

“We empower life-long learning, provide innovative experiences and embrace challenges. Every small step makes a difference.”



Switzerland
of Ohio Local School District

K - 12
STUDENT HANDBOOK
2023-2024

SWITZERLAND OF OHIO LOCAL SD
2023 - 24 School Calendar

AUGUST							August							JANUARY						
S	M	T	W	Th	F	S	28 Teacher Work Day	S	M	T	W	Th	F	S						
		1	2	3	4	5	29 First Day of School for Students Kindergarten staggered start - all week		1	2	3	4	5	6						
6	7	8	9	10	11	12		7	8	9	10	11	12	13						
13	14	15	16	17	18	19	September	14	15	16	17	18	19	20						
20	21	22	23	24	25	26	4 No School - Labor Day	21	22	23	24	25	26	27						
27	28	29	30	31			October	28	29	30	31									
							20 End 1st Grade Period / 2-Hr Early Dismiss - Students ONLY													
SEPTEMBER							23 2nd Grade Period Begins	FEBRUARY												
S	M	T	W	Th	F	S	27 Report Cards Distributed	S	M	T	W	Th	F	S						
					1	2	November					1	2	3						
3	4	5	6	7	8	9	9 2-hr early release-students only / Parent-Teacher Conf 2-7P	4	5	6	7	8	9	10						
10	11	12	13	14	15	16	10 No School - Veterans Day observance	11	12	13	14	15	16	17						
17	18	19	20	21	22	23	22 2-hr early release - students and teachers	18	19	20	21	22	23	24						
24	25	26	27	28	29	30	23-27 No School - Thanksgiving Break	25	26	27	28	29								
							December													
OCTOBER							21 2-hr early release - students and teachers	MARCH												
S	M	T	W	Th	F	S	End of 2nd Grading Period	S	M	T	W	Th	F	S						
1	2	3	4	5	6	7	22-29 No School - Christmas Break						1	2						
8	9	10	11	12	13	14	January	3	4	5	6	7	8	9						
15	16	17	18	19	20	21	1-3 No School - Christmas Break	10	11	12	13	14	15	16						
22	23	24	25	26	27	28	4 Teacher Inservice - no students	17	18	19	20	21	22	23						
29	30	31					5 Teacher Work Day - no students	24	25	26	27	28	29	30						
							8 Students return / 3rd Grade Period Begins	31												
NOVEMBER							12 Report Cards Distributed	APRIL												
S	M	T	W	Th	F	S	15 Martin Luther King Day - No School	S	M	T	W	Th	F	S						
			1	2	3	4	February		1	2	3	4	5	6						
5	6	7	8	9	10	11	8 2-hr early release-students only / Parent-Teacher Conf 2-7P	7	8	9	10	11	12	13						
12	13	14	15	16	17	18	19 President's Day - No School	14	15	16	17	18	19	20						
19	20	21	22	23	24	25	March	21	22	23	24	25	26	27						
26	27	28	29	30			15 End 3rd Grade Period / 2-Hr Early Dismiss - Students ONLY	28	29	30										
							18 4th Grading Period Begins													
DECEMBER							22 Report Cards Distributed													
S	M	T	W	Th	F	S	29 No School - Spring Break	MAY												
					1	2	April	S	M	T	W	Th	F	S						
3	4	5	6	7	8	9	1 No School - Spring Break					1	2	3	4					
10	11	12	13	14	15	16	May	5	6	7	8	9	10	11						
17	18	19	20	21	22	23	27 Memorial Day Holiday - No School	12	13	14	15	16	17	18						
24	25	26	27	28	29	30	30 End 4th Grade Period / 2-Hr Early Dismiss - Students ONLY	19	20	21	22	23	24	25						
31							Student's Last Day	26	27	28	29	30	31							
							31 Teacher work day - 3 hr early release													
							Teacher Day - No School	End of Grade Period												
							School Closed	2-hr Early Dismissal												
							Parent Teacher Conf.	First/Last Day School												

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SWITZERLAND OF OHIO STUDENT HANDBOOK

This handbook is presented to you by the faculty of your school with the hope that it will help you to become better acquainted with your school and its policies. It is important that parents and students read this handbook carefully. Understanding the policies established and the reasons for these policies will assist in a quick and smooth adjustment to school life. The rules, regulations, and policies that follow will be applied without regard to race, color, national origin, sex, disability, or age.

Board of Education/Central Office

304 Mill Street

Woodsfield, OH 43793

(740) 472-5801

<https://swissohio.k12.oh.us>

BOARD MEMBERS

Mr. Ronald Winkler, President; Mr. Greg Schumacher, Vice President;
Mr. Robert Putsock, Member; Mr. Jerry Gust, Member; Mr. Ken Phillips, Member

CENTRAL OFFICE ADMINISTRATION

Phil Ackerman, Superintendent; **Connie Kress**, Treasurer; **Larry Koslik**, Special Education Coordinator;
Jason Clutter, Transportation Director; **Paris Yoho**, Facilities Director; **Jennifer Bohach**, Curriculum
Coordinator; **Mark Romick**, Career Readiness Coordinator; NFS Supervisor, **Sami Stimpert**

ELEMENTARY PRINCIPALS

		Office	Fax
Beallsville Elementary	Mrs. April Parden	926-1302	926-1394
Powhatan Elementary	Mr. Rob Caldwell	795-5665	795-5830
River Elementary	Mr. Michael Fling	483-1358	483-1630
Skyvue Elementary	Mr. Chris Caldwell	567-3312	567-3498
Woodsfield Elementary	Mr. Josh Ischy	472-0953	472-1646

HIGH SCHOOL PRINCIPALS

Beallsville High School	Mrs. April Parden	926-1302	926-1394
Monroe Central High School	Mr. Casey Tolzda	472-0414	472-2055
River High School	Mr. Ed Trifonoff	483-1358	483-1031
Swiss Hills Career Center	Ms. Shannon McGowan	472-0722	472-0367



STUDENT AND PARENT COMPLAINT AND GRIEVANCE PROCEDURES

COMPLAINTS

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including the person(s) involved, the number of times and places of alleged conduct, the target of suspected harassment, intimidation, and/or bullying as well as the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator; they shall be promptly forwarded to the building principal for review, investigation, and action.

Public Complaints - refer to Policy 9130

Organizational Chart - please address concerns by following the chain of command below.

1. Teacher/Bus Driver/Cafeteria Workers/Custodians/Educational Aides

2. Building Administration

3. Central Office Administration

PRIVACY/CONFIDENTIALITY

The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

REPORTING REQUIREMENT

Allegations of criminal misconduct and suspected child abuse will be reported to an appropriate law enforcement agency and/or to Child Protective Services in accordance with the statute. District personnel shall cooperate with investigations by such agencies.

SAMPLE GRIEVANCE PROCEDURE

See Attachment A for a sample grievance procedure for Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

The Section 504 Coordinator for the Switzerland of Ohio Local School District is Mr. Larry Koslik, Special Education Director. Mr. Koslik may be reached by mail or in person at 304 Mill St, Woodsfield, Ohio 43793, and by phone at (740) 472-5801. The Title IX Coordinator is Mr. Phil Ackerman, Superintendent. He can also be contacted at the address and phone number above.

NOTICE OF NON-DISCRIMINATION

The Switzerland of Ohio Local School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

DISTRICT TITLE IX COORDINATOR

Mr. Phil Ackerman, Superintendent

304 Mill Street
Woodsfield, Ohio 43793
740-472-5801

504 COORDINATOR

Mr. Larry Koslik, Special Education Director

304 Mill Street
Woodsfield, Ohio 43793
740-472-5801

MISSION STATEMENT

“We empower life-long learning, provide innovative experiences and embrace challenges. Every small step makes a difference.”

VISION

“Honoring traditions, we will empower our students to connect our communities to the future, by mastering the skills of tomorrow.”

SOLSD CORE VALUES

1. **Uniqueness** – SOLSD is truly a unique school district with challenges and strengths. As an organization, we will have to develop our own path forward to solve our unique problems. This value also reminds us that each child is different and we aspire to diagnostically develop instruction that will help each individual child succeed.
2. **Community** – Part of what makes our district special is the sense of community in the various townships that make up our attendance area. We aren't just strangers but interdependent members of a community committed to rearing our students with the values we received from our families and friends.
3. **Equitable** – All of our children should receive equitable funding, extracurricular opportunities, and academic courses on their path to college and career readiness. Equitable does not mean the same. We acknowledge that schools will have differences while presenting an overall equal value to the students learning within.
4. **Stability** – We are committed to making proactive choices that will safeguard and guarantee stability for our students and staff.
5. **Grit** – Our students will learn facts and how to think but also how to work hard, overcome challenges and persevere to the end of an objective. We aim to develop a system that pushes students towards challenges and the awakening of self-efficacy that comes after overcoming them.
6. **Accountability, Integrity & Transparency** – We are committed to doing our business in the sunshine and being honest and forthright about our intentions through orderly debate. We will hold ourselves accountable to each other and the community for the decisions we make and policies we establish.

CODE OF ETHICS

The Switzerland of Ohio School District uses video surveillance/electronic monitoring equipment in school buildings, school buses, and on property owned and/or operated by the Board. Policy 7440.01

By recognizing the ‘Code of Ethics,’ the students of SOLSD will become worthy citizens of the school and community, which will help us practice high standards for the rest of our lives.

As students, we should:

Accept the idea that education is extremely important in our lives, both now and in the future.

Realize that each student has the right to a quality education, therefore, just as in any family, we must promote and demonstrate the shared value of moral and ethical behavior.

Show respect and honor for our parents/guardians, teachers, and any person in a position of authority guiding our education, and accept both compliments and correction with courtesy.

Be in school and class promptly and regularly, and at all times be prepared for class.

Have respect for school and individual property.

Refrain from using profanity and all use of tobacco, including e-cigarettes, on school property.

Show integrity in-class work, extra-curricular activities, and intramural activities.

Follow the Golden Rule: “Do unto others as you would have them do unto you.”

Recognize that drugs (such as alcohol, prescription drugs, and marijuana, etc) are regulated by laws because they can be dangerous.

Understand that each of us must embrace the Code of Student Conduct, while we take responsibility for ourselves and accept the consequences of individual actions.

ENROLLMENT

R.C. 3321.01 establishes the age to enter school. By school district policy, a child in most cases must be five years of age on or before August 1 to enter Kindergarten unless identified for acceleration and early entrance.

Attendance

In accordance with the state guidelines, the Superintendent or designee shall require from the parent/guardian of each student who has been absent from school or from class for any reason, a written statement of the causes for such absence. The board reserves the right to verify such statements and to investigate the cause of each single absence.

Parents are requested to call your building prior to 9:00 AM to report an absence.

When a student returns to school after an absence, he/she must bring a written excuse within two school days after the absence or absences, stating the reason. If a note is not received, the student will be considered truant and the absence will be recorded as unexcused.

Under the Ohio School Code and the policy of the Switzerland of Ohio Local School District, absences are classified as either excused or unexcused. Excused absences fall into one of the following categories:

- | | |
|------------------------------------|---|
| 1. Personal Illness | 6. Medical Appointment |
| 2. Illness in the immediate family | 7. Work at home due to absence of parent/guardian |
| 3. Death of a relative | 8. Approved Vacations |
| 4. Quarantine of home | 9. Religious Holidays |
| 5. Legal obligations | 10. Other determined by the Principal |

Pregnant Students: Pregnant students will work with building principals to develop strategies to keep up work assignments and classroom grades and progress during the school year if unable to attend.

Schoolwork missed during periods of excused absence, if not made up, will result in a failing grade for the period of absence. A student will be allowed to make-up work for an excused absence.

Student attendance is tracked by hours instead of days. The amount of time a student is not in attendance at school will count towards their hours of absences for the year. The number of hours absent is defined in three different categories known as chronic absenteeism, excessive absences, and habitual truancy.

Refer to the Ohio Department of Education for more information on Chronic Absenteeism.

<http://education.ohio.gov/Topics/Student-Supports/Chronic-Absenteeism>

Once a student has reached the excessive absences mark the following steps will occur:

1. Parents will be contacted by letter within seven days of the triggering absence.
2. If absences continue, the student will be required to complete the district's plan for absence intervention.

When a student reaches the habitual truancy mark the following steps will occur:

1. Within seven days of the triggering absence:
 - Three meaningful attempts such as a letter and phone calls will be made to secure parent or guardian involvement with the absence intervention plan.
 - Members will be selected to be part of the intervention team.
2. Within 10 days after the triggering absence, the student will be assigned to an absence intervention team.
3. Within 14 days after the triggering absence, the student will be given an absence intervention plan.
4. If progress is not made on the intervention plan within 61 days or the student continues to be excessively absent, the district will file a complaint with the juvenile court.

Excessive excused absences due to personal illness will require a doctor's written verification. In case of extreme circumstances, the Superintendent or designee may make exceptions to the attendance policy on an individual basis (assuming required coursework has been completed to a satisfactory level).

TARDINESS

In case of tardiness, the student will be required to present his/her teacher with a note from the school office permitting entrance to the classroom. Disciplinary interventions resulting from student tardiness will be administered according to the code of conduct (pp. 43-56). Tardiness will count towards the student's hours of absence for the school year.

VACATIONS

Vacations will be considered excused absences under the following conditions:

1. Requested a week in advance and approved by the building administrator.
2. The student is passing all subjects at the time of the request.
3. Student is not in violation of the attendance policy at the time of the request.

If a student elects to go on vacation and has not met all of the above conditions, those days will be considered unexcused.

PARTIAL DAYS

Students will only be deemed absent for the amount of time they are not present at school. This amount of time will count towards the number of hours absent for the school year.

MAKE-UP WORK

Any student missing school will be given the opportunity to make up work missed due to that absence. Upon returning to the school, the student should meet with his/her teacher(s) and obtain the required make-up assignments. **It should be noted that it is a mutual responsibility of the student/parent and teachers to make sure student work is completed.** Under normal circumstances, the student will be given one school day for each day missed. Where an extended absence is involved, the teachers and principal will adjust this limit to the needs of the child involved.

When an absence occurs near the end of a nine-week period, a grade of "incomplete" may be given until such time as the student returns to school and is given the opportunity to make up missed assignments. The period to make up work shall not exceed two weeks unless otherwise approved.

Any student missing school may make up the work and receive up to full credit not to exceed 100%.

MAKE-UP WORK DUE TO SUSPENSION

If a student is removed from school by suspension (out of school), the student may make up the work but any grade for the work during the period of suspension will be recorded as a grade not to exceed 100%.

Work completed and turned in during an In School Detention will receive full credit. Out of School Suspension (OSS) must be returned in compliance with make-up work upon returning to school.

An expulsion will be dealt with on an individual basis at the discretion of the Superintendent.

TIME OF ARRIVAL

The pupil's arrival time, in most cases, will be determined by the bus schedule. Students who are not riding a bus will discuss arrival time with the building principal.

LEAVING SCHOOL

Students who find it necessary to leave during the school day must make arrangements at the school's office. A note from the parent or guardian is required. Parents, please tell your child when you plan to be away from home in case the school needs to contact you due to illness, emergency, injury, etc.

APPOINTMENTS

Parents/Guardians are urged to make all doctor and dental appointments during non-school hours whenever possible.

EARLY DISMISSAL DAYS

Throughout the course of the year, the school may be dismissed early on several occasions. Parents/Guardians should discuss early dismissal with the children and determine whether they should go directly home on those days or make special arrangements with the school.

EMERGENCY SCHOOL CLOSINGS

In the event of emergency school closings or early dismissal due to either inclement weather or other calamities, there will be an attempt to contact parents with the District's All Call System. School closing information is also given to the local radio stations, and television stations and placed on the district website and social media accounts.

VISITING THE SCHOOL

Parents/Guardians are welcome in our schools. It is a best practice to make an appointment with teachers and principals to discuss specific school issues. *State law requires that any individual visiting the school must report to the school's office before going to any part of the school building. In addition, each visitor will be required to sign in upon arrival and sign out when leaving the school.*

Students should not be in the building outside of school hours, except under the direction of authorized personnel as part of the activity program.

Student visitors or student guests will not be permitted in the schools. Only those children who have been formally enrolled in the given building during the regularly scheduled school day are permitted in each school building.

USE OF THE SCHOOL BUILDING

Patrons and interested parties desiring use of the school building should contact the principal for the appropriate building use agreement forms. We encourage members of the school community to use school buildings, grounds, and equipment. There may be fees charged to cover school district expenses.

USE OF TELEPHONE

Students will not be called to answer the telephone during the school day except in cases of emergency. All other messages will be taken and delivered to students by school personnel. Students should plan so they seldom need to use the telephone. Please refer to the discipline policy concerning unauthorized use of electronic devices.

SCHOOL LUNCHES

Students eating lunch, either purchased or carried, will eat in the area of the building designated as an approved lunch area. While eating lunch, students will be under the supervision of their teachers or an assigned lunchroom supervisor at all times.

The Switzerland of Ohio Local School District utilizes the Point of Sale program for lunch sales. All lunches are deducted from a student account. Payments may be made at the child's school in the dropbox in the office or can be mailed or dropped off at the central office in Woodsfield. Payments can also be made online by visiting our district website at <https://swissohio.k12.oh.us>. Student accounts shall be managed in order to keep a positive balance at all times.

Payments should be mailed to:
Switzerland of Ohio Local Schools
304 Mill Street
Woodsfield, Ohio 43793

For questions contact

NFS Supervisor: Sami Stimpert, 740-472-0722 ext.4522

Food Service Policy

HEALTH AND MEDICAL ATTENTION

In order for your child to receive the best possible care in school, it is imperative that the School Nurse be informed of any diagnosis he/she has been given by a Doctor. It is also the parent/guardian's responsibility to inform the Nurse of any and all medications the child is taking either at home or in school. Also, it is very crucial that the nurse be made aware of any allergies to medications, foods, bees, or any other allergy requiring the use of an epinephrine. If a child becomes ill or injured during school hours and requires medical attention, other than the assessment and treatment given by the licensed Nurse, the nurse will make every attempt to contact the parent/guardian. If no one can be reached, the Nurse and Principal will use their judgment to contact the child's doctor and call the emergency squad if deemed necessary.

It is extremely important for the school to have an updated Emergency Medical form on file each year with the current information. The emergency medical form is REQUIRED, and is to be completed the first week of each school year. Students will not be permitted to take physical education, participate in sports, attend labs, or any school activity, until a current, completed, signed emergency medical form is on file at their school. If the form is not submitted within two (2) weeks, the student may be suspended until the information is received.

If it is necessary for your child to take prescription medication at school a form MUST be completed by the ordering physician and the parent/guardian. The parent/guardian must also bring the medication to the nurse at the school the child attends. If a parent feels it is necessary to bring in non-prescription drugs, they must also bring the medication with a signed form to the nurse. ALL medication must be in its original container.

NURSES AND STAFF WILL NOT ADMINISTER DRUGS IN A BAGGIE OR ANY CONTAINER OTHER THAN THE ORIGINAL. Please keep in mind that Nurses do have Tylenol, Ibuprofen, and Midol.

Forms for medication in school are available from your school's nurse or secretary. If your child requires the use of an asthma inhaler or Epipen, forms are also available and must be completed by the prescribing doctor. Possession of prescription and non-prescription medications, without the proper authorization, on school grounds or at a school function is a violation of the District Drug Policy.

IMMUNIZATION REQUIREMENTS

In accordance with the Ohio Department of Health Section 3701.13 of the Ohio Revised Code (ORC), students are required to show proof of the following immunizations:

- 4 or more doses of DTAP or DT (If all 4 doses were given before the 4th birthday, a 5th dose is required)
- 3 or more doses of IPV (The Final dose must be given after the 4th birthday)
- 2 doses MMR
- 3 doses Hepatitis B
- 2 doses Varicella - Grades K-9
- 1 dose of Varicella - Grades 10-12
- 1 dose Tdap - Grades 7-12
- 1 dose Meningococcal - Grades 7-10
- 2 doses Meningococcal - Grade 12 (if first dose was given on or after 16th birthday a second dose is not required)

STUDENT ACCIDENT INSURANCE

Any student enrolled in the Switzerland of Ohio Local School District is eligible to enroll in the Student Insurance Program.

Coverage includes traveling directly and uninterruptedly to and from school or school-sponsored activities as well as participation in school-sponsored and supervised extra-curricular activities (inter-scholastic football not covered under the basic policy).

Specific cost and coverage information will be sent home to all parents/guardians during the first week of school. Parents/guardians are encouraged to consider this inexpensive insurance, especially where no other coverage exists.

The program may be purchased for either during school time or over a 24-hour basis. This is an excess coverage program and will pay that portion of each insured loss not covered by other valid and collectible first party insurance.

GRADE REQUIREMENTS FOR PARTICIPATION IN ATHLETICS AND EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

JUNIOR HIGH AND HIGH SCHOOL

1. In order to be eligible in grades 7-8, a student must be enrolled in and receive passing grades in a minimum of 5 subjects. In addition, the student must maintain a GPA of 1.75 in the preceding grading period.
2. In order to be eligible in grades 9-12, a student must have been enrolled in and receiving passing grades in a minimum of five one-credit courses, or the equivalent, that count towards graduation. In addition, the student must maintain a GPA of 1.75 in the preceding grading period.
3. A student enrolled in the first grading period after advancement from the 7th to the 8th and 8th grade to 9th grade must have passed 5 subjects carried the preceding grading period in which the student was enrolled
4. The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
5. A student enrolled in the first grading period after advancement from the 7th to the 8th and 8th grade to 9th grade must have passed 5 subjects carried the preceding grading period in which the student was enrolled.
6. A student enrolling in the 7th grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student must be currently enrolled and must have been enrolled in school during the immediately preceding grading period and received passing grades in all five subjects.

7. School records or verification by the sending school must establish the eligibility of a transfer student. The responsibility for establishing eligibility rests with the receiving school
8. Summer school grades earned may not be used to substitute for failing grades from the last grading period for the regular school year.
9. Tutoring or examinations to complete the preceding grading period's requirements is permissible provided the inability to complete the required work on time is due to illness or an accident verified by a physician. If a student receives a quarter grade of incomplete "I" they may complete make up work to achieve a passing grade. Students who receive a failing grade for the quarter, may not complete additional work to receive a passing grade.

ACCOUNTING SYSTEM-ACTIVITIES

All school accounts of clubs, classes, organizations, and activity groups are handled through a central treasury. Money received by organizations is immediately counted and receipted by the school secretary. Sponsors must approve all bills before they can be paid. In addition, the high school principal must co-approve all bills before they can be paid. The district's treasurer registers all records of accounts. All monies received by the Board of Education shall be used solely for purposes written into the guidelines of each program. All such organizations are required to maintain a positive cash balance in order to continue as an approved organization. No expenditures shall be made unless money is available in the appropriate account.

PARTICIPATION IN CLUBS AND ACTIVITIES

- A. All activities in each high school must be scheduled and approved by the high school principal.
- B. Each activity shall be evaluated annually to determine whether the activity served its purpose and should be continued as part of the school's activity program.
- C. The principal and/or faculty representatives shall review formal requests for additions to the activity program.
- D. The number of activities in which an individual student may participate shall be adjusted so it will not interfere with his/her schoolwork or organization.

The number of hours per week which may be devoted to participation in non-athletic activities will be limited to daily activity periods and/or special after-school sessions as announced by the faculty sponsor. Those approved contests and activities in which students participate shall meet the following criteria:

- a. The contest or activity must be educationally sound, worthwhile, and timely and not sponsored primarily for entertainment purposes.
- b. It must contribute directly to the educational, civic, social, physical, or ethical development of the students involved.

- c. It should be stimulating to the participant and the student body.
- d. An activity or preparation for an activity does not ordinarily involve the presence of students after 9:00 PM on the evening preceding a school day.
- e. A contest or activity which excused a student because of race, color, national origin, sex, disability or age is not approved.

FOREIGN EXCHANGE STUDENTS

All foreign exchange students are to be permitted to participate in all school activities.

In addition, senior foreign exchange students are to be permitted to participate in all senior graduation activities provided by the school district.

In order for a foreign exchange student to receive a high school diploma, they must meet the State of Ohio graduation requirements and the requirements of his/her sponsor.

LOSS OF OPERATOR'S LICENSE/PERMIT

The building principal shall notify the Superintendent when:

- A. A student withdraws from school for a reason other than a change of residence and is not enrolled in and attending in accordance with school policy, an approved program to obtain a diploma or its equivalent;
- B. During any semester or term, a student is habitually absent from school without a legitimate excuse for more than eight (8) consecutive school days or at least ten (10) total school days;

The superintendent shall then notify the student and the student's parent/guardian; (a) of the habitual absence information provided to the Superintendent; (b) that as a result of such information, the student's driver's license privileges will be suspended or denied, and (c) that the student and student's parent/guardian may appear in person at a scheduled date, time and place before the Superintendent or his designee to challenge such information.

- C. A student is suspended or expelled from school for the use of or possession of alcohol, drugs, or dangerous weapons.

The superintendent shall notify the Monroe, Belmont, or Noble County, Ohio Registrar of Motor Vehicles and Juvenile Court Judges of Monroe, Belmont, or Noble Counties, Ohio, in accordance with R.C. 3321.13, and Board of Education Policy, when: (1) a student has withdrawn under the meaning of this section: or (2) a student has been determined to be habitually absent.

The superintendent may notify the Registrar of Motor Vehicles and Juvenile Court Judges of Monroe, Belmont or Noble Counties, Ohio in accordance with R.C. 331.13 and Board of Education policy when a student is suspended or expelled from school for the use of or possession of alcohol, drugs, or dangerous weapons.

Except in certain circumstances, the Registrar of Motor Vehicles shall suspend the temporary instruction permit or operator's license, or deny the opportunity to obtain issuance of such a permit or license, of the student who is the subject of such notice until:

1. The student becomes eighteen (18).
2. Returns to school
3. The student receives a High School Diploma, General Education Development (GED) Certificate, or Age and School Certificate.

PROMOTION/RETENTION POLICIES FOR K-8

The retention and promotion procedures of any school district are a critical component of the educational program. Many children enter their educational career before they are prepared physically, emotionally, or intellectually ready for instruction. Others often fall behind their peers and require a second year at a given level in order to raise their achievement to a degree that will enable them to enjoy a satisfactory level of educational success.

It should be noted that any effort to retain a child is done so with the child's best interest in mind. The parents/guardians of these children are encouraged to support the decision and make a concerted effort to help their child accept and adjust to this placement.

Student progress will be monitored throughout the school year and a formal review to consider retention will be conducted with the Principal in May.

Retention in grades 3 – 8 will be determined primarily on the basis of the student's earned grades. Failure in two or more major subject areas is considered grounds for retention. The student's reading grade, though not failing, may be considered where that student is reading below grade level. The Switzerland of Ohio Local School District will also follow 3rd Grade Reading Guarantee requirements.

The following link contains additional information concerning the state of Ohio's Third Grade Reading Guarantee policy: <http://education.ohio.gov/Topics/Learning-in-Ohio/Literacy/Third-Grade-Reading-Guarantee>

It is the obligation of the K-8 homeroom teacher to notify the parents/guardians in writing as soon as it becomes apparent that their child's performance could lead to retention. Under no circumstance, should this notification occur later than the end of the 3rd nine-week grading period.

It is the responsibility of all School Counselors in grades 9-12 to notify parents/guardians in writing that their child's academic performance could lead to course failure. It is advised that this notification be sent at the end of the first semester, but under no circumstances, should this notification occur later than the start of the 4th grading period.

A teacher should make every effort to communicate with the parents/guardians and provide current information relative to the child's progress. In the event of possible retention, the teacher should have evidence of parental notification on file. Such notifications should include:

1. Conference Records
2. Phone Conference Records
3. Letters Sent Home
4. Appropriate Grades
5. Samples of the Student's Work

The following factors will apply in considering each case for promotion:

1. Physical Maturity: Size, strength, weaknesses, general health, and age.
2. Social Maturity: Ability to get along well with others, leadership, reaction to criticism, work and play habits.
3. Mental Maturity: Attention span, ability to concentrate, retention of facts, intellectual curiosity, and ability to grasp knowledge quickly.
4. Academic Records: Reading and math achievement, language, social studies, and science where applicable to grade level.
5. Special Problems: Parent/guardian's attitude, attendance ages, and grade placement of siblings.
6. Does the child have a mastery of the standards for the grade level recently completed?
7. Will the retention enable the child to succeed in the following year?
8. How will the child's program be altered during the second year in a given grade?
9. State requirements for testing, etc.

Final placement decision/responsibility rests with the superintendent of schools or his/her designee according to the state law.

EIGHTH GRADE CEREMONY – FOR ALL BUILDINGS

The eighth-grade promotion ceremony celebrates our students moving from the elementary to high school. It is important for students to wear clothing that is indicative of the importance of this ceremony. The eighth-grade students of Switzerland of Ohio will wear gowns to celebrate this event (all students must wear a promotion gown). The ceremony shall be marked with dignity and simplicity and shall be of a pleasant and memorable type. Questions regarding appropriate dress should be sent to the principal or graduation coordinator.

There will be no recognition of valedictorian or salutatorian. There will be special recognition of students that have consistently been on the Principal's List and Honors List.

OHIO'S LEARNING STANDARDS

Ohio's Learning Standards explain the knowledge and skills Ohio students in PK-12 need to have and can be accessed at the Ohio Department of Education's website: <http://education.ohio.gov>. Ohio will administer state

testing on Ohio's Learning Standards to assess student progress. District [pacing guides](#) outlining the scope and sequence of coursework can also be found on our website. For Ohio State Testing (AIR) see page 34.

GROUP TESTING PROGRAM

The results of these tests are available to parents/guardians upon request. If you should have any questions relative to the testing program or if you would like to review your child's test scores, please feel free to contact your building principal.

INDIVIDUAL TESTING

Individual tests of ability and achievement plus additional diagnostic tests are administered by the school psychologists on a referral basis as recommended by the school's staff.

K-3 STANDARDS-BASED GRADING

Students in grades K-3 will receive a standards-based report card. Student progress will be communicated through the following rubric.

REPORT CARD RUBRIC FOR STANDARDS-BASED REPORT CARD

Kindergarten Performance Levels		Grades 1 & 2 Performance Levels	
Performance Levels		Performance Levels	
3	Proficient I can show that I understand the work all the time.	3	Meeting end-of-year grade-level standards
2	Approaching Proficient I can show that I understand the work, most of the time, but I still might make mistakes.	2	Average progress toward meeting end-of-year grade-level standards
1	Beginning Progress I am beginning to understand the work, but I need help from my teacher.	1	Beginning progress toward meeting end-of-year grade level standards with increased support
OC	Of Concern I do not understand the work.	OC	Of Concern: Does not understand the standard
		NT	Not tested at this time
Grade 3 Performance Levels		Efforts/Work Habits/Personal Growth	
Performance Levels		Efforts/Work Habits/Personal Growth	
4	Working at a deeper level of mastery	+	Consistently demonstrates
3	Meeting end-of-year grade-level standards	/	Sometimes demonstrates
2	Average progress toward meeting end-of-year grade-level standards	-	Needs improvement
1	Beginning progress toward meeting end-of-year grade level standards with increased support		
OC	Of Concern Does not understand the standard		
NT	Not tested at this time		

- In grades 4-12, letter grades will be given for student performance in all areas of instruction including instrumental music and musical classes. Physical Education will be reported on an Outstanding (O), Satisfactory (S), or Unsatisfactory (U) basis.

2. Students must receive a passing grade in a quarter of the second semester of each course in order to receive a passing final grade.
3. Teachers of grades 4-12 may record point values of 0-4 in place of percentages. All quarter and final grades must convert to a letter grade in grades 4-12.
4. Progress toward achievement marks will be available and updated for student and parental viewing through Progress Book. Parents and students may contact the teacher to schedule a time to discuss progress further.
5. The achievement mark at the end of the grading period in any subject should represent the most accurate estimate by the teacher of the achievement of the individual in the subject.

Pacing Guides, study guides, and sample assessment questions will be available on the district website under the Curriculum tab at <https://swissohio.k12.oh.us>

The following scale will be used to compute the final yearly average for grades 4-12:

Numerical - Letter Grade Values

Percentage	Letter Grade	Value	Range
94-100	A	4	3.84-4.00
92-93	A-	3.66	3.51-3.83
89-91	B+	3.33	3.18-3.50
85-88	B	3	2.84-3.17
83-84	B-	2.66	2.51-2.83
80-82	C+	2.33	2.18-2.50
76-79	C	2	1.84-2.17
74-75	C-	1.66	1.51-1.83
71-73	D+	1.33	1.18-1.50
67-70	D	1	.84-1.17
65-66	D-	0.66	.51-.83
0-64	F	0	.0-.50

Examples

The final yearly average in a particular subject may be computed by converting the letter grades to their decimal equivalents, adding these and then dividing by four.

$\frac{1^{st} \text{ 9 Qtr}}{A-}$
 $\frac{2^{nd} \text{ 9 Qtr}}{B}$
 $\frac{3^{rd} \text{ 9 Qtr}}{C}$
 $\frac{4^{th} \text{ 9 Qtr}}{C+}$
 $\frac{\text{Average}}{B-}$

$3.66 + 3.00 + 2.00 + 2.33 = 10.99 \div 4 = 2.7475$ translates to a B-

High School Final Year Average Calculation

	1st Quarter	2nd Quarter	1st Semester Exam	3rd Quarter	4th Quarter	2nd Semester Exam	Final Year Average
Letter Grade:	A-	B	A	C	B	A	
Letter Grade Value:	3.66	3.00	4.00	2.00	3.00	4.00	
multiplied by weight of:	x	x	x	x	x	x	
	2	2	1	2	2	1	
Value	7.32	6.00	4.00	4.00	6.00	4.00	
							31.32
							divided by 10
							3.132
							Grade: B

HONOR ROLL CRITERIA FOR GRADES 4-12

All letter grades will be used as part of the principal's list and honor roll calculations.

The honor roll criteria for all schools of the Switzerland of Ohio Local School District shall be:

Principal's List - A student must receive all A's to be on the Principal's List. A student may not be on the Principal's List if he/she receives an A- 's.

First Honors - To qualify for First Honor recognition, the student must have a cumulative grade point average of 3.50 to 3.99 on a 4.0 scale. No student is permitted to the honor roll with a grade below a B-

Second Honors - To qualify for Second Honor recognition, the student must have a cumulative grade point average of 3.0 to 3.49 on a 4.0 scale. No student is permitted on the honor roll with a grade below a B-.

Calculations for Honor Roll do not include CCP courses

TEXTBOOKS

Textbooks are furnished without cost to all students for use during the year. You are responsible for maintaining and returning these texts at the end of the year. All textbooks are loaned to students for their use during the school year. Please make sure your name and grade are written in the appropriate place in the book in case it is misplaced. If lost or damaged, the cost of the book will be the responsibility of the student/parent.

SWISS HILLS CAREER CENTER ELIGIBILITY

Students planning to attend Swiss Hills as a Junior must have completed the following subjects by the end of their sophomore year: 2 credits of English, 2 credits of Social Studies; 2 credits of Science; 2 credits of Math; ½ credit of Health; ½ credit of Physical Education. Failing to obtain these 9 required credits by the end of your sophomore year may lead to you being denied a position at Swiss Hills Career Center or placed on admission probation. If you are planning to attend Swiss Hills and know you are lacking these credits, please see your building principal or guidance counselor for options for credit recovery. While attending Swiss Hills, a student will receive 6 - 8 elective credits (3-4 per year).

Students who apply and plan to attend Swiss Hills for the Sophomore Academy must have completed the following subjects by the end of their freshman year: 1 credit of English, 1 credit of Social Studies; 1 credit of Science; 1 credit of Math; ½ credit of Health; ¼ credit of Physical Education. Failing to obtain these required credits by the end of your freshman year may lead to you being denied a position at Swiss Hills Career Center or placed on admission probation. If you are planning to attend Swiss Hills and know you are lacking these credits, please see your building principal or guidance counselor for options for credit recovery. While attending Swiss Hills, a student will receive 6 - 8 elective credits (3-4 per year).

HIGH SCHOOL GRADUATION REQUIREMENTS

English	4 units of credits
Health	½ unit of credit
Mathematics	4 units, of which one unit must include Algebra II
Physical Education	½ unit
Science	3 units, of which one unit must include physical sciences, life sciences and an advanced study in either chemistry, physics or other physical science, advanced biology or other life science, astronomy, physical geology or other earth or space science
Social Science	3 units, of which ½ unit must include American history & ½ unit of American government. In addition, the class of 2020 and beyond will need a ½ unit of world history and civilizations.
Fine Arts	2 semesters
Financial Literacy	½ unit of credit

Electives as needed to meet 21 credit requirements.

Visit Ohio Department of Education for more information

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Courses-and-Requirements>

Class of 2023 and Beyond

Ohio's High School Graduation Requirements Classes of 2023 and Beyond

It's Your **Future.** Get **Ready.**

Before you know it, you'll be receiving your high school diploma. Ohio is giving you new ways to show the world what you can do with it.

As a student entering ninth grade on or after **July 1, 2019**, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

First, cover the basics

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

Other Requirements

You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

Second, show competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

Is testing not your strength? After you have taken your tests, there are three additional ways to show competency!

Option 1.

Demonstrate Two Career-Focused Activities*: Foundational

Proficient scores on WebXams
A 12-point industry credential
A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

Work-based learning
Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

*At least one of the two must be a Foundational skill

Option 2.

Enlist in the Military

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

Option 3.

Complete College Coursework

Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

Third, show readiness

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

- ☐ OhioMeansJobs Readiness Seal (Ohio)
- ☐ Industry-Recognized Credential Seal (Ohio)
- ☐ College-Ready Seal (Ohio)
- ☐ Military Enlistment Seal (Ohio)
- ☐ Citizenship Seal (Ohio)
- ☐ Science Seal (Ohio)
- ☐ Honors Diploma Seal (Ohio)
- ☐ Seal of Biliteracy (Ohio)
- ☐ Technology Seal (Ohio)
- ☐ Community Service Seal (Local)
- ☐ Fine and Performing Arts Seal (Local)
- ☐ Student Engagement Seal (Local)

Want to learn more? Contact your school counselor or visit education.ohio.gov/graduation



HIGH SCHOOL PHYSICAL EDUCATION (PE) Waiver

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons as defined in the Switzerland of Ohio Local School District handbook, while enrolled in grades 9 -12, and as documented by the athletic director, principal and guidance counselor, may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

Credit may be earned by:

- A. Completing coursework
- B. Testing out or demonstrating mastery of course content; or
- C. Pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may also be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward graduation requirements if it was both:

- A. Taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. Designated by the Board as meeting the high school curriculum requirements.

District policy for enrollment in an AP (Advanced Placement) Course in school or online Effective beginning the 2020-21 School Year

Requirements to enroll into an AP Course

1) Enrollment in an AP Course:

- a) A student may be enrolled in an AP course in school or online if they have achieved a "B" or higher grade average in a prior corresponding course
 - i) Examples: If a student is applying for an AP English course, they must have had a "B" average for the English course the year prior
 - ii) If a student is applying for an AP History course online, they must have a "B" average in a prior history course.
- b) Student has achieved a 4 or higher on the State Test from a corresponding course
- c) Student has achieved a college readiness score on the ACT/SAT tests
- d) If the student wants to take an AP course online that is not offered in the district (Ex: AP German, AP Psychology, AP Calculus), then the student must have obtained a "B" average in the closest corresponding course as determined by administration
 - i) Examples: If a student wants to take AP German online, they must have a "B" average in the prior year's Language Course.
 - ii) If a student wants to take AP Psychology online they must have a "B" average in the prior year's Social Studies Course.
- e) A student must also complete the following requirements prior to being placed in the AP course

- i) Complete a pre-writing sample for AP English, AP History/Government Course. Writing samples will be graded on a district created rubric and students must receive a minimum of a 3 or higher for the writing sample. Rubric will be on a 0 to 5 scale.
- ii) Complete a Basic Knowledge sheet for AP Science and Math courses. The Basic Knowledge sheet will allow the student to show they have the basic knowledge in order to take the exam. Sheets will be graded and students must achieve an 80% or higher.
- iii) Writing Samples and Basic Knowledge Sheets will be turned into the AP coordinator once completed. Student names will be removed and a number will be assigned to each student. Teachers from a different building if available will grade the sheets without knowing who the student is. Writing samples and Basic Knowledges sheets should be completed and turned in by using a word processing program.
- f) No student can be placed in an AP course without meeting three out of four requirements.
 - i) B or higher in previous course or related course
 - ii) 4 or higher on a State tests ex: End of course or Next Generation
 - iii) College readiness score on the ACT or SAT
 - iv) Writing Samples or Basic Knowledge sheet.

Special considerations for a student's placement will be allowed with a majority consensus of the AP Coordinator, AP Teacher, Principal, and Superintendent.
- g) h) Acceptance into an online AP Course is also subject to any additional guidelines set forth by the organization offering the course.

2) Credit for the AP course:

- a) Laude System:
 - i) Students who take and complete an AP course in school or online, but do not take the corresponding National AP Exam for that course will receive 1.0 Laude point.
 - ii) Students who take and complete an AP course in school or online and take the corresponding National AP Exam for that course will receive 1.25 Laude points.
 - iii) Students who take the National AP Exam and receive a score of 3 or higher will receive a 1.50 Laude point.

3) Adding or Dropping an AP Course:

- a) A student can add or drop an AP Course as long as they meet the district policy for doing so.
- b) If a student of the district wants to add a course after the school year starts, they will be responsible to understand and complete any prior assignments on his or her own.
- c) If a student moves into the district in the school year and wants to take an AP course, they will be informed of the coursework they have missed to better prepare them, but they will not be held responsible to complete the assignments if the student was not taking an AP course at the previous school.
- d) Coursework from another AP course in a different district can be given if the student provides proof of work and the district offers that AP course.

HIGH SCHOOL HONORS COURSES

Honors Course Policies

Honors Biology - District Policy or Prerequisite:

Students who want to enroll in a Biology Honors Course must meet 2 of the following requirements:

- Grade of B or Higher in a prior corresponding science course

- A score of Accomplished(4) or Advance(5) on a State Test the year prior in a Science course
- A Student has achieved a College readiness score on the ACT/SAT tests
- Achieved an 80% or higher practice exam for the honors course for students that do not have a score for an Ohio State tests in Science.
- Special considerations for a student's placement will be allowed with a majority consensus of the Coordinator of Gifted Services, Teacher of the Honors course, Principal, and Superintendent

Students are expected to earn a grade of "C" or higher. If a student is not meeting the minimum expectation within the first four weeks of the grading period, a conference will take place to include the teacher, parent, student, school counselor, and/or principal to develop a plan for success. If the student, teacher, and parent recognize that the level of difficulty is such that the student is not successful, a level change should occur immediately. Should the student remain in the honors course at the end of the grading period if the student is still not performing at the minimum grade requirement, the student will be withdrawn from the honors course and placed in the regular course.

Honors Math - District Policy

Students who want to enroll in a Math Honors Course must meet 2 of the following requirements:

- Grade of B or Higher in a prior corresponding Math course
- A score of Accomplished(4) or Advance(5) on a State Test the year prior in a Math course
- A Student has achieved a College readiness score on the ACT/SAT tests
- Special considerations for a student's placement will be allowed with a majority consensus of the Coordinator of Gifted Services, Teacher of the Honors course, Principal, and Superintendent

Students are expected to earn a grade of "C" or higher. If a student is not meeting the minimum expectation within the first four weeks of the grading period, a conference will take place to include the teacher, parent, student, school counselor, and/or principal to develop a plan for success. If the student, teacher, and parent recognize that the level of difficulty is such that the student is not successful, a level change should occur immediately. Should the student remain in the honors course at the end of the grading period if the student is still not performing at the minimum grade requirement, the student will be withdrawn from the honors course and placed in the regular course.

English Honors District Policy Prerequisite:

Students who want to enroll in an English Honors Course must meet 3 of the following requirements:

- Grade of B or Higher in a prior corresponding English course
- A score of Accomplished(4) or Advanced(5) on a State Test the year prior in an English course
- A Student has achieved a College readiness score on the ACT/SAT tests
- Complete a pre-writing sample for the honors course and achieve a score of 3 or higher using the Pre-AP writing rubric.
- Special considerations for a student's placement will be allowed with a majority consensus of the Coordinator of Gifted Services, Teacher of the Honors course, Principal, and Superintendent

Students are expected to earn a grade of "C" or higher. If a student is not meeting the minimum expectation within the first four weeks of the grading period, a conference will take place to include the teacher, parent,

student, school counselor and/or principal to develop a plan for success. If the student, teacher, and parent recognize that the level of difficulty is such that the student is not successful, a level change should occur immediately. Should the student remain in the honors course at the end of the grading period if the student is still not performing at the minimum grade requirement, the student will be withdrawn from the honors course and placed in the regular course.

History Honors District Policy Prerequisite:

Students who want to enroll in a History Honors Course must meet 2 of the following requirements:

- Grade of B or Higher in a prior corresponding History course
- A Student must receive a score of 80% or higher on a pretest for the history course.
- Complete a pre-writing sample for the honors course and achieve a score of 3 or higher using the Pre-AP writing rubric.
- Special considerations for a student's placement will be allowed with a majority consensus of the Coordinator of Gifted Services, Teacher of the Honors course, Principal, and Superintendent

Students are expected to earn a grade of "C" or higher. If a student is not meeting the minimum expectation within the first four weeks of the grading period, a conference will take place to include the teacher, parent, student, school counselor, and/or principal to develop a plan for success. If the student, teacher, and parent recognize that the level of difficulty is such that the student is not successful, a level change should occur immediately. Should the student remain in the honors course at the end of the grading period if the student is still not performing at the minimum grade requirement, the student will be withdrawn from the honors course and placed in the regular course.

Pre-AP Writing Rubric	
Score	Writing
4 Advanced The response demonstrates or includes:	<ul style="list-style-type: none"> ● Cohesion and the highly effective use and command of language ● A logical structure, with an insightful claim, effective order, and clear transitions ● A strong command of the conventions of standard written English, with almost no errors.
3 Proficient The response demonstrates or includes:	<ul style="list-style-type: none"> ● Cohesion and an adequate use and command of language ● A logical structure, with a plausible claim, effective order, and transitions ● An adequate command of the conventions of standard written English, with only slight errors that do not interfere with meaning
2 Partial The response demonstrates or includes:	<ul style="list-style-type: none"> ● Little to no cohesion or command of language ● An inadequate structure, with an unclear claim and a lack of adequate transitions ● Several errors in the conventions of standard written English that interferes with meaning
1 Inadequate The response demonstrates or includes:	<ul style="list-style-type: none"> ● A complete lack of cohesion or command of language ● A mission or inadequate structure, with no identifiable claim and few if any transitions

	<ul style="list-style-type: none"> Many errors in the conventions of standard written English that interferes with meaning
Score	Comments:

Rubric Take directly from the Pre-AP English Course Guide pgs. 40-41

HIGH SCHOOL CREDIT RECOVERY

Students who fail one or more courses must work with his/her school counselor to create a credit recovery plan. Courses taken through credit recovery programs will be given a Pass/Fail grade and will not count in the student's GPA or toward Honor Roll. A passing grade for credit recovery will count into the student's cumulative credits earned.

HIGH SCHOOL CLASS LOAD

Every student must carry at least six (6) units of credit. For 9th & 10th graders with one study hall, this equates to 5.75 because of health/pe. Pupils may carry additional units of credit only after conferring with their assigned guidance counselor.

DUAL ENROLLMENT/COLLEGE CREDIT PLUS

Any student desiring to attend college prior to graduation and wanting a high school diploma from their home school must meet a prescribed requirement. Students must meet with the Guidance Counselor for more information.

HIGH SCHOOL EARLY PLACEMENT/INTERNSHIP/WORK STUDY

During their senior year, students at Swiss Hills Career Center will have the opportunity for "Early Placement" within their vocational class.

Students in college preparatory classes might have the opportunity for an internship program in an area that would be considered a possible college major. In both programs, employers would have to agree to work with the school to keep records of employment and evaluation.

Decisions for these placements will be based on individual circumstances by the administration.

COLLEGE ENTRANCE REQUIREMENTS

Students who desire reliable information concerning college entrance requirements should consult with their guidance counselor, advisor, principal, and college catalogs.

WORK PERMITS

All students under eighteen (18) years of age who desire to obtain a job must first request a work permit.

Work permits will be issued as per R.C. Chapter 4109. Applications may be obtained at the superintendent's office or principal's office.

High School Laude System

Students in the Class of 2019 and beyond will be recognized for achievement based on the new board-adopted Laude System.

The philosophy behind the Laude System

- * To raise every student to his/her highest potential in the student's area of interest
- * To recognize and encourage students to take the appropriate courses that would better prepare the student for the future
- * To reward students for taking more rigorous courses and courses that matriculate to a specific career

Process for determining the level of distinction

- * The student must have an unweighted 7-semester cumulative GPA of 3.2 and includes all students in the graduating class at both the home school and the career center.
- * Students must earn a minimum of 5 honor points for predetermined courses. Students must successfully complete the course to earn honors points.
- * A recognition of Summa Cum Laude, Magna Cum Laude, or Cum Laude will be given based on the student's score – see chart for points
- * Three graduation speakers will be chosen, The Class President, and two students selected from the pool of Summa Cum Laude who are interested in and agree to speaking at the graduation ceremony. Those names will be placed on a ballot and the high school faculty will vote by secret ballot.
- * Final Laude Scores are based on 7th semester Cumulative GPA and 8th-semester honor points. If after the 8th-semester final calculation, a student's 8th-semester cumulative GPA qualifies them for a Laude distinction, the student will receive a certificate after graduation and their Laude Distinction will be noted on their final transcript.
- * Honor point courses: All Honor courses, All AP courses, All CCP courses, Physics, Pre-Calculus, Calculus, Anatomy, Chemistry II, Foreign Language – 4th level, all Vocational Courses that articulate to college credit.

To calculate your Laude Score

1. Students must have a 3.2 unweighted and cumulative GPA or higher at the end of 7 semesters and at least 5 honor points. GPA will not be rounded up.
2. Any student with a GPA lower than 3.2 or less will not have honors points calculated towards a Laude score.
3. You must have successfully passed and completed a class to receive the designated honor points.
4. Add the number of honor points you have earned.
5. Multiply your total number of honor points by your unweighted cumulative GPA rounded to the nearest hundredths.

Calculating Your Laude Score Example:

$$\begin{array}{rcl} \text{Total honor points} & & \mathbf{8} \\ \text{7 semester unweighted GPA} & & \mathbf{\underline{X \ 3.83}} \\ \text{X } \underline{\text{(rounded to the hundredth)}} & & \\ \text{Total Laude Score} & = & \mathbf{30.64} \end{array}$$

Summa Cum Laude Distinction, with highest honor/distinction - 50 Laude Score or more

Magna Cum Laude Distinction, with great honors/distinction - 30 – 49.99 Laude Score

Cum Laude, with honor/distinction 19 – 29.99 Laude Score

EXEMPTIONS/WAIVERS FOR OST TEST

Exemptions

Federal and state laws require all districts and schools to test all students in specific grades and courses. There is no law that allows a parent or student to opt out of state testing, and there is no state test opt-out procedure or form. If a parent withdraws a child from participation in certain state tests, there may be consequences for the student, the student's teacher, and the school and district.

OHIO'S STUDENTS WITH DISABILITIES ALSO PARTICIPATE IN STATE TESTS

The individualized education program (IEP) team is responsible for determining how a student with a disability will participate in the state assessments. The student's IEP team decides whether a student needs accessibility features, including accommodations, on district and statewide tests. For students with significant cognitive disabilities, the IEP team may determine that Ohio's Alternate Assessment for Students with Significant Cognitive Disabilities is the appropriate test.

The determination that an individual learning disorder student is exempted can be made using the following procedures:

1. Parents will be involved in the decision to exempt individual students with learning disorders from proficiency testing and/or achievement ability tests.
2. Parents' involvement can be accomplished in a number of ways including the following:
 - A. Parent conference
 - B. IEP meetings
 - C. Written communications to parents requesting their agreement/disagreement with the decision to be exempt.
3. Documentation of the decision to exempt or not exempt a student with a learning disorder will be kept on file. In most cases, it is recommended that a student attempt an exam at least once before being permitted to waive it.

DIPLOMA WITH HONORS

The State of Ohio has recently updated the types of diplomas that may be awarded by school districts to honor students for various types of honors. If granted, a diploma will receive the appropriate designation. The types and requirements are listed below. Students will choose to pursue one of six honors diplomas. GPA will be unweighted and unrounded.



Ohio High School Honors Diploma

Criterion	Ohio Diploma	Academic Honors Diploma	International Baccalaureate Honors Diploma	Career Tech Honors Diploma	STEM Honors Diploma	Arts Honors Diploma (Includes dance, drama/theatre, music, and visual art)	Social Science & Civic Engagement Honors Diploma
Math	4 units, must include one unit of algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content ⁴	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
Science	3 units	4 units, including two units of advanced science ²	4 units, biology, chemistry, and at least one additional advance science ²	4 units, including two units of advanced science ²	5 units, including two units of advanced science ²	3 units, including one unit of advanced science ²	3 units, including one unit of advanced science ²
Social Studies	3 units	4 units	4 units	4 units	3 units	3 units	5 units
World Languages	N/A	3 units of one world language, or no less than 2 units of each of two world languages studied	4 units minimum, with at least 2 units in each language studied	2 units of one world language studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	2 Semesters	1 unit	1 unit	N/A	1 unit	4 units	1 unit
Electives	5 units	N/A	N/A	4 units of Career-Technical minimum ³	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
GPA	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/WorkKeys ¹	N/A	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴ /WorkKeys (6 Reading for Information & 6 Applied Mathematics) ⁷	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴
Field Experience	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵
Portfolio	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts ⁴	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts ⁴	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁴	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁴	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁴
Additional Assessments	N/A	N/A	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent	N/A	N/A	N/A

NOTE: Items shaded in blue are changes that were made to the honors diploma system, including the entire STEM, Arts, and Social Science and Civic Engagement Honors Diplomas

1/24/17

CRITERIA FOR GRADUATION CEREMONY PARTICIPATION

In order for a student to participate in the graduation ceremony:

1. The student must have met all the course requirements necessary for graduation.
2. The student must have at least 15 graduation points to participate in graduation, but will not receive a diploma until the student has earned 18 points or has met alternative criteria as established by Ohio law.
3. The student must have no outstanding balances with the district. (lunch accounts, damages, fees etc)

Ohio State Testing Requirements for Graduation

STATE TESTING REQUIREMENTS – CLASSES OF 2023 AND BEYOND

For students who enter grade 9 on or after July 1, 2019, state and federal testing laws require districts to administer end-of-course tests to all students at the completion of the associated course. The required end-of-course tests include algebra, geometry, English language arts II, biology, American government and American history. Additionally, districts and schools are required to administer the state-funded ACT or SAT to all juniors during the spring of their junior year.

You can find more information on this at the following website: ODE Graduation Requirements
<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

HOMEWORK POLICY

Philosophy:

The Switzerland of Ohio Local School District recognizes that learning takes place both within and outside the school setting. Homework is an important part of the student's total educational program and is intended as a natural extension of his/her instructional day within the classroom. Homework provides an opportunity for students to develop personal study and work habits as well as increase their time management proficiency. The SOLSD Homework Policy has been created to provide a consistent, meaningful, and productive experience for students, teachers, and parents district-wide.

Purpose:

The purposes of homework at SOLSD include:

1. A way to increase and enhance student learning.
2. A vehicle for students to learn time management, organization, and responsibility.
3. A structure for feedback and communication among students, parents, and teachers.
4. A way to provide a maximum number of meaningful educational activities.
5. An opportunity to provide extra individualized practice for each student's personal curriculum needs.

Types of Homework:

The types of homework assigned to the students are left to the discretion of the individual teachers. However, homework assignments need to be within the student's ability and an extension of lessons already taught, or an enrichment or exploration opportunity, including:

1. Ongoing reading assignments defined by the teacher.
2. Long-range assignments, such as research reports, book reports, group projects, etc.
 - In these instances, a rubric should accompany the assignment for student guidance throughout the duration of the long-range project.

Assessment:

Homework assignments are to reflect the same high standards of legibility, neatness, completeness, and content as is expected in the classroom environment. If homework is important enough to assign it is important enough to grade and record.

Homework is assessed (and/or graded) for one or more of the following reasons:

1. To inform the teacher as to individual, or collective, comprehension of subject matter and to guide subsequent instruction.
2. To inform the student and parent as to their comprehension and/or progress.
3. To promote student development of responsibility and a sense of accountability.
4. To contribute towards the course grade. The weighting of homework towards the final grade shall be identified in the individual teacher's set of homework procedures.
5. Assignments will be assessed and feedback given to students in a timely fashion.

Frequency and Duration:

The following table shows the expected amount of homework to be assigned to each student based on their grade level for all subjects. Homework may be assigned on a daily basis, but the collective amount of homework provided by all of a student's teachers should not exceed the time limits in this table. Our district wants to balance homework with personal and family obligations for our students that today's society presents. With this in mind, the amount of homework assigned on the weekend should be equal to the amount of homework assigned during a weeknight (e.g. If a 3rd-grade student is assigned 30 minutes of homework during the school week, his weekend homework shall not exceed 30 minutes).

Grade Level	Approximate Time Frame
Kindergarten through 2nd Grade	Up to 20 minutes
3 rd Grade through 6 th Grade	Up to 30 minutes
7 th Grade through 9 th Grade	30 to 45 minutes
10 th Grade through 12 th Grade	60 to 75 minutes

Principal Responsibilities:

1. Review/approve each teacher's homework procedures and methods for evaluating.
2. Ensure each teacher is following the district guidelines.
3. Work with individual teachers whose homework practices may not be consistent with district policy.
4. Ensure that teachers inform students and parents of their procedures in written form.
5. Develop a building procedure for dealing with students who consistently don't complete assignments.
Students should not receive a double punishment (e.g. an "F" on the assignment and detention).

Teacher Responsibilities:

1. Will annually develop a written homework procedure for his/her class and disperse it to the students and parents in writing.
2. Coordinate homework assignments with those of other teachers.
3. Adjust assignments for special needs students, if appropriate, in collaboration with the intervention specialists.
4. Make long-range assignments, when possible, to help students develop good time management.

5. A reasonable effort will be made to assign a minimal amount of homework prior to holidays or major evening school-wide events that the majority of the student body will be expected to attend.
6. Inform students of tests and quizzes at least two days in advance, to allow sufficient study time. Provide some form of study guide or outline of what the test or quiz will cover.
7. Evaluate all assignments and provide constructive feedback in a timely fashion.
8. Ensure the necessary resources and time are available to complete assignments.
9. When designing or choosing homework assignments, teachers should consider the following points:
 - Students should possess the skills and resources necessary to do the work.
 - Written directions are clear and concise.
 - Worksheets are legible.
 - The majority of homework assignments should be focused on lessons already taught in the classroom.
10. Communicate in multiple ways with parents when students are not completing work expectations.
12. Keep Progress Book up to date.

Student Responsibilities:

1. Complete and return assignments on time.
2. Do their own work and do it to the best of their ability (it is understood that parents will be active participants in completing homework at the elementary level).
3. Makeup homework assignments missed due to an absence.
4. Ask teachers for help, before it is due, if an assignment is not understood.
5. Share each teacher's written homework procedures with their parents.

Parent Responsibilities:

1. Set up a quiet place in which to work and remove distractions (i.e. turn off the TV, no phone calls, etc.).
2. Set a regular uninterrupted time for homework. A time that works best for the individual child and the family.
3. State expectations and stress the importance of completing homework.
4. Contact the teacher, in a timely fashion, if questions or problems arise.
5. Be an active participant in the child's education, by reviewing completed work and ensuring it is returned to school.

CLASSROOM/BUILDING MOVIES

In the interest of utilizing class time to better improve student performance, classroom movies that are shown should reflect Ohio Learning Standards and the current curriculum.

When movies are rated anything above General Audiences the teachers should get the building principal's prior approval for showing the movie and then send a notice, in advance, to all parents with students in the classroom with the opportunity for parents/students to "opt-out" of the showing.

The district understands that there may be certain times (no more than two times per year) that movies may be used as an incentive for students in conjunction with Building Improvement Plans. Such incentives should also be rated General Audiences or follow the above procedures.

Parent complaints on this issue should be first directed to building principals. The Superintendent may develop additional guidelines as needed.

ACTIVITY TRIPS

Members of teams, bands, and other groups need the association that goes with being part of a group. These representatives of the school are under the jurisdiction of the school, and therefore, the school feels a responsibility for them.

Students are to use the transportation provided by the school, both, going to and from an event.

The only exception to this shall be if the parents/guardians are present and wish to take their son or daughter with them due to transportation difficulties. If an emergency arises whereby the above regulations need to be revised, the Principal at his/her discretion may make the exception. In the absence of the Principal, the teacher/coach in charge will make the decision. Such requests shall be submitted in writing.

The building principals have the discretion to remove or deny students from field trips based on attendance, behavior issues, or poor academic success.

SALES

No student or adult shall sell or offer for sale within the schools, on school buses, or on the property of the Board of Education while school is in session, any articles or services to employees, pupils, or patrons except for those activities authorized by the building principal.

LOCKERS

All students are responsible for keeping lockers clean and maintenance-free. Those students who have locker violations will be held responsible for the full extent of the damage. Damage to locks and lockers assigned to a pupil shall be paid by the pupil when damage is discovered. The school will not be responsible for missing items and insists that lockers be locked and properly maintained.

Students' lockers are the property of the district, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any lockers and its contents as the administrator believes necessary. With respect to locker searches involving trained dogs, a search is proper if the dog has indicated the presence of drugs without obtaining a warrant and even if school officials had no reason to believe that there were drugs in a particular locker prior to the search. A school official will carry out the locker search.

SECRET ORGANIZATIONS

There shall be no secret organizations within the school, nor shall there be any organizations whose aims, purposes, or activities are in conflict with civic laws, or which shall operate in any fashion that is detrimental to the safety or welfare of the students.

DISSEMINATED MATERIALS

Any non-curricular material distributed to students and/or parents must first be approved by the principal.

INTERIM REPORTS

Interim reports will not be sent home as formal reports given that parents/guardians may view their children's progress through Progress Book at any time. <https://pa.omeresanet/> Parents/guardians can request a printed report be sent home at any time if the parent/guardian does not have internet access to Progress Book by calling the school office.

PARENT-TEACHER CONFERENCES

Communication between parents/guardians and the teacher is a critical element in a student's successful completion of his/her school program.

Parent-teacher conference days are planned annually. Check with your school or the district calendar.

Parents/guardians are encouraged NOT to limit their conference with teachers to these pre-scheduled dates. **It is recommended that parents/guardians initiate and maintain communications with their child's teachers throughout the year.** If you find communication difficult, please contact your child's principal, and then if necessary, contact Central Office for assistance.

TRANSFER POLICY

In case of a student transfer during the school year, the principal (grades K-8) and School Counselor (grades 9-12) will be responsible for obtaining pertinent information from the previous school or for providing such information to the school of transfer if the child is leaving the Switzerland of Ohio Local School District. This procedure assists the pupil's adjustment to the new school setting and provides for the continuity of learning.

Each school will transmit the pupil's records upon the request of the principal of the receiving school.

1. A complete student transfer form and duplicate records stating: academic progress, placement status, school adjustment, and information pertaining to health and immunization are forwarded to the receiving school.
2. This data is forwarded directly to the school official's office: records of this nature are not released to parents/guardians.
3. When a pupil leaves a school, his/her currently posted report card and completed student transfer form are given to parents/guardians. The report card is withheld if fees and other obligations are not met.

Schools within the district shall accept professional records from any approved school to assist in the initial placement of the pupil. If necessary, the district will review the student's placement and make adjustments, as necessary, to provide the best educational setting. Students requesting a transfer within the district must petition the Superintendent. If granted, such a transfer may not take place until the end of the semester.

STUDENT DISCIPLINE CODE

Teachers are responsible for maintaining proper discipline at all times. Disciplinary actions should be taken by a teacher in a swift and just manner. The procedures followed in ensuring such action should be in compliance with district policy. Extreme or unusual cases not covered by the existing discipline code should be referred to the principal for final disposition. The principal of each school is ultimately responsible for establishing and maintaining the building atmosphere which is conducive to the successful and secure education of all students. Because of the individual differences which exist in the various district buildings, certain rules and regulations may apply to a given building that does not apply to the district as a whole or appear in the district discipline code.

The procedures, regulations, and methods of punishment listed below represent an acceptable minimum standard both to the Board of Education and the State Department of Education. It is in no way intended to limit the individual building administrator from establishing a building code that is more demanding or appropriate to the respective school building. The procedures outlined below must; however, be followed in order to protect the individual rights of our students and provide for the appropriate due process requirements mandated by law.

The students of the Switzerland of Ohio Local School District can expect clear, definite, and fundamentally fair rules or procedures in discipline cases. Such procedures are necessary to guarantee the student will not be deprived of his/her fundamental right to an education without just cause.

When students are subject to major disciplinary action such as suspension, expulsion, emergency removal, or any other action which may negatively affect their reputations, records, or future opportunities in society, students and their parents/guardians are entitled to the following procedures guaranteeing their right to due process as provided in the Constitution of the United States and by the policies of the Switzerland of Ohio School District.

SUSPENSION OF PUPILS

1. Pupils may be suspended from school by the principal or superintendent for a period not to exceed ten school days. The principal or superintendent will give the pupil written notice of the intent to suspend.
2. Prior to suspension, the pupil will have the opportunity to appear at an informal hearing before the district administrator/acting administrator, or designee, to challenge the reasons for the intended suspension or otherwise explain his/her actions.

3. If suspension is warranted, the administrator will within twenty-four (24) hours of the suspension, notify in writing, the parents/guardians or custodians of the student's suspension. Copies of the letter sent to parents notifying them of the suspension will be forwarded to the Superintendent.
4. A pupil may be removed from a curricular or extracurricular activity, for a period of less than twenty-four (24) hours. If a student is not subject to suspension, due process requirements do not apply.
5. Appeal of Suspension:
 - A student, his/her parents, guardians, or custodians may appeal a suspension to the Board of Education or its designee.
 - A verbal record of the appeal hearing will be made. The record will be made by a tape recorder, other mechanical device, or by a stenographer..
 - The student remains suspended for the duration of the suspension or until action is taken on the appeal.

EXPULSION OF PUPILS

Pupils may be expelled by the superintendent of the school district. A student may be expelled by the superintendent for a maximum period of one year. The superintendent will give written notice to the pupil and his/her parents, guardians, or custodians of the intent to expel.

The superintendent will give the pupil, his/her parents/guardians, or representative the opportunity to appeal before the superintendent or his designee, to challenge the expulsion or explain the pupil's action.

The pupil or his/her parents, guardians, custodians, or representative may request an extension of time and the Superintendent will notify the pupil, parents, guardians, custodians, or representative of the new time and place.

If expulsion is warranted, the superintendent or his/her designee will within twenty-four (24) hours of the expulsion, notify in writing, the parents, guardians, custodians, or representative.

Appeal of Expulsion:

- A. A student, his/her parents, guardian, or custodian, may appeal an expulsion to the Board of Education or its designee.
- B. A verbatim record of the hearing of the appeals will be made. The record will be made by a tape recorder, other mechanical devices, or by a stenographer.
- C. The student remains expelled for the duration of the expulsion or until action is taken on the appeal.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons and/or property and/or an ongoing threat of disrupting the academic process either within the classroom or elsewhere on the school premises, the following actions may be taken:

1. The superintendent or building administrator may remove the student from curricular and/or extra-curricular activities and/or from school premises.
2. A teacher may remove the pupil from the curricular and/or extra-curricular activities, and/or from school, under his/her supervision but not from the school premises altogether.
3. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal, as soon as possible.
4. If the superintendent or principal reinstates a student removed by a teacher, prior to the hearing following the removal, reasons in writing must be given to the teacher upon request.
5. A hearing will be held within seventy-two (72) hours after the initial removal is ordered. Written notice will be given to the pupil and parent/guardian as soon as possible prior to the hearing. The hearing will be held in accordance with the suspension or expulsion procedure. The person who ordered, caused, or requested the removal must be present at the hearing.

In order to provide for an effective discipline code, it is imperative that the students and staff alike be apprised of the forms of misconduct, which are punishable by the disciplinary actions outlined above. These disciplinary procedures are severe in nature and should not be utilized unless covered by the following contingencies:

1. The behavior in question is defined in the discipline code.
2. The behavior is such that it poses a continuing danger to persons or property and/or constitutes an ongoing threat of disrupting the academic process.

If the behavior is not covered specifically in this document, the above procedures may be used if the individual student has been notified that his/her continued participation in the behavior in question would lead to one of the above forms of disciplinary action.

GENERAL GUIDELINES FOR MANAGING STUDENT BEHAVIOR

1. District personnel are expected to employ sound preventative measures and avoid provoking negative behaviors. They may call upon other school personnel to help in discharging their responsibilities. District personnel may refer students to the building Principal, who is responsible for determining the necessity for, and the nature of, further disciplinary action.
2. Rules and regulations pertaining to the management of student behavior are necessary for the development and maintenance of an orderly and safe school environment. Consequently, certain

behaviors are recognized as inappropriate and unacceptable. Such behaviors and consequences must be communicated to students and their parents or guardians.

3. When dealing with student misconduct, the administrator or district personnel must be fair, consistent and just. He/she may employ a variety of student management techniques.

A major intent of the Code of Student Conduct is the establishment of a student code for acceptable behavior. Violations of the code are viewed as misconduct, which are subject to disciplinary action.

CORPORAL PUNISHMENT AND PHYSICAL RESTRAINT

The use of corporal punishment (paddling) as a means of discipline is prohibited in the Switzerland of Ohio Local School District. This policy shall not prohibit the use of force or restraint in accordance with division (G) of Section 3319.41:

Persons employed or engaged as teachers, principals, or administrators in a school, whether public or private, and non-certificated school employees and school bus drivers may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons and property.

DRESS CODE

The following are considered the minimum dress requirements:

A. Modesty and appropriateness of dress Violations (Examples)

- Pants not worn at waist
- Bare chest or midriff
- Caps, hats, all headgear
- Depictions of violence
- Obscene or vulgar depictions/references
- See through clothing
- Holey clothing
- Depictions of death
- Depictions of Satanism/cults
- Gang or gang related dress
- Cut-off t-shirts, cut-off shorts, halter tops
- Spandex shorts or pants
- Underwear which is visible
- Shorts or skirts may be worn if they are no shorter than the end of the extended fingertips
- Depictions of activities or products on school/personal property which promote or suggest a violation of the Student-Parent Handbook, the Student Code of Conduct, or the Mission Statement (including but not limited to depictions of, references to, or advertisements

regarding the use or consumption of tobacco, alcoholic products or inflammatory language or suggestions, and the illegal use of drugs/controlled substances).

B. Jewelry worn must not distract from the educational process.

Violations (Examples - Chains, Facial/Tongue jewelry, Collars

C. Hair styles must be neat, clean, and meet safety standards.

D. Overcoats or out-of-door garments must be kept in lockers and not carried to classes or labs.

Note: Does not include sweatshirts or hooded sweatshirts.

Uniforms, safety clothing, and safety paraphernalia may be required by instructors and administrators.

Other dresses deemed inappropriate by the Administration will be considered a violation of the dress code.

DRESS CODE VIOLATIONS: CONSEQUENCES

Students in violation of the dress code shall immediately conform to the dress code or be sent by the teacher to the principal. The student may have to remain in a designated location for the remainder of the day and/or the parent/guardian called to bring appropriate clothing. Students will not be sent home. Repeated violations will likely result in further disciplinary action.

CODE OF STUDENT CONDUCT FOR ALL STUDENTS

The Code of Student conduct serves as a guide for behavior and should enable the establishment of a positive climate for learning. It provides a detailed plan for how students are expected to behave and suggests options to consider when established rules are broken. It should enhance student self-discipline and serve to prevent discipline problems. The Code of Student Conduct is a general guide for behavior problems, not a mechanism for creating rigid control.

Violation on the part of the student of any one or more of the following rules of conduct shall result in disciplinary action. A record of disciplinary action shall be maintained at the school of attendance. Action may include, but not limited to, verbal and/or written reprimand, detention, work detail, loss of co-extracurricular activity privileges, loss of academic credit, grade reduction, diversion program, in-school detention, out-of-school suspension, emergency removal, intervention referral, expulsion, permanent expulsion, program adjustment and/or referral to appropriate legal authorities.

K-8 Code of Conduct and Behavior Consequences

POSSESSION OF THESE RULES AND HAVING THESE RULES REVIEWED BY DISTRICT PERSONNEL CONSTITUTES A FIRST WARNING. NO FURTHER WARNINGS WILL BE GIVEN.

1. Cheating – Students shall not engage in any academically dishonest behavior including, but not limited to, cheating on tests or plagiarizing reports.
2. Disruption of School – A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, or passive resistance cause disruption or be an obstruction to the educational process.
3. Attendance – A student shall not fail to comply with school regulations regarding attendance. Students who are habitually truant will be referred to an absence intervention team. Please refer to the Ohio Department of Education for Chronic Absenteeism.
<http://education.ohio.gov/Topics/Student-Supports/Chronic-Absenteeism>
4. Tobacco – The use, possession, or co-possession of tobacco or tobacco-like substances in any form by students, on or near school property, on school transportation, or on school-sponsored field trips is expressly forbidden. Students shall not use, possess, or co-possess tobacco in any form including, but not limited to, cigarettes, cigars, e-cigarettes, clove cigarettes, chewing tobacco, snuff, or any other tobacco-like product in any area under the control of the school district.
5. Profanity – A student shall not use profane, vulgar, or other improper language or gestures including, but not limited to racial, sexual, or ethnic slurs.
6. Assault/Fighting – A student shall not cause physical injury, harass or behave in such a way that could threaten to cause injury to other persons.
7. Alcohol and Drugs – A student shall not possess, use, transmit, or be under the influence of any illegal/harmful drug, alcoholic beverage, mood-altering chemical, or substance represented as a mood-altering drug or substance that causes physical or mental changes without a doctor's prescription. A student shall not possess or transmit drug paraphernalia and/or instruments. "Under the influence" is defined as manifesting before a school official signs of chemical misuse such as, but not limited to, staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for the particular student, such that school officials are left to uncover further evidence of the chemical misuse. (Please see the Health and Medical policy on page 15)
8. Electronic Devices – Students are permitted to bring personal electronic devices. However, the use of these devices will be at the discretion of the building principal, teachers, and other school personnel. The unauthorized use or abuse of this privilege may result in the confiscation of the personal device by school personnel.
9. Public Displays of Affection – Public displays of affection between students are not permitted. Violation of this rule shall be considered grounds for possible suspension.

K-8 Code of Conduct and Behavior Consequences (cont'd)

10. Physical Abuse of a Student – A student shall not intentionally do bodily harm to another student on or near school grounds during, before, or after school hours, or at any school activity, function, or event. Violation of this rule shall be considered grounds for suspension or court referral.
11. Horseplay/Unsafe Behavior – A student shall not behave in an unsafe manner or one in which either the potential for an accident may occur or someone may be injured.
12. Assault of School Employee – A student shall not intentionally cause or attempt to cause physical injury to any school employee. Nor shall a student intentionally behave in such a way that could place a school employee in a dangerous physical position. Students in violation of this rule will be subject to expulsion or court referral.
13. Damage or Destruction of School Property – A student shall not cause or attempt to cause damage to school property or steal materials belonging to the school district at any time or for any reason. Theft or damage of school property shall be a basis for suspension or expulsion. Restoration of the damage or loss will be required.
14. Damage or Destruction of Personal Property - A student shall not cause or attempt to cause damage to personal property or steal materials belonging to another individual at any time or for any reason. Payment for the restoration of the damage or loss will be required.
15. Harassment/Bullying – No student shall through intimidation or actual physical violence create a climate of hostility or intimidation, or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, prejudice or to have the effect of insulting or stigmatizing the individual. This includes, but is not limited to, cyberbullying.
16. Weapons – A student shall not possess, handle or transport any object that can be considered a weapon. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.
17. Theft – A student shall not steal or attempt to steal private or school property or possess stolen property. Property will be returned and restitution will be required for the loss or damage.
18. Tardiness – Tardiness either in a class or school is discouraged. In cases of tardiness, the student will be required to present their teacher with a note from the office permitting him/her to enter the classroom.
19. Skipping Class – Students who do not report to their assigned classes or activities and have not cleared their absence with the office will be considered absent without excuse. Continued failure to report to assigned classes will be considered grounds for suspension or loss of classroom credit.
20. Skipping School – Students who do not report to their respective school and have not cleared their absence with the office will be considered absent without excuse. Continued failure to report to school will be considered grounds for suspension, expulsion, loss of grades or court referral.

21.

K-8 Code of Conduct and Behavior Consequences (cont'd)

22. Leaving School Grounds – Students are not permitted to leave school during the school day without a written note and/or phone call from their parents or guardians. (Written permission is preferred)
23. False Alarms or Inducing Panic – A student shall not initiate or participate in false fire or bomb alarms, or any other false threat that induces panic or threatens the safety of others.
24. Arson – A student shall not set or attempt to set any fires on school property. Violation of this rule will be considered grounds for expulsion or court referral.
25. Forgery or Impersonation – Students shall not forge parent, guardian, or teacher signatures on school forms, attendance notes, or any other document, nor impersonate parents or teachers for the purpose of deceiving school officials. Violation of this will be considered grounds for suspension or expulsion.
26. Insubordination – A student shall not refuse to comply with the reasonable request of a principal, teacher, coach, extracurricular activity advisor, staff member, or adult volunteer. In the case of co-curricular activities, insubordination shall also include failure to comply with the rules and requirements established by the coach or advisor for the particular activity.
27. Gambling – Students shall not knowingly engage in any form of gambling, nor shall they possess or transmit any type of gambling device. Violation of this rule will be considered grounds for suspension.
28. Hazing – Students are prohibited from any kind of hazing activities at all times. Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation causing mental or physical harm to any person.
29. Disrespect – Disrespect is defined as exhibiting a lack of respect or rude and discourteous behavior. Talking back to your principal or teacher is showing disrespect for his/her authority.
30. Fatal Threat – The act of threatening to induce serious harm or death to another person. Violation of this rule will be considered grounds for suspension, expulsion, or court referral.
31. Off-Limit Areas – Students may not occupy any rooms or areas designated as off-limits by school administrators, teachers, or other school personnel.
32. Pornography – Students are prohibited from possessing any pornographic material on or near school property. They are also prohibited from using school technology to possess or view any pornographic material. (Please see the full Computer Network/Internet Management policy on page 83)
33. Repeated School Violations – A student shall not repeatedly violate rules with less severe consequences as listed in the code of conduct. A student shall not repeatedly fail to comply with the direction of principals, teachers, substitute teachers, aides, or authorized school personnel during any period of time when he/she is properly under the authority of school personnel. Cases of repeated violations will be considered grounds for detention, suspension, expulsion, or court referral.

The Board of Education and the Administrative Staff of the Switzerland of Ohio Local School District wants you to be aware that the preceding list of behaviors is not comprehensive. It does, however, set out basic

minimum behaviors acceptable in the schools. As violations arise which have not been covered in this document, the Administrative Staff will revise the code by addition or deletion.

CODE OF CONDUCT GRADES K-3 ADMINISTRATIVE GUIDELINES/CONSEQUENCES

Student Behavior	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
Cheating	Grade of Zero Parent Notification	Grade of Zero Detention Parent Conference	Grade of Zero 1 Day Suspension	Grade of Zero 3 Day Suspension	Grade of Zero 5 Day Suspension
Disrupting Class	Detention and/or Parent Notification	Detention and/or Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension
Attendance (Excused/ Unexcused)	See Board Policy	See Board Policy	See Board Policy	See Board Policy	
Profanity/Sexual Ethnic/Racial Slurs	Detention Parent Notification	Detention Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension
Physical Abuse	Parent Notification	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension Court Referral
Fighting	3 Day Suspension	5 Day Suspension	10 Day Suspension	10 Day Suspension w/ Recommended Expulsion →	<i>Student may also be given a court referral after 4th offense</i>
Damage to School Property	Restitution Parent Notification	Restitution Parent Conference	Restitution 1 Day Suspension	Restitution 3 Day Suspension	Restitution 5 Day Suspension Possible Court Referral
Harassing/ Threatening Behavior Bullying	Detention Parent Notification	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension Possible Court Referral
Theft	Restitution Detention Parent Notification	Restitution 2 Detentions Parent Conference	Restitution 1 Day Suspension	Restitution 3 Day Suspension	Restitution 5 Day Suspension Possible Court Referral
Tardiness	1-4 Verbal Warning	5-6 Written/Warning Parent Notification	7-10 Detention Parent Conference	11-15 1 day Suspension	15 + Court Referral
Leaving School Grounds	Written Warning/ Parent Notification	Written Warning/ Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension

False Alarms/Inducing Panic	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension w/ Recommended Expulsion →	<i>Student may also be given a court referral after 4th offense</i>
Insubordination	Detention and/or Parent Notification	Detention and/or Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension
Hazing	Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension Possible Court Referral
Unsafe Behavior (Horseplay)	Parent Notification	Detention Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension
Disrespect	Detention Written Apology	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension
Unauthorized use of Electronics	Confiscation Parent Notification Parents may pick up device(s)	Confiscation Parent Conference Parents may pick up device(s)	Detention Parents may pick up device(s)	1 Day Suspension Loss of privilege	3 Day Suspension
Dress Code	Verbal Warning	Parent Notification	Parent Conference	Detention	1 Day Suspension
Forgery/ Impersonation	Parent Notification	Parent Conference Detention	1 Day Suspension	3 Day Suspension	5 Day Suspension
Tobacco**	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension	<i>Student may be referred to Court on any offense</i>
Drugs/Alcohol**	10 Day Suspension w/ Recommended Expulsion	<i>Student may be referred to the Court System</i>			
Arson	10 Day Suspension w/ Recommended Expulsion	<i>Student may be referred to the Court System</i>			
Weapons	10 Day Suspension w/ Recommended Expulsion	<i>Student may be referred to the Court System</i>			
Fatal Threat	10 Day Suspension w/ Recommended Expulsion	<i>Student may be referred to the Court System</i>			
Assault on Employee	10 Day Suspension w/ Recommended Expulsion	<i>Student may be referred to the Court System</i>			

Other Misbehaviors	As determined by the principal	As determined by the principal	As determined by the principal	As determined by the principal	As determined by the principal
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K-8 Code of Conduct and Behavior Consequences (cont'd)

****Suspension may be reduced or eliminated if the parent takes the child for an evaluation by a licensed drug/alcohol counselor. The suspension will be voided if the licensed drug/alcohol counselor refers the child for therapy and the child completes the rehabilitation program.**

NOTE: POOR BEHAVIOR MAY RESULT IN STUDENTS BEING EXCLUDED FROM PRIVILEGES SUCH AS TRIPS, REWARDS, ETC.

Parent Notification – Contacting the parent in writing (letter sent home, letter in planner, email, etc.)

Parent Conference – Contacting the parent verbally (either in person or on the phone)

Administration reserves the right to move to another incident level depending on the nature and/or severity of the behavior. The administration also has the right to send students to an alternate school placement in lieu of out-of-school suspension.

The Board of Education and the Administrative Staff of the Switzerland of Ohio Local School District wants you to be aware that the preceding list of behaviors is not comprehensive. It does, however, set out basic minimum behaviors acceptable in the schools. As violations arise, which have not been covered in this document, the Administrative Staff will revise the code by addition or deletion.

CODE OF CONDUCT GRADES 4-8 ADMINISTRATIVE GUIDELINES/CONSEQUENCES

Student Behavior	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
Cheating	Grade of Zero Parent Notification	Grade of Zero Detention Parent Conference	Grade of Zero 1 Day Suspension	Grade of Zero 3 Day Suspension	Grade of Zero 5 Day Suspension
Disrupting Class	Detention and/or Parent Notification	Detention and/or Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension
Attendance (Excused/ Unexcused)	See Board Policy	See Board Policy	See Board Policy	See Board Policy	
Profanity/Sexual Ethnic/Racial Slurs	Detention Parent Notification	Detention Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension

Physical Abuse	3 Day Suspension	5 Day Suspension	10 Day Suspension	10 Day Suspension Court Referral	
Fighting	3 Day Suspension	5 Day Suspension	10 Day Suspension	10 Day Suspension w/ Recommended Expulsion →	<i>Student may also be given a court referral after 4th offense</i>
Damage to School Property	Restitution Parent Notification	Restitution 1 Day Suspension	Restitution 3 Day Suspension	Restitution 5 Day Suspension	Restitution 10 Day Suspension Possible Court Referral
Harassing/ Threatening Behavior Bullying	Detention Parent Notification	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension Possible Court Referral
Theft	Restitution 1 Day Suspension	Restitution 3 Day Suspension	Restitution 5 Day Suspension	Restitution 10 Day Suspension Possible Court Referral	
Sexual Harassment	1 Day Suspension	3 Day Suspension with possible court referral	5 Day Suspension with possible court referral	10 Day Suspension with recommended expulsion; possible court referral	
Sexual Assault	10 Day Suspension with recommended expulsion; court referral				
Tardiness	1-4 Parent Notification	5-6 Parent Conference Detention	7-10 1 Day Suspension	11-15 3 day Suspension	15 + Court Referral
Leaving School Grounds	Grade of Zero in all Subjects Parent Notification	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension Court Referral
Skiping Class	Grade of Zero in all Subjects Parent Notification	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension Court Referral
Skiping School	Grade of Zero in all Subjects Parent Notification	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension Court Referral
False Alarms/Inducing Panic	3 Day Suspension	5 Day Suspension	10 Day Suspension w/ Recommended Expulsion →	<i>Student may also be given a court referral after 3rd offense</i>	
Insubordination	Detention and/or Parent Notification	Detention and/or Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension

Hazing	Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension Possible Court Referral
Unsafe Behavior (Horseplay)	Detention Parent Notification	Detention Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension
Disrespect	Detention Written Apology	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension
Unauthorized use of Electronics	Confiscation Detention Parent Notification Parents may pick up device(s)	1 Day Suspension Parents may pick up device(s)	3 Day Suspension Loss of Privilege Parents may pick up device(s)	5 Day Suspension Parent may pick up device(s)	Possible Court referral for Insubordination
Dress Code	Verbal Warning	Parent Notification Detention	1 Day Suspension	3 Day Suspension	5 Day Suspension
Forgery/ Impersonation	Parent Conference Detention	1 Day Suspension	3 Day Suspension	5 Day Suspension	10 Day Suspension
Tobacco	3 Day Suspension	5 Day Suspension	10 Day Suspension	<i>Student may be referred to Court on any offense</i>	
Drugs/Alcohol	10 Day Suspension w/ Recommended Expulsion	<i>Student may be referred to the Court System</i>			
Arson	10 Day Suspension w/ Recommended Expulsion	<i>Student may be referred to the Court System</i>			
Weapons	10 Day Suspension w/ Recommended Expulsion	<i>Student may be referred to the Court System</i>			
Fatal Threat	10 Day Suspension w/ Recommended Ex	<i>Student may be referred to the Court System</i>			
Assault on Student/Employee	10 Day Suspension w/ Recommended Expulsion	<i>Student may be referred to the Court System</i>			
Other Misbehaviors	As determined by the principal	As determined by the principal	As determined by the principal	As determined by the principal	As determined by the principal

**Suspension may be reduced or eliminated if the parent takes the child for an evaluation by a licensed drug/alcohol counselor. The suspension will be voided if the licensed drug/alcohol counselor refers the child for therapy and the child completes the rehabilitation program.

NOTE: POOR BEHAVIOR MAY RESULT IN STUDENTS BEING EXCLUDED FROM PRIVILEGES SUCH AS TRIPS, REWARDS, ETC.

Parent Notification – Contacting the parent in writing (letter sent home, letter in planner, email, etc.)

Parent Conference – Contacting the parent verbally (either in person or on the phone)

Administration reserves the right to move to another incident level depending on the nature and/or severity of the behavior. The administration also has the right to send students to an alternate school placement in lieu of out-of-school suspension.

9-12 Student Code of Conduct and Consequence

CODE OF STUDENT CONDUCT

- A. The Code of Student Conduct serves as a guide for behavior and should enable the establishment of a positive climate for learning. It provides a detailed plan for how students are expected to behave and suggest options to consider when established rules are broken. It should enhance student self-discipline and serve to prevent discipline problems. The Code of Student Conduct is a general guide for behavior, not a mechanism for creating rigid control.
- B. Violation on the part of the student of any one or more of the following rules of conduct shall result in disciplinary action. A record of disciplinary action shall be maintained at the school of attendance. Action may include, but is not limited to, verbal and/or written reprimand, loss of parking permit, loss of operator's license or permit, detention, work detail, loss of extracurricular activity privileges, loss of academic credit, grade reduction, diversion program, in-school detention, out-of-school suspension, emergency removal, intervention referral, expulsion, permanent expulsion, and/or referral to appropriate legal authorities.
- C. The Code of Student Conduct governs student behavior at all times, on school property, while riding school transportation, in route to and from school during curricular and/or co-extracurricular activities in any location, **POSSESSION OF THESE RULES CONSTITUTES A FIRST WARNING.**

The Board of Education and the Administrative Staff of the Switzerland of Ohio Local School District wants you to be aware that the preceding list of behaviors is not comprehensive. It does, however, set out basic minimum behaviors acceptable in the schools. As violations arise, which have not been covered in this document, the Administrative Staff will revise the code by addition or deletion.

SANCTIONS

The Board of Education of the Switzerland of Ohio Local School District has zero tolerance for student conduct that is violent, disruptive, and/or inappropriate. Violation by a student of any one of the proceeding rules of conduct will result in disciplinary action(s), which include any of the sanctions listed below.

- A. **Warning or Action By Staff Member**
- B. **Conform/Comply To**
- C. **Detention with Parental Notification**
- D. **Administrative Conference**

- E. **Driving Privileges Lost**
- F. **Restoration/Restitution**
- G. **In School Detention**
- H. **Suspension**
- I. **Expulsion**
- J. **Legal Authorities Notified/Arrest**

9-12 Student Code of Conduct and Consequence (cont'd)

CODE OF CONDUCT INFRACTIONS

LEVEL I

1. Constant refusal to do class work/assignments
2. Dress Code violations
3. Driving violations
4. Disrupt, prevent, or interfere with the education process
5. Unauthorized use of electronic devices
6. Careless or reckless behavior
7. Public display of affection
8. Horseplay
9. Safety violation
10. Cafeteria rule violations

Sanction(s)

(one or more of the following)

- A, C, D
- B, C, E
- A, B, E
- A, C, D, G
- A, C, D, G
- A, C, D, G
- A, C, D, G
- A, C, D, G
- A, C, D, G
- A, C, F, G

LEVEL II

1. Persistent Level I infractions
2. Intimidation
3. Damage to school property
4. Damage to personal property
5. Violation of over-the-counter/prescription drug policy
6. Possession/use of tobacco, E-Cigarette, vape, or look-alike.
7. Gambling
8. Cheating/Plagiarizing
9. Violent or non-compliant behavior
10. Use of profanity, vulgar, obscene, inflammatory
11. Misrepresentation or falsification
12. Harassment/Bullying
13. Sexual harassment
14. Skipping class or out of assigned area
15. Fighting
16. Possession/distribution of obscene material
17. Sexual activity/lewd behavior
18. Stealing/possession of stolen property
19. Truancy
20. Disregard of directions/defiance/disrespect
21. Violation of the Computer/Internet Policy

- D, G, H
- D, G, H, I
- F, G, I
- F, G, I
- C, D, G
- G, H, I
- G, H, I
- E, G, H, I
- E, G, H, I
- G, H
- G, H, I
- G, H, I
- G, H, I
- G, H
- H
- G, H
- G, H, I
- F, H
- See Board Policy
- E, G, H
- D, G, F, H

LEVEL III

1. Persistent Level II violations
2. Verbal/physical abuse of a staff member/student

- H, I, J
- H, I, J

3. Hazing	H, I, J
4. Assault	H, I, J
5. Sexual assault	H, I, J
6. Violating weapons policy	H, I, J
7. Arson	H, I, J
8. Extortion	H, I, J

9-12 Student Code of Conduct and Consequence (cont'd)

9. False alarm/bomb threat	H, I, J
10. Possession/use of controlled substance (drugs)	H, I, J
11. Possession of drug paraphernalia	H, I, J
12. Fatal Threat	H, I, J

PASSIVE PARTICIPATION

Students aware of serious conduct violations, which could threaten the health and safety of other students and staff members, can be held responsible for those violations if they fail to report.

STUDENTS WITH DISABILITIES

A student's Individualized Education Plan (I.E.P.) and Behavioral Intervention Plan (B.I.P.) and manifestations of their disability shall be made as part of any disciplinary action involving a student with a disability.

VIOLATIONS NOT LISTED HEREIN

The administration reserves the right to establish rules and procedures in areas where precedent has not been set.

DEFINITIONS & EXPLANATIONS

Level I

- #5 Electronic equipment - including but not limited to radios, pagers, cellular phones, laser pointers, iPods, cameras, etc.

Level II

- #2 Intimidation - to frighten or influence by threats
- #12 Harassment - to worry and impede or annoy persistently
- #13 Sexual Harassment - unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature
- #15 Fighting - the aggressor in a fight may receive a more severe punishment
- #20 Disregard of directions/defiance/disrespect - A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, supervisors, principals, school bus drivers, or other authorized school personnel.

9-12 Student Code of Conduct and Consequence (cont'd)

Level III

- #3 Hazing - any act or coercing another, including the victim, to perform any act of initiation in any class, team, organization that causes or creates a substantial risk of causing mental or physical harm Policy 5516
- #4 Assault - cause or attempt to cause physical harm

- #6 Weapons - A student shall not possess, handle or transport or sell any object that can be considered a weapon.
The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, ice picks, explosives, machetes, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives, lighters, matches or any look-alikes. Refer to Policy 5772
- #7 Arson - burning of property
- #8 Extortion - the act of obtaining by force or improper pressure
- #10 Possession/use of a controlled substance (drugs) - A student shall not possess, sell, use, transmit, or show evidence of use of any of the following to include but not limited to: anabolic steroids, narcotic drugs, amphetamines, barbiturates hallucinogenic drugs, marijuana, alcoholic beverages, caffeine pills, caffeine capsules, caffeine powder, intoxicants of any kind or any look-alike of counterfeit drugs or substance purported to be any of the above
- #11 Drug Paraphernalia - any instrument, article, or item whose customary and primary purpose is for the administration or drug use

In School DETENTION

In-School Detention is an alternative to Out of School Suspension.

Students will receive individualized instruction and attention in an alternative setting to facilitate learning and will receive credit for completed coursework.

Students in I.S.S./Detention may also be required to perform tasks that are not detrimental to their well-being. Such tasks may include but are not limited to, cleaning the cafeteria, litter control, and landscaping projects. Attendance: during this time is mandatory.

ADMINISTRATIVE PROCEDURES TO IMPLEMENT BOARD POLICY REGARDING LOSS OF EXTRACURRICULAR PRIVILEGES

The loss of all extracurricular activity privileges automatically accompanies any suspension or expulsion. In addition, the loss of extracurricular activity privileges may be imposed as a separate disciplinary measure whether or not the pupil is being suspended or expelled. A pupil may be temporarily removed from an extracurricular activity by the building administrator, teacher, coach, or activity advisor responsible for supervision of the affected activity. They may also temporarily remove all extracurricular activity privileges from a pupil.

Any loss of extracurricular activity privileges in excess of 24 hours, except those accompanying a suspension or expulsion, shall be accomplished in accordance with the following procedures:

1. Before the loss of extracurricular activity privileges is finalized for specified periods, the pupil shall be advised by the building administrator, teacher, coach or activity advisor of the specific offense(s) for which he/she is being disciplined. Upon request, the pupil shall also be given an opportunity to explain his/her actions to the building administrator, teacher, coach, or activity advisor. The opportunity to explain does not include the right to call witnesses, although the building administrator, teacher, coach, or advisor may hear the testimony of witnesses if he/she so desires.
2. All removals from extracurricular activities by a building administrator, teacher, coach, or activity advisor shall be reported to the building principal no later than the next school day following such removal.
3. The decision of the building administrator, teacher, coach or activity advisor may be appealed to the pupil's building principal. When the building principal initiates the removal from extracurricular activities, his/her decision in the foregoing procedure may be appealed to the superintendent or designee for review as specified in the procedure.
4. As soon as possible, but at a time which is convenient for the superintendent or designee, the student shall be given the opportunity to explain his/her actions. The pupil does not have the right to call witnesses on his/her behalf, but the superintendent may at his/her discretion allow the testimony of witnesses. The superintendent may affirm, modify or reverse the decision of the building administrator, teacher, coach or activity advisor. **The decision of the superintendent shall be final.**
5. The pupil shall be removed from the affected extracurricular activity/activities pending the above procedures. The building administrator, teacher, coach, activity advisor, or superintendent shall not unreasonably delay any decision on the loss of extracurricular activity privileges.

The foregoing procedure is intended to promote fairness in the denial of extracurricular activity privileges. It should not be constructed as creating any right to participate in extracurricular activities and does not apply to the denial of participation in the first instance (such as the failure to "make" an athletic team).

The foregoing procedure does not apply in cases where the loss of extracurricular activity privileges is a consequence of the pupil being suspended or expelled.

BUS TRANSPORTATION

The same regulations regarding the care of property in the classroom or on the school grounds apply to those who ride the bus. Bus pupils are not permitted to go home any other way than on the bus and must not ride any bus other than their route unless special permission is obtained from the principal. The following regulations are in effect for transported students:

1. The bus driver shall be in full charge of the bus at all times and shall be responsible for orders.
2. The driver of the bus or the principal may assign each pupil a seat.
3. All pupils shall be ready in the morning at the scheduled time for the bus to arrive at each established stop. The bus cannot wait for those who are tardy.
4. Pupils riding the bus will observe the following rules:
 - a. Load and unload from the bus at its designated stop in an orderly manner.
 - b. Ride only the regularly assigned bus and unload at the regular time.
 - c. Eating and littering are not permitted on a bus.
 - d. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
 - e. Noise on the bus should be kept to a minimum. ***The same behavior is expected on a school bus as in a classroom.*** Pupils may talk quietly if the driver permits.
 - f. Pupils must not change seats while the bus is in motion.
 - g. Pupils must stay seated while the bus is in motion.
 - h. Pupils must not throw anything while on the bus.
 - i. Pupils must not hang any object or parts of their body outside the bus window.
 - j. Any child who insists on misbehaving shall be denied the privilege of riding the bus by the proper authority.
 - k. Cross the highway/road at least ten feet in front of the bus and upon the signal of the driver.
 - l. Pupils are not permitted to transport animals on the school bus.
 - m. Pupils should go promptly to the bus when dismissed from school. When discharged from the bus, they should go directly to their home.
 - n. The use of tobacco, in any form, is prohibited while on a bus or while changing buses.
 - o. Pupils must sit in their assigned seats.
 - p. Possession or use of explosive devices, smoke bombs, or harmful weapons by pupils is prohibited.
 - q. Sales and solicitations on school buses are prohibited.
5. A pupil persistently violating these rules shall receive a warning at a conference with the bus driver and principal (parents/guardians will be notified). The superintendent may forbid a disobedient student the privilege of riding the bus. **The school authorities shall notify the parents/guardians in writing of this action and an explanation of the reason. Until such time as the school authorities have received assurance from the parents/guardians of future good conduct on the part of the pupil and the bus driver has been so advised, the driver shall not permit the pupil to board the bus.**
6. Any complaints of drivers, pupils, or parents/guardians not specified in the above rules, shall be reported promptly to the building principal. Complaints shall be in writing.

7. In cases where the above procedures are not effective in eliminating undesirable behavior, the student or students may be subject to suspension or expulsion from the bus or school.

The Board of Education and administrative staff of the Switzerland of Ohio Local School District is aware that the above list of behaviors is not comprehensive. It does however set out basic minimum behaviors acceptable in the schools. As violations arise which have not been covered in this document, the administrative staff will revise the code with the addition or deletion of items.

HOW DO I GET HELP FOR MY CHILD?

WHAT IS MTSS (Multi-Tiered System of Supports) also known as RTI - (Response to Intervention)

The 2004 update of the Individuals with Disabilities Education Improvement Act (IDEA) includes the development of a problem-solving process called Multi-Tiered System of Supports (MTSS). MTSS uses a well-rounded approach to determining the strengths and challenges of students at risk. It also encourages early intervention and collaboration with special education before referral takes place.

The MTSS/Referral Process

Parents/guardians and teachers meet to discuss and identify student Academic/Non-Academic difficulties. Teachers provide in-class support and suggest ways that families can help at home. If sufficient progress is not made in the classroom, the teacher and/or parent can refer the student to the MTSS team.

The classroom teacher reports progress to the MTSS team and parents. If sufficient progress is not made the student is referred to Tier II. Teachers work with the student, family, and specialists to gather more information, determine potential barriers to learning and develop a plan for academic success.

The plan is implemented and progress is monitored closely. Adjustments to the plan may be made and progress reassessed. If sufficient progress is not made more intensive interventions may be necessary, and/or a special education referral will be made.

PEST CONTROL

Because pesticides pose risks, our schools use an alternative approach to merely applying pesticides. The control of insects, rodents, and weeds at our schools, focuses on making the building and grounds unfavorable places for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water resources and hiding places. We will also routinely monitor the school area to detect pest problems and prevent pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, and as a last resort, pesticides. This holistic approach is often called Integrated Pest Management (IPM).

PESTICIDE USE

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest-risk products available. If higher-risk pesticides must be used, notices will be posted at application sites.

YOUR RIGHT TO KNOW - Pesticides

The school will provide notification to all persons who wish to receive 48-hour notification of specific pesticide applications. For pesticides applied anytime during the year, notices will be posted in the school or school grounds at the entrance to the treatment area. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

Each school maintains records of prior pesticide applications and information about the pesticides used for one year after application. These records are available through the school's IPM Coordinator upon written request.

For the actual language of the pesticide in school regulations, please refer to the Ohio Administrative Code: OAC 901:5-11-15 on the Ohio Department of Agriculture (ODA) website at www.agri.ohio.gov. Also refer to Board Policy 7420, Integrated Pest Management (Use of Pesticides).

PARENTS RIGHT TO KNOW

Section 1061: Parental Access to Information – Student Privacy, Parental Access to Informational and Administration of Physical Examinations of Minors, Title IX (Protection of Pupil Rights Amendment – PPRA) The LEA must develop and adopt policies ensuring that no student shall be required to reveal information about: Political affiliations; mental or psychological problems, sex behaviors; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of others; legally recognized privileged relationships; religious behavior or income (except when required by law).

Section 1111: Teacher Qualifications/Student Assessment – LEA must notify parents that they may request the teacher’s qualifications: licensing for grade level and subject; emergency or provisional status; B.A. major or graduate degrees; and whether the child is provided services by para-professionals. The school must provide parents with: information on the child's achievement on statewide assessments and notification that the child is being taught for four consecutive weeks by a teacher who is not “highly qualified”.

Section 1112: Limited English Proficient (LEP) – LEA must notify parents of LEP students participating in Title I funded LEP programs (Title III); notify parents if their child fails to progress; notify parents if the LEP program fails – allowing parents to remove a child from LEP program and implementing an effective means of outreach to parents of LEP students to inform them how they can be involved. LAU Resources Center for English as a Second Language (ESL), Bilingual and Multicultural Education at the Ohio Department of Education (614) 466-2650.

Section 1116: School/District Improvement – The LEA must explain identification; how the school compares; reasons for identification; how they will address the problem; involve parents in planning a solution; give parents options to transfer the child (CHOICE – for all students enrolled) or Supplemental Education (SERVICES – for low income students only); and inform parents.

- PSC – Public School Choice to transfer students to a school “NOT” in the School Improvement status.
- SES – Supplemental Education Service for low-income, low-achieving students based on priority.
- Five year SI Plan for improvement is available.

Section 1118: Parent Involvement – Policy for District and Building developed by parents and approved yearly, adopted by Board every five years. Each school must convene an annual meeting; explain the requirements & rights of parents to be involved; offer flexible schedules of meeting; involve parents in an organized, ongoing and timely way to plan, review and improve programs; provide parents of participating children timely information; description/explanation of the curriculum, standards and assessments; provide training, at-home activities and material; provide preschool collaboration for smooth transitions; communicate with parents in a language they understand; identify and address barriers to parent involvement and opportunities for decision making in the child’s education.

Section 3302: Receipt of Information – Information shall be provided in an understandable and uniform format, and to the extent practicable, in a language that the parent can understand.

ATTACHMENT A

A SAMPLE GRIEVANCE PROCEDURE FOR TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND SECTION 504 OF THE REHABILITATION ACT OF 1973

I. Filing of Grievances

- A. Eligibility for Filing: Any student or employee, or any individual group or group acting on behalf of a student or employee (male or female) may file any grievance of sex discrimination or sexual harassment with the Title IX coordinator. Any student or employee, or any individual or group acting on behalf of a handicapped student or handicapped employee may file any grievance of discrimination on the basis of a physical or mental handicap with the Section 504 coordinator.
- B. Pre-grievance Contract: Prior to the submission of a written grievance to a hearing officer, the grievant(s) may request pre-grievance contact with the respondent alleged to be directly responsible for the violation, and/or with the persons having immediate supervisory authority related to the grievance. These persons may make reasonable efforts to meet with the Title IX or Section 504 coordinator to discuss the grievance that the student(s) or employee(s) wishes to bring to their attention. Such a pre-grievance contact, however, shall be at the option of the grievant(s); it shall not be a precondition for the submission of a written grievance to a hearing officer.
- C. Grievance Filing: Grievances filed with the Title IX or the Section 504 coordinator shall be in writing on a form provided by the coordinator, and shall provide the following information: name and address of grievant(s); nature of alleged violation; name of the person responsible for the alleged violation (where known); requested relief or corrective action (specification of desired relief shall be at the option of the grievant), and any background information the grievant believes to be relevant (e.g. names or groups of other persons affected by the violation, etc.)
- D. Grievance Forms: A grievance form (see next page) shall be prepared by the grievant and the Title IX or the Section 504 coordinator who will facilitate the filing of the grievance. These forms may be obtained from the Title IX coordinator or from the Section 504 coordinator. The grievant shall have the right to request assistance from the Title IX or Section 504 coordinator or any other individual, group, or organization to assist in the preparation of the form or in the filing of the grievance.
- E. Time Limit for Grievance Filing: A grievance must be filed within 60 days of the occurrence of the alleged Title IX violation or the alleged Section 504 violation.

Switzerland of Ohio Local School District

TITLE IX OR SECTION 504 GRIEVANCE FORM

Today's Date: _____

Complainant's Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Circle One: Student Employee Parent on behalf of student Other on behalf of student/employee

Circle One: Title IX Grievance Section 504 Grievance

Specifics of Complaint (describe below, including any dates of alleged discrimination).
Attach an extra page if necessary.

If you wish, please describe any corrective action plan you would like to see taken with regard to the possible civil rights violations. Attach an extra page if necessary.

Would you like a pre-grievance contact with an identified respondent before a decision of a hearing officer is made? Circle One: **Yes** or **No**

Signature of Complainant

Name of Grievant: _____

Name of Title IX/Section 504 Coordinator: _____

This section is for the use of the Title IX or Section 504 coordinator. Check below the course of action to be taken prior to submitting a copy of the grievance form and a copy of this form to the identified respondent or the respective hearing office.

() Pre-grievance Contact: _____ Date Submitted: _____

Name of Identified Respondent

Due Date for response from person named above

() Level I: _____ Date Submitted: _____

Name of Hearing Officer

Job Title

Due Date for response from person named above

() Level II: Date Submitted: _____ Due Date for Hearing: _____

Name of Hearing Office

Job Title

Date of Hearing and Due Date for response from person(s) named above

() Level III Date Submitted: _____ Due Date for Hearing: _____

Name of Hearing Officer(s)

Job Title

Date of Hearing and Due Date for response from person(s) named above

This section is for use by the identified respondent or hearing officer(s). Prior to returning this form to the Title IX or Section 504 coordinator, circle your decision regarding the grievance: **denied** or **granted**.
If the grievance has been granted, explain on another paper and/or circle your decision regarding the corrective action requested by the grievant: **agree** or **disagree**

Signature of Identified Respondent/Hearing Officer(s)

Date

II. Definitions

- A. **Grievance:** A complaint alleging any policy, procedure or practice which would be prohibited by Title IX or by Section 504.

- B. **Title IX:** Title IX of the Education Amendments of 1972, the 1975 implementing regulation, and any memoranda, directive, guidelines or subsequent legislation that may be issued or enacted.
- C. **Section 504:** Section 504 of the Rehabilitation Act of 1973, and any memoranda, directive, guidelines or subsequent legislation that may be issued or enacted.
- D. **Grievant:** A student or employee of SOLSD who submits a grievance relevant to Title IX or to Section 504, or an individual or group submitting a grievance on behalf of a student(s) or employee(s).
- E. **(Name of Institution/Agency):** Any reference to any school, department, subunit or program operated by SOLSD.
- F. **Title IX Coordinator:** The employee(s) designated to coordinate SOLSD's efforts to comply with and carry out its responsibilities under the Title IX regulation.
- G. **Section 504 Coordinator:** The employee(s) designated to coordinate SOLSD's efforts to comply with and carry out its responsibilities under the Section 504 regulation.
- H. **Respondent:** A person alleged to be responsible or who may be responsible for the Section 504 or Title IX violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.
- I. **Hearing Officer:** The representative(s) of SOLSD or of its governing body who is delegated authority for hearing/resolving a grievance at a specified level or grievance processing.
- J. **Grievance Answer:** The written statement of the respondent regarding the grievance allegation and possible corrective action.
- K. **Grievance Decision:** The written statement of a hearing officer of his/her findings regarding the validity of the alleged grievance and the corrective action to be taken.
- L. **Day:** A working day. The calculation of days specified in this grievance procedure exclude Saturdays, Sundays and holidays. Any time limits set by this procedure may be extended, however, by mutual consent of the grievant(s) and the respondent(s).
- M. **Corrective Action:** The action which is taken by SOLSD to eliminate or modify any policy, procedure or practice found to be in violation of Title IX or Section 504 or to provide redress to any grievant injured by the identified violation.

III. Initial Processing of Grievances

- A. **Notification of Respondents:** Within five days of the filing of a grievance, the Title IX or Section 504 coordinator shall submit a copy of the completed grievance form to the respondent(s), if requested by the grievant. The respondent(s) shall provide a written grievance answer and return the

grievance form to the Title IX or Section 504 coordinator within five days after receipt of the grievance.

- B. Respondent's Grievance Answer: The respondent(s) receiving a copy of a grievance form shall, within five days, submit a written grievance answer to the grievant via the Title IX or Section 504 coordinator. Such answer shall confirm or deny each fact alleged in the grievance, indicate the extent to which the grievance has merit or indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.
- C. Referral of Grievance and Grievance Answer to Appropriate Processing Level: Within five days after receipt of the respondent's written grievance answer, the Title IX or Section 504 coordinator shall determine the appropriate level for the first grievance processing and submit a copy of the grievance form and the respondent's grievance answer to the appropriate hearing officer. If no grievance answer has been received from the respondent(s) by the fifth day after notification, the Title IX or Section 504 coordinator shall, on the sixth day, immediately submit a copy of the grievance form to the appropriate hearing officer along with a notice of non-response from the respondent.

The criteria shall be used by the Title IX or Section 504 coordinator in determining the appropriate level for first processing or a grievance include;

Level I: Grievance involving policy, procedure or practice of single unit or subunit of agency/institution.

Level II: Grievance involving administrative policy, procedure or practice of the entire agency/institution.

Level III: Grievance involving policy for which a governing board is primarily responsible.

The hearing officer selected by the Title IX or Section 504 coordinator at each level shall be:

Level I: Examples are: principal, pupil personnel officer, chair of a department, dean of a school or supervisor of non-instructional staff.

Level II: Examples are: superintendent, president or executive director of an institution or service area.

Level III: Governing board of SOLSD or representative of the governing board.

If the grievance is referred directly to Level II or Level III for first processing, the Title IX or Section 504 coordinator shall briefly write the reason(s) for this decision on the form.

IV. Grievance Processing Levels

A. Level I

1. Written grievance decision by Level I hearing officer: When a grievance and, if possible, a grievance answer or non-response are referred to Level I for first processing, the Level I hearing officer shall, within five days of referral, submit a written grievance decision to the grievant, and if applicable, the respondent, via the Title IX or Section 504 coordinator. The decision: 1) confirm or deny each fact alleged in the grievance and in the respondent's answer; 2) indicate the extent to which the grievance has merit; and 3) indicate acceptance or rejection of any redress specified by the grievant or respondent.
2. Acceptance or rejection of hearing decision by the grievant: If the grievant rejects the Level I hearing decision, she/he shall, within ten days of the receipt of the hearing decision, notify the Title IX or Section 504 coordinator of his/her intent to appeal the grievance to Level II. This notification shall be in writing. If no such notification is received by the Title IX or Section 504 coordinator within this time period, any corrective action specified in the Level I hearing decision shall be taken and the grievance will be recorded as closed.
3. No written decision by Level I hearing officer: In the event that no written decision is issued by the Level I hearing officer within five days of referral, the Title IX or Section 504 coordinator shall, on the sixth day, immediately arrange a date for a Level II hearing and submit the grievance along with a notice of non-response from the Level I hearing officer to the Level II hearing officer.

B. Level II

1. Scheduling of a Level II hearing; notification of participants: Within five days of the grievant's request to appeal the grievance to Level II, the Title IX or Section 504 coordinator shall arrange a date for a Level II hearing. The coordinator shall notify the grievant, the respondent if applicable, and the Level II hearing officer of the time, place and minimum duration of the hearing. The hearing shall be held within five days after appeal/referral of the grievance to Level II. If any written materials or records relevant to the grievance are transmitted to the Level II hearing officer by the Title IX or Section 504 coordinator at the time of notification, copies of these materials shall also be transmitted to the grievant and, if applicable, the respondent.
2. Persons present at the Level II hearing: Persons at the information hearing shall include the grievant, the respondent, any representative(s) of either the grievant or the respondent, any individual requested by either party to provide information relevant to the evaluation of the grievance, and the Level II hearing officer. The Title IX or Section 504 coordinator shall be present to act as moderator and recorder. Hearings shall not be open to other persons unless requested or approved by the grievant.
3. Procedures governing the conduct of the Level II hearing:
 - a) **Duration:** No hearing shall be less than three hours long, unless all parties consent to a shorter hearing. The time established for the duration of the hearing shall be allocated in equal parts to the grievant and the respondent. The Title IX or Section 504 coordinator shall moderate the usage of time.

- b) **Grievance witnesses:** Both the grievant and the respondent shall have the right to present such witnesses as they deem necessary to develop facts pertinent to the grievance.
 - c) **Questioning of witness:** Formal rules of evidence shall not be applied to the Level II grievance hearing. The grievant and respondent shall have the right to use their allocated time to ask questions or any person participating in the hearing.
- 4. **Level II hearing decision:** Within five days after the Level II hearing, the Level II hearing officer shall issue a written decision which includes a statement regarding the validity of the grievance allegation and a specification of any corrective action to be taken. This decision shall specify the reasons on which the decision is based. Copies of the decision shall be sent to the grievant and the respondent via the Title IX or Section 504 coordinator.
- 5. **Acceptance or rejection of hearing decision by the grievant:** If the grievant rejects the Level II hearing decision, she/he shall, within ten days of the receipt of the hearing decision, notify the Title IX or Section 504 coordinator of her/his intent to appeal the grievance to Level III. This notification shall be in writing. If no such notification is received within this time period, any corrective action specified in the Level II hearing decision shall be taken, and the grievance shall be recorded as closed.
- 6. **No written decision by Level II hearing officer:** In the event that no written decision is issued by the Level II hearing officer within five days after the Level II hearing, the Title IX or Section 504 coordinator shall, on the sixth day, immediately submit a copy of the grievance form for processing at Level III, along with a formal notification for a Level III hearing, to the governing board of SOLSD or its designated representative(s). The grievance form shall also include a notice of non-response from the Level II hearing officer.

C. Level III

- 1. **Grievance hearing conducted by the governing board or the board's designated representative(s).** Processing activities shall occur on the following schedule:
 - a) **Scheduling of the hearing:** Within five days of the grievant's request to appeal the grievance to Level III, the Title IX or Section 504 coordinator shall submit to the governing board or its designated representative(s) a copy of the grievance and a formal notification requesting a date for the Level III hearing. The coordinator shall notify the grievant, the respondent, and the Level III hearing officer of the time, place, and minimum duration of the hearing to occur within fifteen days after notifying the Level III hearing officer of the grievance. If any written materials or records relevant to the grievance are transmitted to the Level III hearing officer(s) by the Title IX or Section 504 coordinator prior to the hearing, copies of these materials shall also be transmitted to the grievant, and if applicable, the respondent.
 - b) **Conducting the hearing:** The hearing shall be scheduled for and conducted on a date not to exceed fifteen days after the appeal/referral of the grievance to Level III.

It should be conducted similarly to procedures governing the conduct of the Level II hearing.

2. Level III hearing decision: The governing board or the board's designated representative(s) of SOLSD shall issue a written decision that includes a statement regarding the validity of the alleged grievance and a specification of any corrective action to be taken. This decision shall constitute the final decision issued pursuant to any grievance.

All Level III hearing decisions shall be based on a majority vote by the governing board or its designated representative(s). Any board in disagreement with the majority or its designated representative(s) shall have the option to prepare a dissenting opinion for inclusion with the final decision.

A copy of the decision shall be sent to the grievant and the respondent, if applicable, via the Title IX of Section 504 coordinator. The superintendent or chief executive officer of the institution/agency shall also receive a copy of the decision.

3. Rejection of hearing decision by the grievant: If the grievant rejects the Level III hearing decision, she/he may notify a state or federal agency having civil rights enforcement power.

V. Grievance Provisions

A. Grievant's Right to Information: A grievant(s) may request access to information and records of the agency/institution which relate to the validity of the grievance. If such requested information requires an unreasonable cost by the institution/agency, such request may be refused provided that the information is not submitted as evidence by the respondent(s) and that this refusal is considered during the grievance hearing. In order to protect the privacy of persons not directly involved in the grievance proceeding, the institution/agency shall reserve the right to expunge names and identify information not directly relevant to the substance of the grievance from any information or records supplied to the grievant.

B. Grievant's Right to Representation and Assistance:

1. Right to representation: The grievant(s) has the right to be represented by knowledgeable persons, organizations or groups of his/her selection at any point during the initiation, filing or processing of the grievance. The Title IX or Section 504 coordinator shall provide help in identifying such knowledgeable persons or groups.
2. Right to assistance: The institution/agency shall provide assistance to grievants, including access to copies of the Title IX and Section 504 regulation, related guidelines, memoranda and other relevant materials supplied to the institution by the federal government, as well as access to public grievance records. In addition, the Title IX or Section 504 coordinator shall provide consultation and assistance in the interpretation of such information and the use of this grievance procedure.

C. Training of Grievance Hearing Officers: All persons designated as Level I, II and III grievance hearing officers may request training regarding Title IX or Section 504 regulatory requirements and

non-discrimination precedents, and the basic principles and operation of this grievance procedure. This training shall be arranged by the Title IX or Section 504 coordinator. The Title IX or Section 504 coordinator may also provide continuing consultation to hearing officers regarding the civil rights requirements and the implementation of this procedure.

- D. Confidentiality of Grievance Handling: Grievant(s) shall also have the right to determine whether or not their grievance record shall be open or closed to the public. Should grievants decide that the grievance record shall be open to the public, they shall have the additional right to have any matter which directly or indirectly identifies the grievant removed from all grievance records or documents open to the public. No record of grievance shall be entered in the personal file of any student or employee.
- E. Maintenance of Grievance Records: Records shall be kept of each grievance. These shall include, at minimum: the name of the grievant and his/her position in SOLSD; the date of grievance filing; the specific allegation made in the grievance and any corrective action requested; the names of the respondents; the levels of processing and the resolution, date, and hearing officer(s) at each level; a summary of major points, facts and evidence presented by each party to the grievance; and a statement of the final resolution and the nature and date of any corrective action taken. Such records shall be maintained on a confidential basis unless otherwise specified by the grievant, and shall be filed for a minimum of three years.
- F. Prohibition of Harassment: No person shall be subjected to discharge, suspension, discipline, harassment or any form of discrimination for having used or having helped others use this grievance process.
- G. Role of the Title IX and Section 504 Coordinator(s): It is the primary responsibility of the Title IX and Section 504 coordinator(s) to ensure the effective installation, maintenance, processing, record keeping and notification required by this grievance procedure.
- H. Financial Responsibility for Grievance Process: All costs involved in the administration of this grievance procedure shall be assumed by the SOLSD.

PARENT/GUARDIAN AGREEMENT FORMS

All forms should be completed online through the parent/guardian's OneView account.
If you do not have internet access, please contact your school office for assistance.

New Online Student Registration Directions

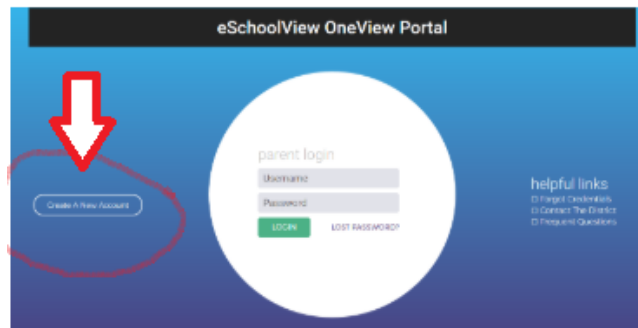
Go to <https://switzerland.esvportal.com/>

Step 1 - Create an Account

If you already have an account log in and go to Step 2 - Complete Student Demographics and EMA Form

Instructions for Creating an Account in OneView

a. Click on the 'Create A New Account'



b. Fill in the Personal Information

c. Create your own

- Password
- Security question/answer
- Pin Code

(Please create a username & password that you will be able to easily remember for ongoing use)

To get started, you will need to register as a prospective parent with our district. Please provide all information below and click the 'Register' button at the bottom to register and get yourself set up. Fields in bold are required.

Personal Information

Your First Name:

Your Last Name:

Your Email Address:

Alternate Email: (If provided, we will copy this email on all messages sent out)

Contact Phone: (If provided, we can use to speak with you if needed)

Your Registration Status:

Parent Username: (dress)

Parent Password: (I have student(s) already in the district) (do not share)

Confirm Password: (I am here to enroll a new student in the district) (entry if needed)

Forgot Password Question:

Forgot Password Answer:

PIN Code: (Please provide a pin code for additional security)

[Register & Begin](#) [Go Back](#)

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By accessing this system you agree to be bound to all district rules, regulations and guidelines. Unauthorized access attempts will be investigated, reported and pursued using all means available to the school district.

Step 2 - click on submit online forms and then click on Student Demographics and EMA form for each student.

If you have more than one child enrolled you will be given the option to import information from the first child's form such as address and contact information. This significantly reduces the amount of time previously required by the parent/guardian when using the paper format.

It is important that you review all information and update any information that is not correct and complete the following forms.

- Handbook Agreements
 - Student Acknowledgement and Understanding
 - Parent Acknowledgement and Understanding
- Technology Acceptable Use Agreement
 - Student Acceptable Use and Internet Safety Policy
 - Parent Acceptable Use and Internet Safety Policy
 - Parent Acknowledgement of Internet Risks
- 1:1 Device Guidelines and Procedures
- Media Release Agreement
- Field Trip Permission Form
- Directory Information Annual Notice

**All forms should be completed online through the
parent/guardian's OneView account**

HANDBOOK - PARENT AND STUDENT ACKNOWLEDGMENT

I have read, reviewed and understand the contents of the 2023-24 Switzerland of Ohio Local Schools Student handbook available online at <https://swissohio.k12.oh.us>. If you would like a paper copy of the handbook sent home, please contact your school office

My student has also reviewed the contents of the handbook and is aware of the policies and procedures for the 2023-24 school year.

See Authorization Form in OneView for signatures.

COMPUTER NETWORK / INTERNET MANAGEMENT AND USE

RULES FOR STUDENT USE

ACCEPTABLE USE AND INTERNET SAFETY POLICY

Switzerland of Ohio Local District Schools

Please read this document carefully before signing. This is a legally binding agreement indicating the parties signing it have read the terms and conditions carefully and understand their significance. The details of this agreement reflect Board Policy.

The Switzerland of Ohio Local School District Board of Education recognizes that an effective educational system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Switzerland of Ohio Local School District will use technology resources as a powerful and compelling means for students to learn core subjects and apply skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes just as individuals in workplaces and other real-life settings. The district's technology resources will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision. The District will also have procedures or guidelines that provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

The procedures or guidelines will be designed to:

- Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

- Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

Pursuant to Federal law, students will receive education about appropriate online behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social networking websites, using email, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

Parents should be aware that:

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take personal responsibility for his or her use of the network and Internet and avoid objectionable sites.
- Users/parents/guardians are advised that use of any network may include the potential for accessing websites with inappropriate materials. It is the responsibility of all users to attempt to avoid these sites through prudent use of the Internet. If a student accidentally accesses one of these sites, they should immediately exit from that site and/or notify a staff member.
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited, whether the attempt is made with district-owned equipment or a personal technological device. The attempts include the use of proxies, https, special ports, third party applications, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content.
- Switzerland of Ohio Local School District is not responsible for students accessing information from personal mobile devices using network access outside of the Switzerland of Ohio Local School District network.

I. Personal Responsibility

By signing this policy, you are agreeing not only to follow the rules in this policy but are agreeing to report any misuse of the network to a teacher or building principal. Misuse means any violation of this policy, Board of Education policy, or any other use that is not included in the policy, but has the effect of harming another person or his or her property.

II. Terms of Permitted Use

A student who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy when they enter a new building before they are given an access account. (Ex. Elementary to Junior High or Junior High to High School)

By signing the Agreement, the student acknowledges and understands the following regarding the use of the computer/network:

1. Computer use is not private. System managers have access to all messages including illegal activities and activities not in the best interest of the district. Inappropriate and illegal activities may be reported to the authorities.
2. All electronic data that passes through a district-owned computer or a personally owned device, or over the district's network, is subject to monitoring and seizure and may be handed over to law enforcement officers.
3. All electronic data created for administrative or instructional purposes under the Board approved curriculum for a course or program is the property of the District.
4. The rules and regulations of online etiquette are subject to change by the Administration. The Student Code of Conduct rules are applicable in the online environment as well.
5. The user in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if stepping away. Users retain responsibility for the activity of anyone accessing the computer and/or network under their account. Users shall keep personal account information, home addresses, and telephone numbers private. They shall use this system only under the login and password information issued to them by the District. Users shall not grant others access to a computer and/or the network under their login and password.
6. Computer systems and the District network shall be used only for purposes related to education.
7. Violation of this Policy and Agreement may result in the cancellation of user privileges and possible discipline under the Student Code of Conduct.

III. Acceptable Use

The Switzerland of Ohio Local School District is providing access to its computer network and the Internet for educational purposes *only*. If you have doubts about whether a contemplated activity is educational, you should ask your teacher or building principal if a specific use is appropriate.

IV. Unacceptable Use

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Violating or encouraging others to violate the law or Board Policy.
2. Revealing private information about yourself or others. Private information includes, but is not limited to a person's password, social security number, credit card number, or other confidential information that has the potential to harm you or others or to violate the law if shared with other persons.
3. Uses that cause harm to others or that cause damage to their property.
4. Uses that constitute defamation (i.e. harming another's reputation by lies), or that harass, threaten, or bully others.
5. Using profanity, obscenity, or other language, which may be offensive to other users.
6. Uses that are for commercial transactions (i.e. buying or selling or making arrangements to buy or sell over the Internet).

7. Use that causes disruption to the use of the computer and/or network by others or that disrupts the educational process of the District.
8. Using the system to encourage the use of drugs, alcohol, or tobacco.
9. Viewing, downloading, or transmitting material that is threatening, pornographic, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs.
10. Copying or placing copyrighted material or software on the system without the author's permission and/or in violation of the law.
11. Reading, deleting, copying, or modifying other users' emails or files without their permission or attempting to interfere with another user's ability to use technology resources.
12. Using another person's password or some other identifier that misleads recipients into believing someone other than you is communicating or accessing the network or Internet.
13. "Hacking," gaining, or attempting to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks.
14. Use that causes excessive consumption of paper and other relevant supplies.
15. Downloading and/or installing freeware or shareware programs without the approval of the Technology Department. This includes the use of peer-to-peer file-sharing programs.
16. Uploading a worm, virus, or other harmful form of programming onto the network or Internet.
17. Plagiarizing copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work.
18. Using social network sites such as Facebook, Twitter, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff on district or personal technology equipment.
19. Using instant messaging, text messaging, video messaging, and Internet telephone services without the consent of your teacher, supervisor, or director.
20. Uses that degrade or disrupt the operation of the Network or that waste limited computer, paper, or telephone resources or cause unnecessary traffic. For example, toner and paper in printers are a cost to the District and must not be wasted. Chain letters and similar multiple-forwarded messages are prohibited because, even for noncommercial or apparently "harmless" purposes, they use up limited Network capacity resources. The sending of messages to more persons than is necessary for educational purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Unless approval has been granted, you may not send emails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent in the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

V. Privacy

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials, regardless of storage location.

VI. Vandalism

Vandalism will result in disciplinary action that may include cancellation of privileges, suspension/expulsion, and/or prosecution. Vandalism is defined as any malicious attempt to harm or destroy the data of another user or equipment or any network connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses or spyware, erasing, deleting, or otherwise making the school's programs or networks unusable, and includes theft or damaging or defacing of equipment. The District may hold users (or their legal guardian) personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware, and/or unauthorized costs incurred, and any costs incurred to return such services to their normal state.

VII. Warranties/Indemnification

The Switzerland of Ohio Local School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. The User takes full responsibility for his or her usage and agrees to indemnify and hold harmless the Switzerland of Ohio Local School District and its Board members, administrators, teachers, and staff from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user and, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the Switzerland of Ohio Local School District in the event of the initiation of an investigation into a user's use or his or her access to its computer network and Internet, whether that use is on a District computer or on another's outside the Switzerland of Ohio Local School District's Network.

TERMS AND CONDITIONS OF INTERNET USAGE

Internet access is available to students and teachers in the Switzerland of Ohio Local School District. The access is being offered as part of a collaborative effort between Switzerland of Ohio Local School District and the Ohio Mid-Eastern Regional Education Service Agency (OMERESA), Ohio Department of Education (ODE), the National Science Foundation (NSF), and the Ohio Education Computer Network (OECN). We are very pleased to bring this access to Switzerland of Ohio School District and believe the OMERESA connection offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational

excellence at the Switzerland of Ohio Local District by facilitating resource sharing, innovation, and communication.

The OMERESA communication network is an electronic network that will allow access to the internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to electronic mail, communications with people all over the world; information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions; public domain and shareware software of all types; discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics; access to many University Library Catalogs, the Library of Congress, CARL and ERIC.

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. OMERESA, OECN, and Switzerland of Ohio Local School District have taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure materials that are not consistent with the educational goals of the Switzerland of Ohio Local School District. Internet access is coordinated through a complex association of international government agencies and regional and state networks. In addition, the smooth operation of the network relies on the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, his or her account with the Switzerland of Ohio Local School District and OMERESA will be terminated and future access could possibly be denied.

Acceptable Use and Internet Safety Policy

I agree to follow the Switzerland of Ohio Local School District Computer Network and /or Internet Management and Use Policy and Regulations. Should I commit any violation or in any way misuse my access to the Switzerland of Ohio Local School District's computers, computer network, and/or Internet, I understand and agree that my access privileges may be revoked and disciplinary action may be taken against me as outlined in the applicable Code of Student Conduct. I understand that violation of these rules and regulations may cause the loss of the right to use these resources as well as disciplinary action

See Authorization Form on OneView for signatures.

Parent/Guardian: As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the Switzerland of Ohio Local School District's "Computer Network and /or Internet Management and Use Policy" and Regulations for access to the district's computers, computer networks, and the Internet. I understand that access is being provided for educational purposes. I also understand that it is impossible for the Switzerland of Ohio Local School District to restrict access to all offensive and controversial materials. I understand that it is the responsibility of my child or ward to abide by the "Computer Network and /or Internet Management and Use Policy" and Regulations.

See Authorization Form on OneView for signatures.

Parent or Guardian Consent Form for a Student Internet Account

Please read before signing

Dear Parent/Guardian:

By signing this document, you are giving permission for your student to access the Switzerland of Ohio Local School District's Internet connection through OMERESA. The school district is now able to offer internet access to all students given the written consent of a parent or guardian and with the supervision of a sponsoring teacher while using the Internet or school email. Filtering of Internet content is provided by Securly and through OMERESA according to CIPA (Child Internet Protection Act) guidelines and we do monitor to the best of our ability to see that inappropriate material is kept out of the system and your student's view.

The Internet is an international network of networks and is the communication and information highway of tomorrow. Through the network, your student will have access to hundreds of databases, libraries, and computer services from all over the world. The Internet consists of thousands of computer networks in over 50 countries around the world. Please note that the Internet is a communication association of diverse information networks. Although the vast majority of the information found on the Internet is of educational value, it is possible that your student may run across areas of adult content; access to some material, even with filtering, is not possible to prevent. You as a parent must encourage your child to use the Internet in a responsible fashion and in the same manner other media and resources are used.

Part of the school district's responsibility in preparing our students for the 21st Century is to provide them access to the tools they will be using as adults. We believe that the use of this global information network is one of those tools. We accept the responsibility for informing your student about his/her role as a "network citizen" and the code of ethics involved with this new global community.

Along with this application, you will find in the student handbook the Terms and Conditions of Internet Usage. Please go over these with your student, even though we monitor usage, the terms, and conditions are both you and your child's responsibilities. The prior page is a student application for Internet usage, which can be filled out by a parent or guardian as well but must be accompanied by this Parental Consent form in either case.

See Authorization Form on OneView for signatures.

Switzerland of Ohio Local School District Grades K-12

1:1 Device Guidelines and Procedures

One (1) Chromebook (hereby known as **Device**), one (1) carrying case, and one (1) power cord with power adapter will be issued to students. These items have been provided in good working order and are on loan to the student during the 2023-24 school year. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment 24 hours a day, 7 days a week throughout the school year. The items are to be returned to the school at the conclusion of the school year in proper working order and in sound condition. In the event this originally assigned Device needs repaired and a replacement is provided, the student is responsible for the replacement until the originally assigned Device is returned or it is determined that the original cannot be repaired.

Identification labels may have been placed on the Device. These labels are not to be removed or modified. If identification labels become damaged or missing the technology support staff should be contacted immediately for replacements.

The Device that has been issued to this student is, and at all times, remains the property of Switzerland of Ohio Local School District and is being loaned to the student for educational purposes only for the school year. The Device must be used in accordance with the guidelines and procedures contained herein, the Student Handbook, the Switzerland of Ohio Local School District Computer Network/Internet Management and Use Policy, and any applicable laws.

The computer and accessories are provided for educational purposes only, and are intended to support the learning objectives of the Switzerland of Ohio Local School District.

General Guidelines

1. Each Device and carrying case has been assigned to a specific student. Students should never “swap” or “share” their Device or carrying case with another student.
2. Devices and carrying cases should be in a student’s possession or secured in a locker at all times while at school. Devices should not be brought to Physical Education classes unless specifically advised to do so by their Physical Education teacher.
3. Students are never to share their password with another student. Passwords should always be kept confidential.
4. Students are responsible for bringing their Device, fully charged, to school each day.
5. Students are not permitted to download or install any software on their assigned Device without the permission of the District Technology staff.
6. The student may not make any attempt to add, delete, access, or modify the Device in any way.

7. If the Device is lost or stolen, immediate notification is to be made to the school office.
8. Students, parents or guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the Device. Devices that are damaged or not working properly are to be turned in to the Library Media Specialist (in the library) or in the Main Office.
9. The school district is not responsible for any computer or electronic viruses that may be transferred to or from student storage mediums. The student agrees to use best efforts to assure that the property of the school district is not damaged or rendered inoperable by any such electronic viruses while in the student's possession.

Using the Computer for Internet and Email

1. The Switzerland of Ohio Local School District does not have control over the information found on the Internet. While every attempt is made to block access to inappropriate material while the student is at school, the student may be able to access inappropriate material while using their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while away from school.
2. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number, or school name.
3. Students should be aware that the District's Internet access, email, and any usage done with the Device are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time and for any reason.

General Use and Care of the Computer:

1. The student may not deface or destroy this property in any way. Inappropriate use of the Device may result in the student losing their privilege to take the Device home. The equipment will be returned when requested by Switzerland of Ohio Local School District, or sooner, if the student withdraws from Switzerland of Ohio Local School District prior to the end of the school year.
2. When transporting the Device, at all times to and from school, between classes, etc. students should always be sure it is placed in the carrying case provided by the school district. **Students may not add stickers, pictures, wording, etc. to the Device and/or the bag.** Students are not permitted to use a different carrying case.

3. Students are expected to treat the Device with care and respect. The Device is the property of Switzerland of Ohio Local School District and should be kept clean and free of marks at all times. **NO STICKERS**
4. Students are encouraged to help each other in learning to operate their Device. However, such help should be provided with voices and not hands. Students should operate their own Device at all times.
5. Any observed inappropriate or careless use of the Device should be reported to a teacher or other staff member immediately.
6. Students should not use the Device while walking. Devices should only be used while they are on a flat, stable surface such as a table. Devices are fragile, and if they are dropped, they may break.
7. Students should protect the Device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
8. Devices should be protected from the weather, water, liquids, food, and pets.
9. Students should never eat or drink while using the Device.
10. Heavy objects (books, musical instruments, sports equipment, etc.) should never be placed or stacked on top of the Device.
11. Students should use care when plugging in the power cord (with charger) to their Device.
12. Devices should never be placed in the carrying case while turned “on”. The Device should either be turned to “off” or in “sleep” mode. In addition, Devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Device to overheat and will result in damage to the Device.
13. In the event the screen of the Device needs to be cleaned, use a soft cloth, lightly dampened with water, to clean the screen. **NO CLEANERS.**

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their assigned Device in accordance with the policies and procedures contained herein, the Student Handbook, the Switzerland of Ohio Local School District Computer Network/Internet Management and Use Policy, and any applicable laws. Failure to use this Device in an appropriate manner may result in any of the following consequences, as determined by the staff and administration of the Switzerland of Ohio Local School District:

- o Revoking the privilege of taking the Device off of school property
- o Detention

- o Suspension
- o Expulsion
- o Civil or Criminal Liability under applicable law

Cost of Repairs or Damage

Under Ohio Revised Code 3109.09, parents or guardians having custody and control of students under the age of 18 are responsible for vandalism and damages rendered by their children, up to \$10,000, plus court costs. Students who are 18 years or older are held accountable in their own right.

Any malfunctions of the Device and/or accessories not caused by personal negligence will be covered by the Switzerland of Ohio Local School District.

Students and parents/guardians are responsible for all repairs and/or replacement costs caused by personal negligence. The replacement costs for each assigned item are indicated below.

- Device – Up to \$385.00
- Carrying Case – Up to \$40.00
- Power Adapter – Up to \$60.00
- Replacement Screens
 - non-touchscreen \$40.00
 - touch screen \$120.00

Students and parents/guardians may want to check with their personal insurance provider for possible coverage of these items if they feel the need. If students and parents/guardians feel the need for insurance, but do not wish to use a personal insurance provider, the Switzerland of Ohio Local School District will provide an optional protection plan through the District. This protection plan covers any negligent damages that are not intentionally done with no deductible. The protection plan is \$35.00/year for students. Families with two or more students will pay \$30.00/year per student. Families with three or more students will pay \$25.00/year per student. The student must enroll in the plan by September 30, 2023. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. The \$35.00 payment is nonrefundable and **only cash or money orders** will be accepted for payment. Money orders should be made out to the Switzerland of Ohio Local School District. No personal checks will be accepted for the insurance payments for the 2023-24 school year. **Please be advised that insurance through the Switzerland of Ohio Local School District does not cover lost or stolen devices, cases, or cords. Any item lost or stolen will have to be replaced at the cost of the student and/or parent(s).**

Please continue to the signature page which needs to be signed and returned to your school office.

See Form on OneView for signatures.

SWITZERLAND OF OHIO LOCAL SCHOOL DISTRICT MEDIA RELEASE

I agree/ do not agree to allow images created through photography, videography, or other electronic means in which I appear to be edited, reproduced, and distributed for unlimited use, in whole or in part, by the Switzerland of Ohio Local School District.

I agree, without further obligation to me, to allow the Switzerland of Ohio Local School District to use my full name, city, state of residence, voice, likeness or photograph, and other relevant information, that may include, but is not limited to, my age, occupation, and professional experience, for educational purposes and in connection with program publicity and for on-air or other promotional purposes.

I and my heirs, executors, administrators, assignees, and personal representatives agree to release and discharge the Switzerland of Ohio Local School District, its directors, officers, employees, and agents from any and all liability for any use, misappropriation, or disclosure of any information.

In signing this release, I acknowledge and represent that I have read this release, I understand the significance of this release, and I am signing this release voluntarily, as my own free act and deed. I further acknowledge and represent that no oral representations, statements, or inducements, apart from the foregoing written release have been made.

See Authorization Form on OneView for signatures.

Request Form for a New Student Google Domain Account

Google Domain Account Authorization Form

Switzerland of Ohio Local School District Account Authorization Form For Student Accounts 2023-24. Student Accounts will also include email capabilities on the School District Google Domain.

By checking Yes, I agree, you are stating that you grant your student Google Domain account access to include the following areas:

Internet Access

Email

See Form on OneView for signatures.

Field Trip Permission Form

The purpose of this question is to secure permission from parent(s)/guardian(s) so that their child/children may participate in class-sponsored field trips. This permission form will be applicable for the current school year only. The classroom teacher will be responsible for notifying the parents prior to all field trips. Please select yes or no on the below drop-down item to indicate your decision regarding field trips.

See Form on OneView for signatures.

Directory Information - Annual Notice

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": **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; and/or awards received.**

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) calendar days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

See Form on OneView for signatures.

1:1 Device Guidelines and Procedures

By signing below, you are acknowledging that you have received and read over the **1:1 Device Guidelines and Procedures** form and that you will abide by the guidelines and procedures explained in this document.

Students will not receive a Chromebook without a signed 1:1 Guidelines and Procedures Form on file at their building's office.

Parent(s)/Guardian(s) Signature: _____ **Date:** _____

Parent(s)/Guardian(s) Printed Name: _____

Student Signature: _____ **Date:** _____

Student Printed Name: _____

Please check one of the following options:

_____ **We want to purchase the optional insurance for the Chromebook device.** (If purchasing the insurance on the Chromebook, please send the cash or money order to the school to cover the costs of insurance by **September 30, 2023**)

_____ **We DO NOT** want to purchase the optional insurance for the Chromebook device. (If not purchasing insurance on the Chromebook, the student, and parents/guardians will be responsible to pay any costs associated with fixing damage to the Chromebook not covered by the manufacturer's warranty.)

******* FOR CENTRAL OFFICE USE ONLY *******

- ☐ The student listed below purchased the optional insurance on their Chromebook device.
- ☐ The student listed below **DID NOT** purchase the optional insurance on their Chromebook device.

Chromebook ID: _____

Please initial below next to the items that you have received:

- ☐ Chromebook _____
- ☐ Carrying Case _____
- ☐ Power Cord _____

I, _____, am signing below, verifying that I have received all of the items checked above. I have also received a copy of the Switzerland of Ohio Local School District's 1:1 Device Guidelines and Procedures manual.

Student Signature: _____

Date: _____

Please be advised that insurance through the Switzerland of Ohio Local School District does not cover lost or stolen devices, cases, or cords. Any item lost or stolen will have to be replaced at the cost of the student and/or parent(s).

All items of Acknowledgement and Agreement are available online at [OneView](#). Only return the paper version if you do not have access to complete the online form. See your school secretary if you need assistance with OneView. <https://switzerland.esvportal.com>

Authorization Form

Student's Name (print) _____ Grade _____

Parent/Guardian's Name (print) _____

2023-24 Handbook Acknowledgement

I have read, reviewed, and understand the contents of the 2023-24 Switzerland of Ohio Local Schools Student handbook available at <https://swissohio.k12.oh.us>.

If you would like a paper copy of the handbook please check here: _____.

Student: _____ Yes, I agree _____ No, I do not agree

Parent: _____ Yes, I agree _____ No, I do not agree

Terms and Conditions of Internet Usage - Student

I have read the Acceptable Use Policy for Computing Resources. I understand that violation of these rules and regulations may cause the loss of the right to use these resources as well as disciplinary action. *(Student application is good only for the duration of the school year. It must be renewed each school year.)*

_____ Yes, I agree _____ No, I do not agree

Terms and Conditions of Internet Usage - Parent

I have read the Acceptable Use Policy for Computing Resources. I give my permission to issue an account for my child and certify that the information contained on this form is correct. I support my child's use of the district's computing resources, including course material delivered over the World Wide Web which does not provide "open" Internet access. I acknowledge that violation of the rules and regulations contained within the Acceptable Use Policy for Computing Resources may revoke my child's rights to use the district's computing resources as well as lead to disciplinary action. I understand that I can revoke this permission at any time with a letter to the building principal.

_____ Yes, I agree _____ No, I do not agree

Parent Acknowledgement of Internet Risks

I give my child permission to access the Internet using district computing resources. I am aware of the potential for access to "adult" material and will support the schools' efforts to prevent such access. I understand that some classroom resources are delivered via the World Wide Web, and I wish to support my child's use of these in his/her classroom. I understand that I can revoke this permission at any time with a letter to the building principal.

_____ **Yes, I agree** _____ **No, I do not agree**

Google Domain Account Authorization Form

By checking Yes, I agree, you are stating that you grant student Google Domain account access to include the following areas:

Internet Access

Email

_____ **Yes, I agree** _____ **No, I do not agree**

1:1 Device Guidelines and Procedures Agreement

I acknowledge that I have received and read over the 1:1 Device Guidelines and Procedures form and that you will abide by the guidelines and procedures explained in this document. Students will not receive a Chromebook without this signed 1:1 Guidelines and Procedures Form on file at their building's office.

_____ **Yes, I agree** _____ **No, I do not agree**

Switzerland of Ohio Local School District Media Release

We request permission for your child to be photographed or videotaped by school staff or local news organizations during the current school year. Their picture may be used in newspaper articles, television stories, brochures, district websites, and other promotional products.

_____ **Yes, I give my permission** _____ **No, I do not give my permission**

Internet Connectivity

Please indicate which Internet connectivity you currently have at the student's primary residence by selecting the appropriate option.

_____ **Internet Via Broadband:** Internet connection primarily through cable or DSL

_____ **Internet Via Hotspot:** Internet connection primarily through a cellular hotspot or cell phone.

_____ **No Regular Access:** to the Internet: the student does not have a regular Internet connection.

Field Trip Permission

My child has permission to accompany his/her class on school-sponsored field trips. I will be notified in advance when and where these trips will be. I also give my permission for them to ride the bus to any location in the district for school-related activities, assemblies, etc.

_____ **Yes, I give my permission** _____ **No, I do not give my permission**

Directory Information Annual Notice

I have read, reviewed, and understand the contents of the Switzerland of Ohio Local Schools Directory Information Annual Notice.

_____ **Yes** _____ **No**

By signing below, I agree to the terms and conditions above.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____