resources, or who use technology resources for inappropriate purposes, lose the right to use the technology and may face serious disciplinary consequences. Electronic devices maybe confiscated from the student and turn into an administrator.

Students are permitted to have their cell phones during the course of the school day. They may be used before and after school, in the hallways between classes, and in the Commons during lunch. Upon entering a classroom, students are to place their devices in the designated areas outlined by the teachers. Devices should

only be accessed in instances where the teacher instructs students to have their devices for educational activities. Students are to follow their teacher's policy for usage in their classroom and study halls. Violation of this policy will result in confiscation of the device and possible further and will result in disciplinary action. Cell phone usage (or texting) is not permissible for any reason at any time in any restroom.

iPods, MP3 players , CD players , and other music playing devices may not be used during the instructional day except during lunch or by approval of the classroom teacher. Failure to abide by this rule may result in confiscation of the device and appropriate disciplinary action. This includes wearing of earpieces/headphones for any of these or other devices.

There is to be absolutely no photography or recording of audio/video at any time without prior approval from a teacher, staff member, or administrator. Cell phones should not be used to take pictures, videos or voice recordings without teacher and administrative approval. If a student takes a picture, video, or voice records a staff member without their approval he/she will result in discipline action and future use of such devices will be forfeited.

Students suspected of violating this policy, will be asked to prove that they do not have a cell phone in their possession. Refusal to do so will result in an investigation and being sent to an administrator for appropriate disciplinary action.

The Board of Education reserves the right to define the educational value of any new electronic wireless communication devices that may become available to the general public in the future to prohibit their use if they have little or no educational value or if such device creates learner distraction or disruption.

The district is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions to make sure the cellular telephones and ECDs are not left unattended or unsecured.

Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

Students are not permitted to possess the following devices on campus or at school sponsored activities (including field trips) without administrative approval. Violation of this policy will result in confiscation of the device and will result in disciplinary action.

1. Two way radios
2. Laser Pointers
3. Pagers
4. Portable gaming devices
5. Walkie-Talkies
6. Recording devices without teacher or administrator approval
7. Radio phones

### Bring Your Own Technology Program:

Electronic devices (e-readers, tablets, laptops) including cell phones may be used in classes as learning tools if the device is approved by the teacher. The teacher has final say if the device can be used during class as an appropriate learning tool. Students are expected to silence all electronic devices and place them in their designated areas during class time unless approved by the teacher and the device is being used as a part of the educational curriculum. Students caught with using an electronic device in class without permission, or using it in an inappropriate manner may have it confiscated and sent to the office. Disciplinary action will be given to students who abuse this privilege.

### **Rule 12: Explosive Devices**

Students shall not possess, handle, transmit, and sell, conceal or bring on school grounds any fireworks, explosives, smoke bombs, or munitions, nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, smoke bombs, stink bombs, or munitions. Failure to comply will be cause for suspension or expulsion. Criminal charges may also be filed.

### **Rule 13: False Alarms**

Initiating a false fire alarm or any other type of emergency procedure is strictly forbidden. Failure to comply will be cause for suspension and recommendation for expulsion. Criminal charges will also be filed.

### **Rule 14: Forgery and Cheating**

Any form of forgery (attendance notes, passes, etc.) is strictly prohibited. All forms of cheating on schoolwork are prohibited. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, copying quiz or test answers, text messaging, and plagiarism (including: internet sources, articles, magazines, etc.). Students who violate this policy will receive zero credit for assignments or work involved. Additional disciplinary action may be taken by the teacher or administration. National Honor Society and Student Council members will have their memberships revoked. Repeated offenses may result in loss of credit.

### **Rule 15: Gambling and Card Playing**

Gambling in any form and card playing are prohibited.

### **Rule 16: Gang Activity/Membership**

The board prohibits the presence of notebooks, apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denoting membership in gangs or advocate drug use, violence or disruptive behavior. Students shall not use gang related paraphernalia, language, symbols, or clothing, etc. This policy shall be applied at the principal's discretion, after consultation with the Superintendent of Schools, as the need for it arises. Items confiscated will be turned over to the Wood County Prosecutor and the student may be referred to the Wood County Gang Task Force.

### **Rule 17: Harassment/Bullying**

No form of harassment directed towards an individual or a group will be tolerated. This includes written, electronic (cyber-bullying), verbal, or non-verbal innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, ethnicity, national origin, religious beliefs, disabilities, etc. towards a

fellow student, staff member, or other person associated with the district. In addition, no student shall create or engage in social media that creates a hostile work environment for students or staff members.

### **Bullying and other forms of aggressive behavior**

Harassment, intimidation, or bullying behavior by any student /school personnel in the Otsego School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts or cyber-bullying ( e.g. electronic devices, Internet, cell phone, social media), either overt or covert, by a student or group of students toward other students /school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. In particular, bullying includes the aforementioned acts occurring more than once . Such behaviors are prohibited on or immediately adjacent to school grounds , at any school-sponsored activity, on school provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student; school personnel including placing an individual in reasonable fear of physical harm and/ or damaging of students ' personal property; and,
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student /school personnel.

Any staff member or student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. Retaliation or deliberately making false reports may result in disciplinary action . In addition , Otsego Local Schools offers a Safe School Helpline, a toll-free number that parents , students or community members can use to report any information that threatens our students , faculty or staff. Your name is never asked. 1-844-723-3764 . Please visit [www .otsegoknights.org](http://www.otsegoknights.org) to read the entire Anti-Harassment Policy & Guideline and Bullying and Other Forms of Aggressive Behavior Policy & Guideline. Click on Board, then Board Policy.

### **Rule 18: Hazing**

Hazing activities of any type shall be prohibited.

### **Rule 19: Identification to Authorities**

All persons, upon request, must identify themselves to proper school authorities when on school property or at school sponsored events.

### **Rule 20: Indecency**

Any student in violation of the public decency section of the Ohio Revised Code may be subject to suspension and/or recommendation for expulsion should the incident take place on school grounds or at any school-related function. Violators may also be reported to the local law enforcement authorities.

**Rule 21: Insubordination/Disrespect**

Students shall obey all directions of administrators, teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel on or off school property.

**Rule 22: Leaving School Grounds**

Once students arrive on school property in the morning , they are to remain on school property (in authorized areas) unless they have permission from the Principal to leave. Leaving school, being in unauthorized areas, or not following proper procedures will result in disciplinary actions taken against the student.

**Rule 23: Profanity/Obscene Language**

Students shall not use profane or obscene language , either written or verbal, when communicating, including obscene gestures , signs, pictures or publications.

Profane = Showing disrespect, contempt, or irreverence for sacred things.

Obscene = Offensive to modesty or decency.

Using profanity , making obscene gestures or comments or other forms of disrespect toward any person or school employee on or off school property is prohibited.

**Rule 24: Public Display Of Affection**

Public display of affection is unacceptable behavior. The display of affection in a manner not suited to the school environment is not permitted and may result in discipline. Hugging and kissing are not appropriate during school hours or after school activities. Hand holding is accepted during school hours . Some actions such as passionate embraces, nuzzling, and hands on persons , are inappropriate during all school activities as well.

**Rule 25: Safe Schools Act**

No person shall assault, strike, threaten, or menace a teacher, instructor, person in charge of a class of students or any employee of any school in the performance of his duties, or disrupt, disturb, or interfere with any activity conducted in a school building, or upon the grounds thereof, or in any public place, or improperly and unlawfully assault, strike, threaten, menace, follow, pursue or lay hands upon a student or other person in a building, or upon the grounds thereof, or upon the way to or from any school, or on the way to or from any school sponsored activity.

First Offense - 3 to 10 days suspension and possible expulsion.

Second Offense - 5 to 10 days suspension and possible expulsion.

Third Offense - 10 day suspension and possible expulsion.

\*Violators may also be reported to the local law enforcement authorities.

**Rule 26: School Dress**

Otsego High School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase

marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

**1. Basic Principle:**

- a. Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

**2. Students Must Wear\***, while following the basic principle of Section 1 above:

- a. A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- b. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND shoes which includes flip flops and sandals.
- c. Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoe requirements are permitted (for example, athletic shoes for PE).

**3. Students May Wear**, as long as these items do not violate Section 1 above:

- a. Religious headwear
- b. Hoodie sweatshirts (wearing the hood overhead is NOT allowed). Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- c. Pajamas
- d. Ripped jeans, as long as the underwear and buttocks are not exposed.
- e. Tank tops, including spaghetti straps; halter tops as long as the bra is not showing.
- f. Athletic attire
- g. Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

**4. Students Cannot Wear:**

- a. Hats/visors or items of clothing covering the head.
- b. Do-rags/handkerchiefs/bandannas
- c. Violent language or images.
- d. Images or language depicting drugs or alcohol (or any illegal item or activity).
- e. Hate speech, profanity, pornography.
- f. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- g. Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- h. Swimsuits (except as required in class or athletic practice).
- i. Tube Tops
- j. Accessories that could be considered dangerous or could be used as a weapon.
- k. Any item that obscures the face or ears (except as a religious observance).

## **Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

1. Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - a. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - b. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - c. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

## **Rule 27: Sexual Harassment**

No student shall cause sexual harassment to another student, staff or other persons on school premises during a school activity, function or event off campus. Sexual harassment is defined "in the eyes of the beholder" as unwanted sexual advances which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making frequent sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person inappropriately, or blocking their exit.

## **Rule 28: Stealing/Property Damage**

No student shall steal or damage any school or private property on school premises or during any school sponsored activity. Also, students shall not receive or be in possession of stolen merchandise.

## **Rule 29: Tobacco**

No student shall smoke within sight of the school or possess any tobacco product in any school building, on school property, on any school bus, or at any school function. This includes possession of paraphernalia, including, but not limited to, packages and tins.

Any Tobacco related incidents will be dealt with as follows:

The parents or guardians shall be contacted and the student may be suspended for up to a maximum of ten days and may be referred to the Superintendent for expulsion. A conference will be held with a drug and alcohol counselor to determine if further counseling is needed, or a professional evaluation, at an appropriate agency is needed (at family's expense). Failure to obtain the counseling and failure to follow the recommendations will result in additional days of suspension, expulsion, and/or referral to Juvenile Court.

## **Rule 30: Unauthorized Fire**

No one is to possess a lighter and/or matches or to start or assist in starting a fire in the school, on school grounds or at a school sponsored activity at any time unless authorized by school administrators. Failure to



comply may result in a suspension and/or recommendation for expulsion . Violators may also be reported to the local law enforcement authorities.

### **Rule 31: Disruption of School**

You are not by use of violence, force, noise, coercion , threat, fear, intimidation, passive resistance, dress or any other conduct to cause the disruption or obstruction of the mission, process or function of the school.

Appropriate law enforcement authority may also be notified . The Board of Education has adopted a zero-tolerance policy in regards to behavior that is described in the above section .

### **CORRESPONDENCE COURSES**

Correspondence course credit will be accepted at administrative discretion for students. In order to graduate with their class, students must complete all external course work by May 1 and a final transcript must be received by May 20.

### **FLEX CREDIT PROGRAM**

The full flex credit description can be found in the Program of Studies manual. The high school offers a special "flexible" plan for students to earn credits for graduation. All credits earned through the Flex Credit program will receive a letter grade or P/F (depending on committee approval), and will be calculated as part of the accumulated grade point average, and will appear on the final transcript. There are three possible uses of the Flex Credit program:

Flex Recovery - Students may use the program to make-up classes they have not passed in order to recover credits needed for graduation . Flex Recovery plans could include correspondence classes, online course work, or classes offered by other school districts' credit recovery programs.

Flex Out - Students may use the program to "test out" of a class or classes in the Otsego curriculum if the student feels prepared to move on to a higher level. Flex Out plans will require the student to demonstrate at least a proficient level of achievement on all course standards, outcomes and objectives, as demonstrated by the student's results on all course assessments and projects.

Flex Advance - Students may work with high school staff and other educators to plan advanced coursework that is not available in the regular Otsego High School curriculum . Flex Advance plans will require student work of a challenging nature, including reading, study, projects, demonstrations, and assessments.

### **DRUG TESTING**

At the beginning of each athletic season, all student-athletes will submit to drug testing. Failure to do so will result in the student-athlete not being permitted to play that season in any sport. Student-athletes that do not pass the mandatory drug test are subject to those consequences outlined in the Otsego Athletic Code of Conduct. At any time during the school year, students involved in any extra-curricular activity ( e.g. athletics, clubs, and school sponsored organizations) are subject to random drug testing - failure to do so will result in the student not being permitted to participate in any extra-curricular activity. Students that do not pass a random drug test are subject to the consequences outlined in the Code of Conduct for each individual activity. At any time during the school year, students that drive to school are subject to random drug testing - failure to do so will result in the student losing the privilege of driving to school for the rest of the school year. Students that do not pass a random drug test will not be allowed to drive to school for the rest of the school year.

## **EARLY RELEASE**

A note signed by the parent must be brought to the office or a telephone call received before an early release is allowed. A phone number must be on the note to enable the office to contact the person who wrote the early release. The list of reasons for excused and unexcused absences applies to early releases. When returning from a doctor or dental appointment, a doctor's excuse must be turned in from the doctor or dentist's office showing the date of the appointment. This pertains, also, to appointments for driving tests, court appearances, etc.

## **EMERGENCY REMOVAL**

A student whose presence poses a continual danger to self, other students, or property or is a threat of disrupting the academic process may be removed from the class or removal from school for up to a twenty-four (24) hour period .

## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the Otsego Local School District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's superintendent.

## **EXCLUSION**

The superintendent may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of bulk amount of a controlled substance or the sale of a controlled substance.
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee.

In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at a school function, may also be the basis for permanent exclusion.

## **EXPULSIONS**

Only the superintendent may expel a student from school. Expulsions may be carried over into the next school year. No student, while under expulsion, shall be on school property or participate in any school activities. Students who are expelled from school will not receive credit for work missed during the expulsion. Students who have received multiple suspensions may be referred to the superintendent for expulsion. A student or his/her parent/guardian may appeal his/her expulsion to the Board of Education or its designee. The student or his/her parent/ guardian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee. Expulsions will be handled as follows:

1. The superintendent must give written notice to the student and his/her parent/ guardian. The notice must include the written reasons for the intended expulsion and that the student and his/her parent/guardian or representative have the opportunity to appear before the superintendent or his/her designee to challenge

the expulsion or explain the student's action. The notice should reference the specific section in the Student Code of Conduct and must state the time and place to appear, not less than three (3) nor later than five (5) days after the notice is given unless the superintendent grants an extension of time.

2. The student or his/her parent/guardian or representative may request an extension of time and the superintendent is required to notify the student and his/her parent/guardian or representative of the new time and place.
3. A hearing is held before the superintendent or his/her designee at the appointed time and place. The student, his/her parent/guardian or representative is given the opportunity to defend oneself against the charges.

## **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

To participate in any extracurricular or co-curricular activity on a regularly scheduled school day, the student must be in attendance at school all day from no later than 10 minutes after school begins until the end of school day, unless prior arrangements are made with the principal. Students may be denied participation:

1. by disciplinary action of advisor or coach, for infraction of any rules of participation provided in written form to each participant by the advisor, or coach.
2. by limits established in the constitution and/or rules of participation provided each student by the advisor, teacher, or coach.
3. by failing or refusing any random or mandatory drug test that the school requires.

Note: The Otsego Board of Education approved random drug testing for students participating in any extra-curricular activity. In addition, student athletes will have mandatory drug testing at the beginning of each season.

## **FEES**

Nonpayment of fees for course materials or damaged or stolen materials will result in grades and credits being withheld. Nonpayment of pay to participate fees will also result in students being ineligible for any extracurricular activities. All unpaid fees will result in denial of participation in graduation exercises.

## **FIELD TRIPS**

Many students will participate in field trips throughout the year. School rules are in effect on all field trips. It is the student's responsibility to make up all missed work. It is the student's responsibility to meet with his/her teachers prior to a field trip to discuss how missing work will be made up. Teachers may require students to turn in work due on the day of a field trip, prior to leaving on the field trip. Teachers may require students to make up all missed work by the next school day. Students may not participate in any field trip that results in them missing a class that they are failing.

## **GRADING SCALE**

91-100 - A

81- 90 - B

71-80 - C

61-70 - D

60 & Below - F

## **GUIDANCE AND COUNSELING**

The guidance program of the Otsego Local Schools is an integral part of the total educational process. A primary objective of the guidance department is to function as a resource to students, parents, faculty and staff, and community. These resources include providing necessary information needed to make educational and career decisions, providing counseling services for personal or academically related concerns, and general support for anyone in the school community who is in need. Guidance services may be requested by anyone. Students may self-refer or staff members or parents can refer them. Anyone is welcome to contact a guidance staff member.

## **HALLWAY SIGNS AND SHOWCASES**

Any sign put up in the building or in a display case must have prior approval by the Principal. Violation may result in detentions or suspension. Teachers are responsible for signage in their own classrooms. Coaches are responsible for coaches' offices and team locker rooms. Nothing is to cover the windows.. Spirit items may be hung on the inside and outside of student lockers if magnets are used. No tape, glue, putty, or any other adhesive is allowed to be used inside or outside the lockers. Students wishing to hang items on the inside of their locker(s) may do so by using magnets only.. Nothing may be hung from the ceilings.

## **HONOR ROLL**

Students will qualify for the Honor Roll by earning one of two grade point average designations: (3.5-3.99 and 4.0) and receive no D's, F's, or incompletes for the grading period. Those students with a 3.5 G.P.A. or higher will have their names submitted to the Sentinel-Tribune for publication.

## **LOCKERS**

Everyone is assigned a hall locker and may be assigned a locker in the physical education department. In order to prevent theft, it is recommended for students to have a school issued lock for each locker assigned. All locks used should be purchased from the school. Lockers are for storage of items, and the school retains the right to check lockers and contents. Do not expect total privacy. Once you are assigned a locker, do not move to another locker. No tape, glue, putty, or any other adhesive is allowed to be used inside or outside the lockers. Students wishing to hang items on the inside or outside of their locker(s) may do so by using magnets only. If you have any locker problems, report the situation to the office.

## **LUNCH**

Each student is assigned a lunch period.. During that lunch period, the student is to be in the cafeteria (even if not eating lunch), not in other parts of the building or outside the building unless given permission by school personnel. All students are required to clean up the tables and floor area where they eat. Eating and drinking is permitted in study hall at the discretion of the teacher when it is held in the cafeteria. Inside the building, students may not eat or drink anywhere but in the cafeteria unless the classroom teacher, coach, or administrator grants special permission.

## **MAKE UP WORK**

Students are expected to complete all work missed during their absence. It is the student's responsibility to get assignments from teachers. \*\*\*Due to every student having eight (8) class periods and often eight (8) different teachers, the office will not be responsible for gathering homework for students who are absent.

Parents/guardians should email teachers to have assignments sent to office to be picked up at end of day. After an excused absence, an amount of time equal to the length of absence is allowed for making up the work missed. For instance, if a student misses one week of school, the first week after the student returns to school is the period during which missed work can be made up. If a student has an unexcused absence, the student will not receive credit for the make-up work. If a student misses school because of an out-of-school suspension, the student will not receive credit for the make-up work.

## **PRE-PLANNED ABSENCES**

Students must notify teachers and administrators one week prior to a pre-planned absence and are required to fill out appropriate forms with their teachers' signatures. Students who are absent due to a pre-planned absence will be recorded as excused on the absence list. These students do have make-up privileges. Students are required to obtain their assignments prior to leaving for their pre-planned absence. Upon return to school they should have the number of day's equivalent to the number of days absent to turn in any make-up assignments. Failure to do made-up work may result in a lower grade for the quarter.

## **MEDICATION**

All medication (prescription or non-prescription) being taken by a student must be kept in the office, and a request for administration of medication by school personnel form must be on file in the office. The student is responsible for bringing in any and all medication that he/she may need.

## **COLLEGE CREDIT PLUS (CCP)**

Any student interested in taking college courses at relatively no expense and earning high school credit at the same time should see the school counselor. Note: College Credit Plus students are expected to pay for transportation, and some miscellaneous expenses. Students must be accepted in a post-secondary program. Student must inform the school of their intent to participate by April 1st each year. High school credits will be determined by Otsego High School. Any disagreements may be appealed to the Otsego Board of Education. If the student fails to complete a Post-Secondary course because the student dropped the course or failed to attend the course, the student and the student's parents must repay Otsego Local Schools for all expenses. For more detailed information about the CCP option, please see the Program of Studies.

## **PUBLICITY/ANNOUNCEMENTS**

Parents/Guardians please be aware that the Otsego Schools and/or their authorized agents may release publicly your child's name, use videotapes, photographs, and otherwise publish or cause to be published any information relevant to his/her achievements. The information may be used in local, regional, state or national publications of the agencies listed above, released to appropriate newspapers and/or news publications, as well as any school website/social media. Names and photographs may also be used for the purpose of publicizing programs administered by Otsego Schools and/or the Wood County Educational Service Center including either organization's web sites. Any parent/ guardian objecting to such a release pertaining to their child/children should advise the building principal in writing.

## **SCHOOL CLOSINGS**

School closing due to severe weather will be announced on local radio and television stations as well as on twitter and our website. Families will also be notified by Instant Alert. You will need to register your children on <https://instantalert.honeywell.com>.

## **SCHOOL DANCES**

Otsego High School and Junior High may sponsor school dances throughout the school year (e.g. homecoming & prom). These dances may be on or off school property. School rules are in effect. Middle school students ( or younger) may not attend high school dances. High School students may not attend Jr. High dances . See dance form.

## **SCHOOL RECORDS/INFORMATION**

The teachers, school office, counselors, and administration keep many records. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act and Ohio law. This information can only be released with the written consent of the parents/guardians , the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent. Otsego High School is authorized to withhold a student's grades and credits for failure to pay assessed fees for materials "used in the course of instruction" other than textbooks (ORC 3313.642).

## **SAFE SCHOOL HELPLINE (ANONYMOUS)**

Otsego Schools safe school helpline is a toll-free number that parents, students or community members can use to report any information that threatens our students , faculty or staff your name is never asked. Dial 1-844-723-3764

## **SEARCH & SEIZURE**

Pursuant to New Jersey v. TLO (1985), school officials have the legal right to search students, desks, cell phones, calculators, electronic devices, lockers, computers, book bags, purses, computer disks, etc. at any time if they have reasonable suspicion. Lockers and desks, etc. remain the property of the Otsego Local Schools. Cars parked on the premises may be searched at any time that a reasonable suspicion exists to do so. Items found that are violation of the rules and regulations of Otsego High School will not be returned.

## **SUSPENSIONS**

A student may be suspended from school by the principal or assistant principal for up to ten (10) days for violation of the Code of Conduct and/or Board Policy. No student, while under suspension, shall be on school property or participate in any school activities. Suspensions are either out-of-school or in-school. Suspended students can receive credit for work missed during an out-of-school suspension, so long as the work is completed while suspended. In-school suspensions are served at the Wood County Juvenile Detention Center. Suspended students will receive credit for work missed during an in-school suspension. Students refusing to attend in-school suspensions will receive unexcused absences for each day of in-school suspension missed and may receive an additional out-of school suspension. Students receiving an excessive number of detentions may

be suspended from school. Suspensions may be carried over into the next school year. A student or his/her parent /guardian may appeal his/her out-of-school suspension to the Board of Education or its designee. In-school suspensions may not be appealed. The student or his/her parent / guardian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee .

Out-of school suspensions will be handled as follows:

1. Written notification of the reasons and the intention to suspend must be given to the student.
2. An informal hearing will be given to the student to challenge the reasons for the intended suspension or otherwise explain his/her actions . The hearing will be held by the school official intending to suspend the student.
3. If the suspension is to be carried out, within twenty- four (24) hours of the suspension, written notice must be mailed to the parent / guardian of the student. The notice must include the reasons for the suspension and the right of the student, parent / guardian, to appeal the action to the board of education or its designee, the right to be represented in the appeal and the right to request that the hearing be held in executive session.

## **TELEPHONES**

Students are not permitted to use school telephones during school hours unless they are conducting school business approved by the office or in the case of an emergency.

## **VIDEO CAMERAS**

To improve student discipline and ensure the health, welfare and safety of all people, Otsego Junior High School has installed cameras and video equipment to monitor the building and grounds . The video cameras will be used as evidence in student disciplinary proceedings

## **VISITORS**

Visitors must report to the office upon entering the school in order to properly monitor the safety of students and staff . No guests will be permitted to visit during school hours without prior approval of the building administrator.

## **WORKING BEFORE & AFTER SCHOOL**

Otsego High School has no work release or work co-op programs. If you want to leave school early or arrive late in order to work, you must enroll in a program at PENTA Career Center . Leaving school early or arriving late in order to work is prohibited.

## **ZERO TOLERANCE**

A student who fails to comply with established school rules and any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations. The Otsego Board of Education has "zero tolerance" for violent, disruptive, or inappropriate behavior by its students ; i.e., the Board will not tolerate violent, disruptive, or inappropriate behavior by its students and such behavior is prohibited as set forth in the student code of conduct. The Board also has a "zero tolerance" for excessive truancy from school or from study hall that will result in disciplinary action as set forth in the student attendance regulation (O.R.C. 3313.534).

