## Shale Logo.jpg

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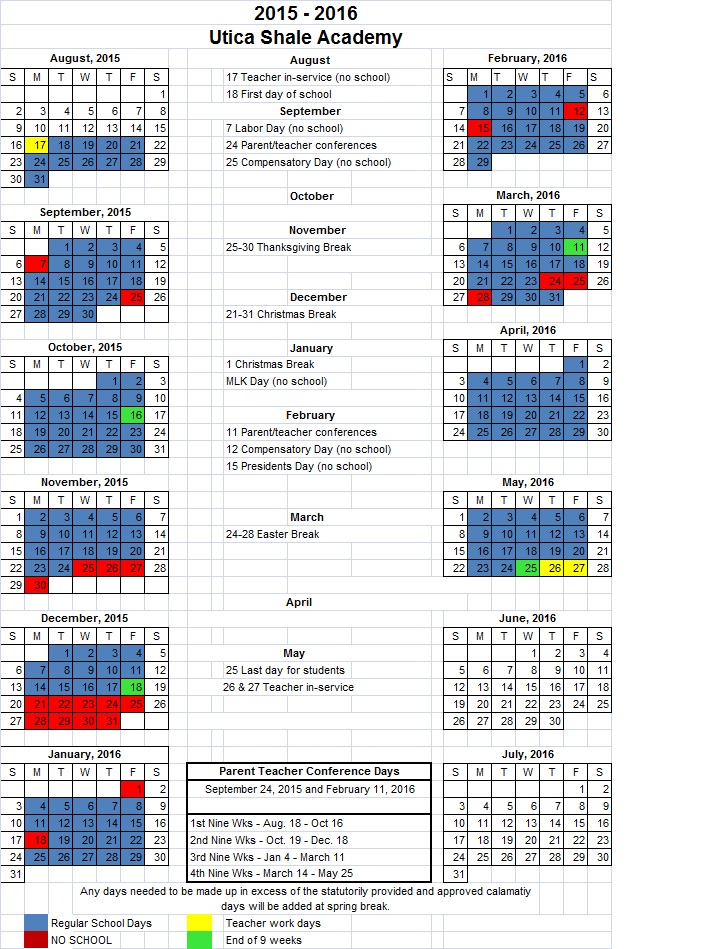
## MISSION STATEMENT

The Utica Shale Academy provides a unique and vigorous learning environment through a specialized academic program which responds to employers’ and industries’ current and emerging changing global workforce need and expectations through business/school partnerships.

**Students are responsible for knowing the contents of their handbooks.**

It is the student’s responsibility to read through the handbook carefully and share it with your parents.

The revisions and modifications of the Utica Shale Academy Board of Education Policy Manual is a continually ongoing project. As long as the provisions of the “Student Handbook” are not inconsistent with the Board of Education Policy Manual or with State Law, the provisions within this handbook will be considered to be a part of the Board’s Policy Manual. This manual may be amended during the year without prior notice.



**SCHOOL DAY**

Students in all grade levels must be enrolled for a minimum of five credits (5) unless the director grants prior approval.

Student’s schedules providing for “other guided learning experiences” away from the school including Credit Flexibility shall include parental signature indicating approval and is to be planned and approved by the principal. This plan shall become part of the student’s permanent record.

During the school day, students are not permitted to go to automobiles unless permission is granted from the director.

Students are not permitted in the building or on school grounds after dismissal time unless accompanied by a teacher or supervisor who is responsible for the students, unless approved by the Building Administration

## DAILY SCHEDULE

Class sessions will be scheduled from 7:30 am to 10:30 am and from 11:30 pm to 2:30 pm.

**ATTENDANCE POLICY**

Student attendance is flexible. However, students must be in attendance for a minimum of 15 hours per week. Class sessions will be scheduled from 7:30 am to 10:30 am and from 11:30 pm to 2:30 pm. Students must attend class to attain an average of 15 hours of attendance per week. A parent and student conference with the principal is necessary to arrange a special schedule within state attendance guidelines.

The school simply cannot teach students who are not present. The entire process of education requires a continuity of instruction, classroom participation and learning experiences in order to achieve the goal of maximum educational benefits.

Pursuant to Ohio Revised Code, any student that is non-participatory for 105 consecutive hours (17.5 schools days) must be removed from the Academy.

**ABSENCE**

In compliance with the laws of Ohio this attendance policy has been established.

Excusable absences are:

1. Personal illness

2. Illness in the family

3. Quarantine of the home

4. Death of a relative (funeral)

5. Working at home due to absence of parents or guardians (Deemed by school officials as sufficient cause)

6. Observance of religious holidays

7. Emergency or a set of circumstances which, in the judgment of the superintendent of schools or designee, constitutes a good and sufficient cause for absence from school.

Parents are encouraged to plan family vacations during non-school time to avoid prolonged student absences. We understand, however, that this is not always possible. **In order that the absence is excused, at least 24 hours advance notification must be given to the director.**  (Vacation time is part of the 12 days allowed absence excused by a parent/guardian note.)

**Students with excessive absences and/or have used their 12 allotted absence days may be denied the privilege of excused absences for (1) College visits, unless testing (2) vacations and (3) field trip.**

**EXCUSES**

**All students must present a written excuse on the day they return from an absence. Excuses will not be accepted via Fax, unless by a physician.** The excuse should be dated and contain the reason for your absence, the date you were absent and be signed by your parent or guardian. Also, it is understood that phone calls from parents do not cancel the necessity for a written excuse.

In addition to this, all students returning from home instruction must present a doctor’s statement of fitness to return to school. Absent students who have not been on home instruction may also be required to present medical proof of illness. A doctor’s excuse must be submitted for a doctor’s appointment. **Doctor’s excuses can not be backdated.** It is the right of the attendance officer to accept or deny any excuse given for an excused absence.

**EXCUSED ABSENCES**

The following will be the procedure with regards to the accumulation of absences:

Students are permitted to miss up to twelve (12) days of absence per year without a doctor’s excuse. Any non-doctor excuse over twelve (12) days of absence will count as an unexcused absence. Parents are encouraged to schedule doctor’s appointments outside of class session time.

**EARLY DISMISSALS**

Early dismissals are to be approved by the director at the beginning of the class session. Early dismissals must coincide with the state accepted excusable absences. Students are to present a written request from their parent or guardian which will state the time, date, and reason for the early dismissals. This written request should include an address and phone number where the parent/ guardian can be reached in case of any questions.

Students will not be released early from school for any reason without notification from a parent/guardian.

**ADULT STUDENT POLICY**

I. RULES FOR 18 YEAR OLDS

**If you are 18 years of age and living at home, you are under the jurisdiction of the home. You may not write your own notes excusing yourself from school or classes**.

The only exception to these rules is for adult students who are emancipated or living on their own and are financially independent. To be considered financially independent, the following criteria must be met:

1. Students must provide documentation of residence by furnishing a copy of the rental agreement or the copy of a rent receipt.

2. Document at least 30 days of continuous employment.

3. Provide a personal budget documenting that income from employment meets or covered expenses.

4. Provide a statement from his/her employer with the students work schedule so that it will not conflict with the students school schedule.

5. No later than the 10th day of each month, document payment of rent, utilities, and the living expenses from the previous month.

6. No later than the 10th day of each month, document continued employment by providing copies of pay vouchers for the previous month.

II. 18 YEAR OLD CONTRACT

All students who are 18 and older are required to sign a contract stipulating their responsibilities for attendance, grades, and behavior. These students may lose their privilege to attend the Utica Shale Academy.

III. SCHOOL RECORDS

A. Rights

1. The adult student has rights outlined in the Student Handbook.

2. The adult student has the right to inspect his/her record folder with the guidance counselor.

3. The adult student must notify the guidance counselor of an appointment prior to reviewing their records.

4. No unauthorized person (including parents or guardians) may inspect a student’s record without the adult student’s permission.

5. No one may release a copy of the information in a student’s record folder without the adult student’s permission.

B. Responsibilities

1. The adult student must keep the high school officials notified of any change of address, phone number, or school district of residence.

2. The adult student must put in writing a request for release of their school records to any person, school, agency, or employer prior to their release.

**ILLNESS OR INJURY IN SCHOOL**

A student who becomes ill or injured during the school day will report directly to the school office for first aid. The office secretary, principal, or principal’s designee will complete arrangements for the student to go home due to illness**. Students are not to leave school without permission from the office when ill.**

If a student has used his/her allotted (12) days absent, the student will need a doctor’s excuse. **(If the school nurse sends a student home because he/she is fevered, it is considered a school/medical excuse).**

If you wish to leave school for any reason other than illness, the principal or his designee will determine whether the absence is excused or unexcused.

**Students are not permitted to call home from a cell phone. All calls must come from the main office. Any violation of this will be considered insubordination and if the student leaves it will be considered unexcused.**

**VISITORS**

Student visitors are not permitted on school grounds during regular school hours. All other non-student visitors must report to the main office and may meet with faculty members during their lunch or conference periods only. **NO VISITORS ARE PERMITTED IN THE BUILDING WITHOUT A VISITOR’S PASS.**

**CLASS STATUS**

In order to be promoted from one grade to the next at the High School level, a student will have to earn the following credits:

|  |  |
| --- | --- |
| Senior | 15 Credits minimum |
| Junior | 10 Credits minimum |
| Sophomore | 5 Credits minimum |

**GRADUATION REQUIREMENTS**

It shall be the policy of the Board of Education to acknowledge each student’s successful completion of the instructional program appropriate to the achievement of district goals and objectives as well as personal proficiency by the award of a diploma at graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board and approved by the State Board of Education. There shall be only one (1) diploma awarded by this District and no distinctions shall be made between various programs of instruction.

Graduation Requirements

1. Students in the class of 2014 and beyond are required to have 21 units of credit for graduation.
2. **Students in the class of 2009 and beyond must pass all five sections of the 10th grade Ohio Graduation Test to meet the requirements for graduation.**
3. The State of Ohio and the Utica Shale Academy prescribe the following as the minimum course area and credit distribution required for receipt of a high school diploma in this school district.

Graduation Requirements:

|  |  |
| --- | --- |
| English | 4 units |
| Science | 3 units |
| Social Studies | 3 units |
| Mathematics | 4 units |
| Financial Literacy  Health/P.E. | 1/2 unit  1 unit (½ unit PE and ½ unit of Health) |
| Electives | 5 units  Includes 1 credit of Fine Art |
|  | 21 units |

**The Class of 2014 and beyond is required to have 4 credits of math and a total of 21 units of credit**. Tech Ed will be replaced with Financial Literacy.

Students are discouraged from completing the high school program in less than four (4) years. However, a student may graduate early if the student:

1. Completes the above requirements

2. Is planning an extended post-high school education

3. Demonstrates exceptional academic success

4. Receives a recommendation from the Superintendent

5. Meets all requirements for early graduation prescribed by the Ohio Department of Education

A student may apply for early graduation, and all School Board requirements must be met. The Board of Education may permit a student to graduate in less than four (4) years.

In the case of students of this District, the Superintendent is authorized to withhold report cards or diplomas or to recommend other sanctions against those who fail to meet their obligations.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but he/she may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension and shall be subject to the same procedures and guarantees of due process as suspension.

R.C. 3313.61 and A.C. 3301-35-02 (B) (6) – (7)

##### GRADES

Our grading system utilizes a percentage scale with alphabetical equivalence with the following description:

|  |  |  |
| --- | --- | --- |
| 93%-100% | A | A superior student who consistently shows subject mastery and frequently works beyond the assignments. |
| 83%-92.9% | B | A good student who is above average in performance and attitude. |
| 70%-82.9% | C | An average student who regularly completes the minimum requirements. |
| 60%-69.9% | D | A student who frequently has difficulty completing assignments. |
| 0%-59% | F | This mark indicates the student has failed to meet minimum standards and will not receive credit for the course. |
| P | Pass | Credit given with no letter grade or percent attached. |
| I | Incomplete | Two (2) weeks after report cards have been issued; an **incomplete grade will become an F grade** due to the student not meeting the minimum course standards. Exceptions may be taken under consideration with the teacher and principal approval. |

SEMESTER COURSE GRADES are determined by the final average of 18 lessons in an 18 lesson course.

FINAL YEARLY GRADES are determined by averaging 36 lessons in a 36 lesson course.

VIRTUAL LEARNING ACADEMY COURSES: All VLA courses MUST be completed by the last day of school. Any lessons not completed by the last day of scheduled classes will be graded as zeros and final course grades adjusted accordingly.

NOTE: Special grade determination can be arranged jointly by teacher and principal.

**ACADEMIC INTEGRITY**

Virtual Learning Academy passwords are, and should remain, exclusive to each student. Sharing of one’s password with another student is prohibited.

Each student is expected to hand work created by oneself. Plagiarism of another student’s work will result in a grade of 0/F for each offense. Subsequent offenses may result in revocation of enrollment at the Utica Shale Academy.

**ELIGIBILITY CRITERIA FOR AWARD OF MERIT**

The requirements listed below have been adopted for the Award of Merit. This certificate will be awarded by the State Board of Education to all those who meet the criteria specified in **A and C or B and C below.**

**NOTE:** Courses completed prior to ninth grade, taught by a teacher licensed to teach high school, and recognized as high school level work by the local school district board of education. Courses that are part of the Post Secondary Education Options Program also apply to the criteria for the Award of Merit.

**A. *College Prep Requirements*** – complete the following minimum requirements:

1. English – 4 units (May include 1 unit of fundamentals of speech.)

2. Mathematics – 3 units (Must include 1 unit of algebra and 1 unit of geometry.)

3. Science – 3 units (Must include 2 units from among biology, chemistry and physics.)

4. Social Studies – 3 units (Must include 2 units of history and 1/2 unit of civics or government.)

5. Foreign Language – 3 units (Must include no less than 2 units of any language for which credit is sought i.e., 3 units of one language or 2 units each of two languages.)

6. Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas listed A.1 through A.5 above.

a. Business

b. Computer Science

c. Visual or Performing Arts

**B. *Career-Technical Curriculum Requirements***

1. Complete a career technical occupational preparation program

2. Complete the following curriculum requirements

a. English – 4 units

b. Mathematics – 3 units

c. Science – 3 units

d. Social Studies – 3 units

Applied academic credits earned via career-technical education shall apply to the criteria for the Award of Merit.

3. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in B.2 above.

a. Business

b. Computer Science

c. Foreign Language

d. Visual or Performing Arts

**C. *Performance Criteria (applies to both curricula)***

1. Maintain above average attendance for grades nine through 12 (compared to a rolling four-year state average). For 2010, the four-year state average is 94.17 percent attendance.

2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades nine through 12; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades 11 and 12; or ranking in the top 25 percent of the class, whichever is more inclusive.

3. Participate in co-curricular, extracurricular or community activities in accordance with procedures established by the district board of education.

4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

**HONOR ROLL**

An all A-Honor Roll and an A-B Honor Roll are named for each nine-week grading period. All grades are used in determining the honor roll.

|  |  |  |
| --- | --- | --- |
| **High School Academic Diploma with Honors for Graduating Classes of 2012 and Beyond**  ***Students need to fulfill only 7 of the following 8 criteria*** | | |
| **Subject** | **Criteria** |
| **English** | **4** units |
| **Mathematics** | **4** units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content |
| **Science** | **4** units, including physics and chemistry |
| **Social Studies** | **4** units |
| **Foreign Language** | **3** units (must include no less than 2 units for which credit is sought) i.e., 3 units of one language or 2 units each of two languages |
| **Fine Arts** | **1** unit |
| **Career-Technical** | Not counted toward requirements and may not be used to meet requirements |
| **Electives** | Not counted toward requirements |
| **Grade Point Average** | **3.5** on a 4.0 scale |
| **ACT/SAT Score [excluding scores from the writing sections]\*** | **27** ACT / **1210** SAT |
| **Additional Assessment** | None |

\*Writing sections of either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

½ unit physical education\*\*

½ unit health

½ unit in American history

½ unit in government

\*\*SB 311 allows school districts to adopt a policy exempting students who participate in athletics, marching band or cheerleading for two full seasons from the physical education requirement.

**TITLE I FUNDING**

The Utica Shale Academy receives federal funding through Title I.  These funds are used to provide supplemental instruction to students who are in need of assistance in the area of reading/language arts, math and social studies.  Our Title I services are targeted toward the students with the highest need for help to increase achievement. Students in need are enrolled in One On One Learning online tutoring, I-Ready math and language arts curriculum, and face-to-face tutoring.

Parents have the right to know about the teaching qualifications of your child’s classroom teacher in a school receiving Title I funds.  We are pleased to report that all teachers in the Utica Shale Academy have met the Ohio teacher licensing criteria for their respective grade level and subject area.  The federal No Child Left Behind (NCLB) act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child’s classroom teacher.

These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject area in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may ask for this information by sending a letter of request to the Utica Shale Academy at 38095 State Route 39, Salineville, Ohio 43945.  Be sure to include the following information with your request: child’s full name, parent/guardian’s full name, address, and teacher’s name.

**STUDENT ACTIVITIES**

All school student activities must be approved by the principal and chaperoned by faculty members or board approved advisor. Activity application forms may be secured in the office, and are to be completed by faculty advisors before the activity can be placed on the school calendar.

**CARE OF MATERIAL**

Students involved in damage to school property will be held responsible for the cost of the property and/or labor necessary to repair the damage. Students are responsible for all computers and equipment that are issued to them. If they are lost, stolen, or damaged, it is the responsibility of the student to whom they are issued to make restitution.

**FIRE DRILLS - TORNADO DRILLS - EMERGENCY EVACUATION POLICY**

Quick, quiet, and orderly are of the utmost importance to assure safety in the case of an emergency. Check the instructions posted in each room as to fire and tornado procedures.

The following must be observed:

1. Always regard the fire alarm or announced tornado drills denoting danger; it may not always mean practice.

2. Walk rapidly to the designated area of safety - **DON’T RUN!!**

3. Refrain from talking during the drill.

4. When a P.A. announcement is made as to an Emergency Evacuation situation, students are to be attentive to the instructions given.

1. Students are to report quickly and quietly to their **assigned** area and remain with your teacher until the “all clear” is given to re-enter the building.
2. Cells usage is prohibited during emergency drills.

**STUDENT ACCIDENT INSURANCE**

Students may purchase “school time” or “24 hour” accident insurance through the main office. This program is at the parent and students’ option.

**CLASS OR ORGANIZATION FUND RAISING**

All fund raising activities are to be arranged and supervised by the faculty advisor(s). A Commercial Enterprise form must be submitted to the principal and superintendent for approval of fund raising activities. **No items are to be sold in the building unless approved by the Administration.**

**STUDENT ATTENDANCE ACCOUNT (MISSING AND ABSENT CHILDREN)**

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A pupil, at the time of his initial entry to school, shall present to the principal or designee a copy of his/her original certificate of birth and any information provided by the school that he/she most recently attended. The principal or designee must initiate contact with the sending school within 24 hours, requesting the student’s official records. Records must be received within 14 calendar days of the student’s admission to school. If the sending school, upon contact, indicates no record of the student or after the 14 days writing period, no records are received, the principal or designee of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil may be a missing child.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with the responsibility.

The principal or designee is also required to notify a student’s parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by written notice mailed on the same day that the student is absent or notified by a telephone call that day. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home address, as well as emergency telephone numbers.

In addition, each principal is required to request that any person authorized to take school pictures provide a free wallet size photo to the school for inclusion in student files for identification purposes.

**DRESS CODE**

The key to our dress code is that we all accept certain standards for ourselves, our school, and our community at large. The administration and staff feel that there is a definite correlation between student dress and student conduct.

In general, school dress should be such that it insures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. **Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable.**

**The administration is aware that many areas of dress may not be in the dress code but all students are expected to follow what are acceptable, modest, standards of dress and grooming. The principal has the final jurisdiction in interpreting and enforcing this policy.**

1. There shall be no clothing or jewelry advertising alcoholic beverages, tobacco, drugs, or displaying obscene, suggestive, or provocative writing, weapons or dangerous pictures or symbols on any article of dress.

2. Sunglasses shall not be worn on the students’ face indoors, unless prescribed by a doctor.

3. Shorts and skirt lengths must be no shorter than fingertip length or considered extreme.

4. No holes permitted in clothing that show undergarments or may be considered extreme and/or obscene. Undergarments are not to be seen, including boxers and bra straps. An undergarment constitutes anything worn under clothing.

5. During school hours, all shirts must have shoulders and sleeves. Attire that displays extreme cleavage, and/or see through garments will not be allowed. No sleeveless shirts, cut off shirts or spaghetti straps are permissible. No armpit or torso skin may be visible when arms are held out.

6. No distracting makeup, on the body and/or face is acceptable.

7. Hats and/or hoods are not to be worn inside the building from 7:30am to 2:45pm.

8. Hair must be neat, clean and well groomed at all times. Hair must not cover the face and or eyes. The eyes must be seen at all times.

9. Piercings may not be distracting or draw undo attention to oneself.

10. Visible tattoos must not be inappropriate or suggestive in content. Any tattoo deemed inappropriate or suggestive must be covered during school hours.

Students whose apparel or personal grooming distracts from the educational atmosphere may be subject to disciplinary action. Students will be given the opportunity to change into appropriate clothing of their own or clothes available in the office**. The Administration will have the final jurisdiction in interpreting and enforcing this policy.**

**STUDENT PARKING**

The parking of student operated vehicles is restricted to the parking lot that is designated for student parking. Students will be assigned a numbered parking spot and will be required to park in their spot daily. Vehicles are to be locked upon arrival and students are to enter the building immediately upon arrival at school. Student vehicles are to leave the parking lot in an orderly manner at dismissal time. The school busses will be held until 2:37 PM to permit student vehicles to leave first. **Once school busses begin departing, students must wait until all busses have cleared the parking lot before leaving.**

Utica Shale students will park in the gravel parking lot in the back of the building.

# INTERNET

**The following are strictly prohibited unless part of classroom curriculum under teacher supervision.**

## No downloading exe. Files, programs that are not owned by the District, or programs that may change the District’s network.

**No chat rooms**

**No MySpace or other personal sites**

**No posting to bulletin boards, wikis, blogs, personal websites, Podcasting, weblogging, or blogging unless the site is Board approved.**

**No Internet games unless it is a part of a teacher’s assignment**

No viewing sites with profanity, nudity, pornography, or suggestive behavior

**No personal Email accounts of any kind (i.e. Hotmail, Yahoo, AOL, etc.)**

**The Southern Local School District is providing access to its technology, the Internet, email, and distance learning for only educational purposes.**

The Southern Local School District make no warranties of any kind, expressed or implied, for the service being provided and will not be responsible for any damages suffered, including loss of data, non-deliveries, miss deliveries or service interruptions caused by negligence, errors, or omissions. The Southern Local School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet; use of any such information is at the users’ risk.

Presented to Board of Education in relationship to Board Policy on 5/15/2007 (7540.03 - Property).

## STUDENT FINES AND CHARGES

Fines: When school property, equipment, or supplies are damaged, lost or taken by individuals, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense loss incurred.

INOCULATION OF STUDENT/ STUDENT HEALTH SERVICES

1. Immunization against diphtheria, pertussis, tetanus, poliomyelitis, MMR (measles, mumps, and rubella, hepatitis B series and others legally designated in accordance with State statutes unless specifically exempt for medical or other reasons, is required for each child attending the public schools unless the parent files an objection.

Effective with the 2010-2011 school year, and each year thereafter, one does of Tdap (Tetanus, Diphtheria, and Acellular Pertussis, adolescent and adult formulation) or Td (Tetanus, Diphtheria, Adult) vaccine shall be required PRIOR to entry into seventh (7th) grade. This is required from the Ohio Revised Code Section 3701.13. This dose is intended to be administered as a booster to the completed initial series of DTaP vaccine.

When registered for admission as a new student, the parent must provide satisfactory evidence that the child has received or is in the process of receiving the required immunization. Students who are not up to date on required immunizations will not be permitted to attend school until there is documentation that all required immunizations are up to date. These absences will be counted as unexcused absences and may require referral to Family Services and or juvenile court for truancy.

1. The Board of Education may require students of the District to submit to periodic examinations to:

1. Protect the school and community from the spread of communicable disease

2. Verify that each student’s participation in health, safety, physical education courses meets their individual needs.

The District may provide or request parents to provide:

1. General physical examinations for athletics

2. Tests for communicable disease

3. Vision and/or audiometric screening

4. Scoliosis tests

Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the board to administer a non-emergency, invasive physical examination or screening upon written notification to the Board within ten (10) days after receipt of the Board’s annual public notice.

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STUDENT HEALTH SERVICES

EMERGENCY MEDICAL FORMS

Student safety is a responsibility for everyone. Staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of a dangerous situation or accident s/he must notify any staff member immediately.

State law requires that all students must have an emergency medical form completed, signed by a parent and filed in the school office. A student may be excluded from school until this requirement

Students with specific health care need to submit those needs, in writing and with the proper documentation by a physician to the school office.

ACCIDENTS

In the case of an accident, report the accident immediately to the teacher or coach if the injury occurred in the classroom or athletic program. If medical attention is required, parents will be notified as soon as possible. Staff members are to fill out an accident report the day an accident occurs. The school cannot assume any liabilities for injuries.

CALLING HOME BECAUSE OF ILLNESS

Students who become ill during the school day should ask their teacher for a pass to the office. If you are ill do not report to the office between classes, but report to your next class and obtain a pass to the office. Students must check in with the secretary upon entering the office. If you fail to follow this procedure, it can result in your being marked truant from your class. If it is necessary for you to go home, the secretary/nurse will contact your parents and make arraignments for your dismissal. No student is permitted to leave school grounds or go home without obtaining an early dismissal through the office. STUDENTS ARE NOT TO USE CALL PHONES TO CALL/TEXTHOME FOR THIS PURPOSE. IF IT IS DETERMINED THAT A STUDENT DID SO, THE STUDENT WILL BE REFERRED TO THE ADMINISTRATION FOR DISCIPLINARY ACTION.

Eighteen year old students will adhere to the same rules and procedures as those students under 18 years of age. Students will NOT be permitted to sign out without the permission from the parent.

**ADMINISTRATION OF PRESCRIPTION DRUGS**

The Utica Shale Academy Board of Education assumes that the primary responsibility for the administration of prescription drugs and other medication to their children is with the parents. The times for administering such medication should be arranged whenever possible to avoid school hours. However, when it does become necessary to administer drugs prescribed by a physician to students enrolled in the schools of the Utica Shale Academy during regular school hours the procedures contained in the policy shall be followed.

A. Persons hereinafter designated by the Board of Education shall be authorized when acting in situations other than those governed by ORC 2305.23, 2305.231, and 3313.711, to administer to a student a drug prescribed by a physician for the student in accordance with this policy. However, no employee of this Board of Education lacking the appropriate training shall use injection or any other procedures beyond simple distribution.

B. The following persons or their designees are hereby authorized by the Board of Education to administer to a student a drug prescribed by a physician for the student in accordance with this policy:

|  |  |
| --- | --- |
| 1. School Nurse | 4. Secretary |
| 2. Principal | 5. Teacher |
| 3. Bus Driver | 6. Parent |

However, nothing in this policy shall be construed to require a person employed by this Board of Education to administer a drug to a student if such student objects, on the basis of religious convictions.

C. No drug prescribed by a physician for a student shall be administered pursuant to this policy or federal law, which includes but is not limited to the Education for all Handicapped Children Act of 1975, until the following occur:

1. The building principal or the appropriate person(s) designated herein by the Board of Education receives a written statement signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.

2. The building principal or the appropriate person(s) designated hearing by the Board of Education receives a written statement, signed by the physician who prescribed:

a. The name of the drug and the dosage to be administered;

b. The time or intervals at which each dosage of the drug is to be administered;

c. The date the administration of the drug is to begin;

d. The date the administration of the drug is to cease;

e. Any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the physician can be reached in an emergency;

f. Special instructions for administration of the drug, including the sterile conditions and storage.

3. The parent, guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the physician who prescribed the drug to the appropriate person(s) designated herein by the Board of Education if any of the information previously provided by the pursuant to division (C) (1) and (2) of the policy.

4. The appropriate person(s) authorized by the Board of Education herein receive a copy of the statements required by division (C) (1) and (2) of the policy.

5. The drug is received by the person authorized herein to administer the drug to the student for which the drug is prescribed in the container in which it was dispensed by the prescribing physician or a licensed pharmacist.

D. If a drug prescribed by a physician is administered to a student, the building principal shall acquire and retain copies of the written requests required by division (C) (1) and the statements required by division (C) (2) and (3) of this policy and shall ensure that by the next school day following the receipt of any such statement a copy is given to the person authorized to administer drugs to the student for whom the statement has been received.

E. The building principal shall establish a location in each school building for the storage of drugs to be administered under this policy. All such drugs shall be stored in that location in a locked storage place, except that drug that requires refrigeration may be kept in a refrigerator in a place not commonly used by students.

F. No person who has been authorized by the Board of Education to administer a drug in accordance with this policy and who has a copy of the most recent statement required by division (C) (2) or (3) of this policy given to him in accordance with division (D) of this policy prior to administering the drug is liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.

G. The administration of any drug unless (prescription ordered by physician, or over-the counter, permission by parent/guardian) could be interpreted as practicing medicine and is prohibited by law.

H. This policy may be changed, modified, or revised by action of the Board of Education.

I. Nothing in this policy affects the application of ORC 2305.231, or 3313.712 to the administration of emergency care or treatment to a student.

J. All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees, or local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy. This policy adopted by the Utica Shale Academy Board of Education does not apply to or otherwise regulate conduction of such dental disease prevention programs sponsored by the Ohio Department of Health.

K. Therefore, no medication will be administered to students at the Utica Shale Academy without written orders from both physician and the parent/guardian and the principal’s approval. This also includes aspirin tablets. Due to recent research that has linked aspirin to the development of Reye Syndrome in children under 19 years of age; we will not administer an aspirin for any reason without written orders from the physician and parents.

If possible, all medication should be given by the parents at home. However, if this is not possible, the procedures listed below will be followed.

1. Utica Shale STUDENTS MEDICATION FORM must be completed in full by both parent and physician and filed with the building principal/nurse.

2. Medication must be brought to the school by the parent/guardian in the container in which it was dispensed by the prescribing physician or licensed pharmacist.

3. Medication is to be appropriately labeled by the physician or pharmacist with date, student name, dosage and time intervals.

4. The school nurse will supervise the storage and dispensing of the medication. In the absence of the school nurse, the secretary or principal will be responsible for this.

5. The school nurse will act as consultant and will be contacted when there are any questions about the type of drug, its administration or possible side effects.

6. At no time will medication be administered or taken at school when this procedure has not been followed or when there are unanswered questions.

7. At no time shall a student have in his or her possession, any type of medication during school hours. Medication must be given to the school nurse or secretary with the proper student medication form also.

**FORMS CORRESPONDENCE TO HOME**

All forms issued by the school must be returned by the announced deadlines or students will face disciplinary action. Forms such as Emergency Medical Cards or other safety related items must be returned on time or students may face removal from school or in-school disciplinary actions.

###### CHILD ABUSE AND NEGLECT

Child abuse and neglect must be recognized and reported. Children must be protected and the perpetrators of abuse and neglect helped. With the assistance of concerned citizens and alert professionals child abuse and neglect can be treated and future incidents prevented. Parents have the right to care for their children and children have the right to grow up to realize their potential. These rights must be protected.

Everyone should report suspicions of child abuse and neglect; however, the following professionals are required to report: “Any attorney, physician, including a hospital intern or resident, dentist, podiatrist, practitioner of a limited branch of medicine or surgery as defined in section 4731.15 or the Revised Code, registered or licensed practical nurse, visiting nurse, or other health care professional, licensed psychologist, speech pathologist or audiologist, coroner, administrator or employee of a child day-care center, or administrator or employee of a certified child care agency or other public or private children services agency, school teacher or school authority, social worker acting in his official or professional capacity having reason to believe that a child less then eighteen years of age or any crippled or otherwise physically or mentally handicapped child under twenty-one years of age has suffered any wound, injury, disability, or condition of such a nature as to reasonable indicate abuse or neglect of the child shall immediately report or cause reports to make of such information....” according to Ohio Revised Code, Section 2151.421.

Immediately report your suspicions to the children services or the county department of welfare exercising the children services function, or to a municipal or county peace officer.

“Anyone or any hospital, institution, school, health department or agency participating in the making of the reports, or anyone participating in a judicial proceeding resulting from the reports, shall be immune from any civil or criminal liability that might result of such action. ......The physician-patient privilege shall not be a ground for excluding evidence regarding a child’s injuries, abuse, or neglect...”

Whether receiving a report directly or through a peace officer, the county department of welfare or children services board shall investigate, within twenty-four hours, each report referred to it and determines the circumstance surrounding the injury or injuries, abuse, or neglect, the cause thereof, and the person or persons responsible.

The child may remain in his home under the supervision of the county department of welfare or children services board, which will provide protective services to ensure the continued well being of the child and treat any social or environmental factors which may have precipitated the abuse or neglect of the child.

The child may be removed from his home on an emergency basis if “in the judgment of the reporting physician and the officer, immediate removal is considered essential to protect the child from further abuse or neglect.”

Temporary or permanent removal of a child from his home may be deemed necessary and the county department of welfare or children services board shall make such recommendations to county prosecutor or city attorney. However, the final legal decision rests with the juvenile court and according to Section 2151.281, “The court shall appoint a guardian ad litem to protect the interest of a child in any proceeding concerning an alleged abused or neglected child.”

**EMERGENCY CLOSING OF SCHOOL**

**The Utica Shale Academy will follow the action of the Southern Local School District.**

It is sometimes necessary for school officials to close all or part of the school buildings for some emergency. When this happens, the following radio stations will broadcast the closing:

**Television Stations:** WTOV-9 Steubenville, WFMJ-21 Youngstown, WKBN-27 Youngstown, WKBN-27 Youngstown, WYTV-33 Youngstown.

**Radio Stations:** WQXK (K105), Y103, WHOT 101, Froggy (98.3, 103.5, 104.3)

A Southern Local ALL-CALL and Utica Shale Academy REMIND text will be made the day of any delays or cancellation. Parents are reminded to report changes in phone numbers promptly.

**STUDENT RIGHTS AND RESPONSIBILITIES**

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way he exercises his rights, and he must accept the consequences of his actions and recognize the boundaries of his rights. Each exercise of an individual’s rights must demonstrate respect for the rights of others.

These statements set forth the rights of students in the public schools of the district and the responsibilities that are inseparable from these rights.

1. Civil rights- including the right to equal education opportunity and freedom from discrimination, the responsibility not to discriminate against others.

2. The right to attend free public school, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.

3. The right to due process of law with respect to suspension and expulsion.

4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights.

5. The right to privacy, which includes privacy in respect to students’ school records.

**TITLE IX POLICY**

To insure compliance with Title IX of the Education Amendments of the United States of America the following policy is adopted.

No pupil of the Utica Shale Academy shall, on the basis of sex be excluded from participation in, be denied of, or be subjected to discrimination with regard to the programs, policies and operation of the school district.

1. Grievance Procedure - Students who feel they have been subject to discrimination on the basis of sex will discuss the matter with the principal. If the matter is not resolved the pupil may appeal to the local superintendent. If it is not resolved at this level, the pupil may appeal to the Board for a hearing. This committee will make final resolutions of the matter after investigation and a hearing.

2. Education Programs and Activities - No pupil shall be excluded from participation in any academic extra-curricular, vocational or other educational program on the bases of sex except as follows:

A. Physical education students may be grouped by ability.

B. Participation in football, wrestling, boxing, and other sports involving body contact.

C. Courses dealing solely with human sexuality

D. Chorus if predominantly based on vocal range and quality.

3. Marital or Parental Status - Students who are married and/or parents shall not be treated differently. The local superintendent and/or principal may require certification as the martial status of a student.

4. Athletics - Athletic teams shall be formed on the basis of competitive skills with both sexes having the opportunity to try out.

5. Sexual Harassment - Harassment of a student(s) by other student or any member of the staff is a violation of Federal Law and is contrary to the Board of Education’s commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

The superintendent is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial or ethnic base. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, or staff member. It also protects the confidentiality of the student.

All such reports are to be investigated by the superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including dismissal from the District.

**STUDENT CONDUCT CODE**

Students attend the public schools under the direction of state law and with full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak or behave as young citizens within a large scope of options. Students have a right to reasonable treatment from the school and its employees; however, the school and its employees, in turn, have a right to expect reasonable behavior from students.

A student’s failure to comply with requirements for student conduct outlined in the handbooks may result in the student being placed under discipline. **Placing a student under discipline will be defined as social probation and the student may lose all privileges. Participating in school social events or extra-curricular activities for a period of time determined by the principal may also be denied.**

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action-including social probation, suspension, emergency removal from class or school, and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate to infraction of the rules.

**INTERROGATIONS AND SEARCHES**

Searches of Student Property by School Personnel

A student’s personal property is his own. Students are, however, discouraged from bringing to school valuable items, which could be stolen, damaged, or prove disruptive to others. If valuable personal property is to be used in a school related project, the student should arrange with staff for its keeping.

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession.

1. The school official has reasonable grounds to believe that the search will turn up evidence that the student has violated the law or school rules.

2. Search of an area assigned to a student should be for a specifically identified item, and should be conducted in the student’s presence and with their knowledge.

3. Random inspection of school property may be conducted without notice.

4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety and security of others may be seized by school authorities at any time.

**SUSPENSION AND EXPULSION**

The Board of Education recognized that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district and one that cannot be imposed without due process since exclusion deprives a child of the right to an education.

For purposes of this policy, “suspension” shall be the temporary exclusion by the school principal of a student from a regular school program and such suspension may take place within as well as outside the school facilities except that “suspension” shall not include removal of a student from curricular or extracurricular activity for a period of less than twenty-four (24) hours.

“Expulsion” shall be the exclusion of a student from the schools of this district for a period not to exceed eighty (80) school days.

A student may be suspended by the Superintendent or the building principal for a period of not more than ten (10) days, provided that the student has been given written notice of his/her suspension and the reasons therefore, and had been given an opportunity to appear at an informal hearing to answer the charges against him/her. Students who are suspended and/or expelled are encouraged to continue to complete work assigned by the teacher but WILL NOT receive credit for the work.

**Note: If a student is suspended (3) times within a semester, an expulsion hearing shall be scheduled on the third suspension.**

The superintendent may expel a student from school provided the student and his/her parent or guardian have been given written notice of the intention to expel, the reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges within three (3) to five (5) days after notice has been given, unless the Superintendent grants an extension of time.

When extraordinary circumstances involving the health and safety of the student or to others in the school require immediate exclusion of the student from a curricular or extracurricular activity, the hearing shall be held within seventy-two (72) hours.

Referral for expulsion will be at the building administrator’s discretion.

Authority to expel a student is reserved to the superintendent. Written notice of expulsion, with the reasons therefore, must be sent to the parent or guardian and to the treasurer of the board within twenty-four (24) hours. The treasurer is to notify the Board of Education of all expulsions.

The student (or parent or guardian) may request an expulsion hearing before the board. The hearing may be private, but the board must act publicly. The board may reinstate the student by a majority vote of its full membership. Request for expulsion appeal hearing before the Board of Education will only be granted when the following have occurred:

1. A meeting with the staff member initiating the disciplinary action, the parent, or adult student and the principal has been concluded.

2. A meeting with the principal, superintendent, adult student or parent has been concluded.

**UTICA SHALE ACADEMY STUDENT CONDUCT DISCIPLINE CODE**

The Utica Shale Academy and Southern Local Junior - Senior High School staff subscribes to a plan of student conduct discipline code as described herein. All staff members use our discipline plan. **Any student with chronic behavior infractions, or chronic unexcused absences (truant), may be restricted or denied from participation or attendance in any co-curricula or extra curricula events.**

**GENERAL INFORMATION**

Students will follow all guidelines, rules, and requirements outlined in the student handbooks, including bulletin updates. Rules and regulations apply at all sponsored activities on and off school property (field trips, athletic contests, etc.).

###### BUILDING DISCIPLINE PLAN

Behavior problems which occur outside of class or study hall (i.e. lunch rooms, hallways, restroom, parking lot, and gymnasium, etc.) are building violations and will be assigned appropriate consequences.

**Building Plans**

1. Cafeteria

A. Students will not throw food or other objects. Students involved in any type of “food fight” will be charged with vandalism with the Sheriff’s department and will be held accountable for clean up of the area affected. Students may also be held financially accountable for any damage caused by the food fight.

B. Students will not fight and must keep hands, feet, and other objects to themselves.

C. Students will return trays, dispose of waste properly, and clean their table space before leaving.

D. Students are not to tamper with another person’s lunch.

E. Students will refrain from excessive noise.

F. Students will observe line-up procedures as assigned by the duty teacher.

G. ALL FOOD AND DRINK purchased in the cafeteria must be eaten in the cafeteria. Students will sit in assigned seats when behavior warrants as determined by their teacher.

H. Energy, caffeine drink and supplement drinks are prohibited—The USDA recommends that no one under the age of 18 consumes energy drinks due to the possibility of increased heart rate, blood pressure, anxious/jittery behavior. These drinks should not be consumed during physical exercise due to the increased risk of dehydration**. ALL ITEMS (DRINKS, POWDERS, SPRAYS, PILLS CONTAINING STIMULANTS – CAFFEINE, GUARANI, OR TURBINE “ENERGY BLEND” ARE PROHIBITED DURING ALL SCHOOL EVENTS AND FUNCTIONS.**

2. Restrooms

A. Students will not congregate in the stalls

B. Students will not loiter in the restroom

C. Students must have a pass from their assigned teacher to use the restroom during class time

**D. Only one student at a time may be excused from a classroom or study hall to use the restroom.**

3. Hallways and Lockers

A. Students will not run in the halls and must keep arms, legs, feet, and other objects to themselves.

B. Students will refrain from public displays of affections. (Hand holding, kissing, etc.)

C. Students are not permitted to bring book bags or gym bags to class. Book bags and gym bags must be kept in lockers. The only exception to this is gym class.

D. Students will refrain from excessive noise, vulgarity or profanity.

E. Students are not permitted in hallways during class time unless they have a pass from a teacher, and all students must sign out of class and then back into class. It is the student’s responsibility to obtain a pass from their teacher. Students must have a pass with them at all times.

###### BUILDING RULES CONSEQUENCES

Students who violate building rules will have a referral slip sent to the office.

**EMERGENCY REMOVAL OF STUDENTS FROM CLASSROOMS OR STUDY HALL FOR MISCONDUCT**

Students will be sent immediately and directly to the principal’s office. Students will then be assigned to study hall if removed from a class.

**MAJOR OFFENSES AND CONSEQUENCES**

The following is a list (not meant to be inclusive) of unacceptable student behavior on school grounds, during school hours, or at school activities which may require detention, night school, suspension, expulsion, legal action or a combination thereof. The building administrators may use other options if they are deemed more appropriate to the infraction of the rules, or to address discipline problems not concerned by this discipline plan.

###### LEVEL 1

An infraction of the following rules shall result in immediate referral to the principal, a minimum 10 day suspension from school, referral for expulsion, and/or legal referral.

**1.** **Chemical Abuse** - Students shall not possess, use, transmit, sell, conceal or consume any alcoholic beverage or intoxicant or any of the drugs of abuse. This provision shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs of abuse at any time before the students arrival at school or at a school-sponsored or related activity or event. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocoons, as well as look-a-likes, drugs in accordance with a medical prescription from a licensed physician shall not be considered in violation of this rule. However, all such drugs must be maintained in their original container. Students shall not possess, use, transmit, sell or conceal any drug-of-abuse instrument or paraphernalia (for example hypodermic needle, syringe.)

**2.** **Possession of dangerous weapons.**

A. The Board is committed to providing the students of the District with an educational environment, which is free of dangers of firearms, knives and other dangerous weapons in schools.

The definition of a firearm shall include any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or a receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined by 17 U.S.C.A. Section 921-924), which includes but is not limited to any explosive, incendiary, poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined by not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

**3. Assault (ORC 2903.13)**

A. No person shall knowingly cause or attempt to cause physical harm to another or to another’s unborn.

B. No person shall recklessly cause serious physical harm to another or to another’s unborn.

C. Whoever violates this section is guilty of assault.

**4. Terrorist Threats** - A student shall not cause material disruption of the school day by behaviors, such as bomb threats, hit lists, setting off of false fire alarms, inducing public panic, etc.

**5. Threats to school personnel and/or students** - A student may not make what may be reasonably interpreted as a threat to do bodily harm to a school employee and/or students.

**6. Vandalism in excess of $100.00.**

###### LEVEL II

An infraction of the following rules shall result in a possible out-of school suspension of 1-5 days and/or expulsion. (**All violent acts accumulate in numerical order: Fighting, physical harassment, and sexual harassment**.)

**1. Fighting** (It takes two to fight; therefore, both parties may be suspended unless one party assumes the responsibility for the fight and the second party does not fight back.)

***If any staff personnel is injured during a fight, all parties involved in the fight shall be held accountable for staff’s injury.***

**2. Harassment**

A. Physical (Bullying): unwanted intimidating actions such as pushing, throwing punches (swinging), kicking, etc. or spitting directed towards another student.

**3. Sexual Harassment**

Any unwelcome sexual advances or any form of improper physical contact or sexual remark.

4. Endangering the safety of staff and/or student:

A student shall not involve a student, staff member, visitor or employee of the Board in an incident that is detrimental to one safety.

**5. Theft** (Payment for replacement and Contact Authorities)

A student shall not cause or attempt to take into possession the property of the school district or the property of another student, teacher, school employee or visitor.

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**2. Use or possession of Tobacco Products**

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###### LEVEL III

An infraction of the following rules shall result in the assignment of detention, ISS, class suspension or out of school suspension.

**1. Lighting Matches/Igniting Lighters**

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**2. Verbal Harassment or Bullying:** unwanted written or spoken comments, jokes, insults, or other disparaging remarks towards a student or staff member. Students may not make comments considered to be threatening to other students.

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**3. Insubordination:** Unwilling to submit to authority. A student shall not disregard or refuse to obey reasonable directions given by school personnel.

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**4. Forgery/Lying**

A student will not falsify the name of another person, or time, date, grades, addresses, or other data on school forms, or correspondence directed to the school.

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5. Vandalism less than $ 100.00 (Payment for Damages)

A student shall not cause or attempt to cause damage to property of the school.

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**6. Use of Profanity and/or Obscene Language**

A student shall not use any form of profanity, and or gestures, written or verbal.

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**7. Students directing obscene gestures, signs, pictures, or profanity towards a teacher or a faculty member may receive the following:**

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**8. Leaving School Building without permission** –

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**9. Skipping Class**

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**10. Cell Phone**

Cell Phones will be permitted to be used in between classes, or lunch and if they are part of the classroom curriculum under teacher supervision. Unauthorized use of cell phones will result in the phones being confiscated and turned over to the administration. Cell phone will only be given back to parent or guardian.

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STUDENT REFUSING TO HAND OVER CELL PHONE WILL BE REFERRED TO OFFICE FOR INSUBORDINATION.

###### LEVEL IV

Any infraction in this level of student handbook shall result in one or more of the following:

**1. Detention**

**2. Class Suspension**

**3. ISS**

**4. School Suspension (no credit for classes)**

**LOITERING:** Students are not permitted to loiter/hang-out in restrooms. Students are not permitted to loiter/hang-out in classrooms they are not assigned to before, during, or after school.

**DRESS CODE VIOLATION:** (removal of article when possible) Students may not violate student dress code policy.

**LOOKOUT:** Students may not serve as a lookout for person(s) violating rules.

**TARDY TO CLASS:** Students must arrive in their assigned area before the tardy bell rings.

**PUBLIC DISPLAY OF AFFECTION:** Students will refrain from displays of affection such as kissing, holding hands, etc.

**LEAVING CLASS WITHOUT PERMISSION:** Students may not leave their assigned area without permission from the teacher.

**IN HALLWAY WITHOUT A PASS:** It is the student’s responsibility to obtain a pass from a teacher when leaving the assigned classroom.

**ORDERLY SCHOOL PROCESS:**  Students may not engage in inappropriate actions that cause material disruptions or obstruction of the educational process including all curricular and extracurricular activities.

**DISRESPECT TO STAFF:** Students shall not engage in any act which degrades any members of the staff.

**CHEATING**: A student will not be involved in any form of cheating on school assignments. This pertains to using or permitting the use of another’s work. **A student caught cheating will receive zero credit for the work involved in cheating.**

**ELECTRONIC DEVICES: Are not be used unless given permission by building administration.** **Electronic devices will be confiscated and returned only to the parent/guardian if permission is not given. ELECTRONIC DEVICES BROUGHT TO SCHOOL ARE NOT THE REPONSIBILITY OF THE Utica Shale Academy OR ITS EMPLOYEES. Time will not be taken to investigate lost or stolen electronic devices.**

**LIGHTERS:** Students shall not bring lighters or matches into the school building.

###### ANTI-HAZING POLICY

It is the policy of the Utica Shale Academy Board of Education and School District that hazing activities of any typed are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan encourage or engage in any hazing.

## COUNTERFEIT DRUG POLICY

Any student found to be in possession or sale of counterfeit controlled substance (look-alike drug) will be found in violation of Student Conduct Code Level I-1.

A. Any drug that bears, or whose container or label bears a trademark, trade name or other identifying mark used without authorization or the owner or rights to such trademark, trade name or identifying mark.

B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed it.

C. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, or the price for which it is sold or offered for sale.

D. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.

No student shall knowingly possess any counterfeit controlled substance or shall any student knowingly make, sell, offer to sell, give package, or deliver a counterfeit controlled substance.

No student shall directly or indirectly represent a counterfeit controlled substance as a controlled by describing, either with words or conduct its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.

No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

**VIDEO MONITORS**

Southern Local has installed cameras and video equipment to monitor student behavior on school grounds and selected school buses. The purpose of this equipment is to assist the school in providing a safe and secure environment for its students, staff, and general public. In order to be both proactive and preventive, the following are the guidelines for the implementation and use of the equipment for the maximum utilization of these devices.

General Guidelines

1. The monitoring devices are the property of and their use is the responsibility of the school.

2. Signs are posted in areas near cameras to make students and the general public aware of the use of these devices.

3. Students are under the jurisdiction of the school district rules and regulations, as found in the Rights and Responsibilities Handbook for students. These include specific building and bus rules and regulations found in the student’s handbook.

4. Individuals, other than students, are subject to federal, state, and local laws.

5. The school reserves the right to use tapes in disciplinary occurrences. School authorities may include tapes as part of the officers, police and court authorities, parents/guardians and/or students. When properly identified, these tapes may be stored in the school safe for future references.

6. Only necessary authorized staff will observe tapes and permission to view and tape by an outside authority will be granted only after a formal request is completed by those requesting permission to see tapes.

7. When school authorities observe any behavior that may be in violation of the law by any person, including students, school authorities may contact our local authorities may contact our local authorities to determine if such incident is sufficient to warrant criminal charges. If the authorities recommend that the tapes warrant law enforcement action, the central office and the proper authorities will be notified of this decision.

8. Law enforcement agencies may request viewing of tape to assist them in their investigative responsibilities after completion of the proper request form.

**STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes: a student’s name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance, date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories; or unlisted numbers. (District Policy 8330)

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the High School Office.

Other than directory information, access to all other student records is protected by (FERPA) and Ohio law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reposts, behavioral data, disciplinary records, and communications with family and outside service providers.

Student and parents have the right to review and receive copies of all educational records. Cost for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the High School Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or his/her parent;

2. Mental or psychological problems of the student or his/her family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating or demeaning behavior;

5. Critical appraisals of other individuals with whom respondents have close family relationships;

6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

7. Religious practices, affiliations, or beliefs of the student or his/her parents; or

8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request. The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and

2. The administration of any survey by a third party that contains one or more of the items described in 1 through 8 above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA, Parents and /or eligible students who believe their rights have been violated may file a complaint with: FAMILY POLICY COMPLIANCE OFFICE

U.S. Department of Education 400 Maryland Avenue, SW

Washington, D.C. [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquires may be sent to the Family Policy compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov): and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

**SEX OFFENDER/CHILD PREDATOR POLICY**

If a sexual predator resides in or attends functions of the school and the school obtains knowledge of this action, the school will contact legal authorities for information to assist the school in the proper legal course to insure the safety of the children. If parents/community members wish to further investigate this area, they may look on the sheriff’s web-site: [www.colcountysheriff.com](http://www.colcountysheriff.com/)

Then scroll down left column to “sex offenders” It is the school’s intention to make Southern Local K-12 campus a safe, learning environment for all children and the community.