



MT. HEALTHY HIGH SCHOOL STUDENT HANDBOOK

POLICIES & PROCEDURES

ALL BELL SCHEDULES

Regular Bell Schedule (A)

| | |
|--------------|---------------|
| Warning Bell | 8:03 |
| Advisory | 8:05 - 8:14 |
| Block 1 | 8:19 - 9:48 |
| Block 2 | 9:53 - 11:22 |
| Block 3 | 11:27 - 1:26 |
| Lunch 1 | 11:27 - 11:57 |
| Lunch 2 | 12:10 - 12:45 |
| Lunch 3 | 12:56 - 1:26 |
| Block 4 | 1:31 - 3:00 |

Staff Development Bell Schedule (C)

| | |
|--------------|---------------|
| Warning Bell | 8:03 |
| Advisory | 8:05 - 8:14 |
| Block 1 | 8:19 - 9:15 |
| Block 2 | 9:20 - 10:16 |
| Block 3 | 10:21 - 11:59 |
| Lunch 1 | 10:21 - 10:51 |
| Lunch 2 | 10:55 - 11:25 |
| Lunch 3 | 11:29 - 11:59 |
| Block 4 | 12:04 - 1:00 |

Two-Hour Delay Bell Schedule (B)

| | |
|--------------|---------------|
| Warning Bell | 10:03 |
| Advisory | 10:05 - 10:14 |
| Block 1 | 10:19 - 11:15 |
| Block 3 | 11:20 - 1:00 |
| Lunch 1 | 11:20 - 11:50 |
| Lunch 2 | 11:55 - 12:25 |
| Lunch 3 | 12:30 - 1:00 |
| Block 2 | 1:05 - 2:01 |
| Block 4 | 2:06 - 3:00 |

Pep Assembly Bell Schedule (D)

| | |
|--------------|---------------|
| Warning Bell | 8:03 |
| Advisory | 8:05 - 8:14 |
| Block 1 | 8:19 - 9:39 |
| Block 2 | 9:44 - 11:04 |
| Block 3 | 11:09 - 12:59 |
| Lunch 1 | 11:09 - 11:39 |
| Lunch 2 | 11:46 - 12:20 |
| Lunch 3 | 12:29 - 12:59 |
| Block 4 | 1:04 - 2:14 |

Advisor/Advisee Bell Schedule (E)

| | |
|-------------------|---------------|
| Warning Bell | 8:03 |
| Extended Advisory | 8:05 - 8:35 |
| Block 1 | 8:40 - 10:02 |
| Block 2 | 10:07 - 11:29 |
| Block 3 | 11:34 - 1:33 |
| Lunch 1 | 11:34 - 12:07 |
| Lunch 2 | 12:17 - 12:50 |
| Lunch 3 | 1:00 - 1:33 |
| Block 4 | 1:38 - 3:00 |

Pep Assembly 2:14-3:00

MISSION STATEMENT

Mt. Healthy High School provides a diverse educational environment that leads to academic excellence through positive relationships, personal integrity and a commitment to intellectual growth and development.

ALMA MATER

Healthy we love thee;
We hold thy banner high.
We pledge to thee our loyalty,
Until the day we die.
Our one alma mater,
Forever we'll be true
Our hearts, our hands,
our thoughts, our deeds
We pledge to you.

MT. HEALTHY FIGHT SONG

Fight on Mt. Healthy Owls fight on,
We're here to win this game.
Show them our thunder,
Snow them right under,
Onward to glory and fame.
Push them right back,
You red and black,
We'll win it easily.
Fight on Mt. Healthy Owls fight on
Fight onward to **VICTORY**

ADMINISTRATORS

| | |
|---|---------------------|
| Mr. Jack Fisher | Principal |
| Ms. Stephanie Patton (Students A-M) | Assistant Principal |
| Mr. David Kennedy(Students N-Z) | Assistant Principal |
| Mr. Brian McFee (Attendance) | Assistant Principal |
| Mrs. Tina Tuck | Athletic Director |

Counselors

| | |
|--------------------|---|
| Carol Freeman..... | 9 thru 12 th grade A-E |
| Bruce Morgan..... | Jvs & 9 thru 12 th grade F-H |
| Norma Buckner..... | 9 thru 12 th grade I-Q |
| Jane Kline..... | 9 thru 12 th grade R-Z |

Support Staff

| | |
|------------------------|---------------------------|
| Kathy Durrough..... | Lead Secretary |
| Kim Spicer..... | Student Service Secretary |
| Cheryl McDaniel..... | Guidance Secretary |
| Jennifer Mitchell..... | Attendance Secretary |
| Donna Leon..... | Treasurer |
| Angie Cross..... | ASA Monitor |
| Clinic Aide..... | Marcia Oliver |
| Librarian..... | Deborah Berry |

WELCOME

The staff at Mt. Healthy High School would like to take this opportunity to welcome you to the 2006-2007 school year. We hope your year will be educationally fulfilling and challenging, as you move closer to accomplishing your life goals.

This handbook is to keep you informed of the school's rules and regulations as well as report a number of activities and services that are available to you. Therefore, view the handbook as a guide to assist you in planning your school year.

Mt. Healthy High School is your school. Get involved! Involvement builds success, and success builds PRIDE.

Share in the responsibility for making Mt. Healthy the best it can be by respecting others, property, and self.

We wish you the best of success in the 2006-2007 school year.

NOTE: This book is intended to be a helpful guide to students at Mt. Healthy High School. It is not all-inclusive, and the administration reserves the right to make changes. **GET INVOLVED!**

Mt. Healthy High School offers students a number of extra-curricular activities. Some organizations have special membership criteria, but others are open to any student. Listen to the daily bulletin and P.A. announcements for information about meeting times or try-outs. A booklet describing each organization listed below is available in the Guidance Office.

| | |
|---------------------------|-------------------------|
| Academic Team | Inter-Club Council |
| Athletics | Key Club |
| Band | M2SE |
| Beta Club | Multi Cultural Workshop |
| Chess Club | National Honor Society |
| Choir | Pride |
| Class Activities | Spanish Honor Society |
| Drama Club | Student Government |
| Hoot'n Holler (newspaper) | Wrestlettes |
| Zem-Zem (Yearbook) | |

EXTRA-CURRICULAR ACTIVITIES

In order to participate, all extracurricular participants must be passing four subjects (not counting Physical Education) and maintain a 1.2 GPA in the immediately preceding grading period. Semester, final, and summer school grades are not considered when determining eligibility.

BEFORE SCHOOL, BETWEEN CLASSES

When students arrive to school in the morning they have the option to eat breakfast, which is served in the cafeteria, or go directly to their lockers and proceed to homeroom.

Between classes, students are to report directly to their next class. Loitering in the halls will be considered a code of conduct violation.

Vocational students are permitted to wait for their buses in the main entrance lobby only. They are not to loiter in the halls or classrooms of the building. Violations will result in discipline.

BUS REGULATIONS

All buses are equipped with video monitoring systems. The purpose is to record everything (video and audio). Tapes will not be retained if there is no evidence of problems on the bus that day. Our ultimate goal is to safely transport students to and from school. With your continued support, we will be able to accomplish this goal.

1. Be on time at designated school bus stop and wait until the bus comes to a complete stop before attempting to enter.
 2. Keep hands and head inside the bus at all times.
 3. Loud talking, noise making, and horseplay are distracting to the driver and thus, a safety hazard and cannot be tolerated.
 4. Smoking, eating, drinking, and electronic devices are not permitted.
 5. No animals, firearms, ammunition, explosives, or other dangerous materials or objects may be carried on the bus.
 6. No unauthorized passengers shall be permitted on the bus. **YOU ARE AN AUTHORIZED PASSENGER ONLY ON YOUR ASSIGNED BUS AT YOUR ASSIGNED TIME.**
 7. Drivers are employed by the Mt. Healthy Board of Education and deserve the same respect as any other staff member. They are responsible for order on the bus and may assign seats. They are expected to report anyone not following bus regulations.
 8. School authorities may refuse transportation service to any student who does not comply with bus regulations.
 9. If you need to ride a different bus you must bring in a written note from your parent/guardian stating the need for the change. The appropriate
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BUS REGULATIONS (CONTINUED)

administrator will then approve the note that must be given to the bus driver before you can be admitted on the bus.

10. The new School Bus Stop Code No. 3301-83 C & D states that: Students are to exit the bus quickly and safely walk ten steps clear of the danger zone and wait at the DESIGNATED PLACE OF SAFETY ON THE RESIDENCE SIDE. The driver must count the students as they exit the bus and see them to their DESIGNATED PLACE OF SAFETY ON THE RESIDENCE SIDE WHERE THEY MUST REMAIN UNTIL THE BUS LEAVES THE STOP. Only after counting the students may the driver begin to leave the bus stop. After the bus leaves the stop location, the students may proceed to their residence.

PRIVATE TRANSPORTATION

1. If a student is being driven to/from school by a private conveyance, they must be dropped off or picked up in the front parking lot. The back lot is reserved for school buses before and after school.
2. Students being picked up by someone other than the parent/guardian must notify the school before 2:30 p.m.

GENERAL SCHOOL INFORMATION

CLASS FEES/FINES

Fees that are not paid can result in report cards being held until payment is made. Any student that owes previous fees will not be permitted to participate in extra-curricular activities.

CLINIC

All health and immunization records and emergency medical forms must be turned in to the clinic ten days after enrollment. **Failure to do so will result in removal from school.**

The Clinic (across from room 117) is to serve students who become ill or are in need of first aid. By Ohio law ABSOLUTELY NO MEDICATIONS ARE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT PROPER AUTHORIZATION. IF A STUDENT NEEDS TO TAKE MEDICINE DURING THE SCHOOL DAY, THE PARENT SHOULD CONTACT THE CLINIC AIDE TO DETERMINE THE PROPER PROCEDURE. A new order must be submitted each school year. Students must sign in when coming to the clinic.

ILLNESS AT SCHOOL

Students who become ill after arriving at school must obtain permission before leaving from a parent or guardian. Students must have a hall pass to visit the nurse. If a parent cannot be contacted the student will not be permitted to leave.

HALL PASSES

1. Hall passes will be issued only in the case of an emergency.
2. No student will be excused from class without an official hall pass/handbook signed by the teacher.

COMPUTER LAB RULES

LIBRARY, CAI, MATH-SCIENCE, CADD

Computers will be available during and after school. Check with subject teacher before intervention scheduling. Students must have prior permission from a staff member before entering the computer lab.

1. Students must:
 - Have a valid pass from a staff member to enter any of the computer labs.
 - Sign in with the lab supervisor upon entering a lab.
 - Follow all directions given by the lab supervisor.
 - Log in using their personal login name and password.
 - Have permission to download or print any material.
 - Use the lab for "Academic Pursuits" only.
2. No food, drinks, candy, or gum are permitted in the labs.
3. Please do not change monitor or computer settings.
4. Destructive behavior to the equipment will not be tolerated.
5. The lab supervisor must approve headphone use.

Failure to adhere to the lab policies may result in banishment from the computer labs.

LIBRARY INFORMATION

Students may use the library for research, computer word processing, independent study, and pleasure reading. Students can independently come to the library:

1. From a class with a library pass from the classroom teacher stating the reason for the visit
2. From study hall with a library pass obtained in advance from a classroom teacher stating the reason for the visit
3. Before and after school, 7:30-7:45am and 2:40-3:00 pm. Passes are not needed during these times.

Passes will be collected in the library. Students will also sign a sign-in sheet. It is preferred that students stay the entire bell. Teachers should indicate on the pass if the student needs to return prior to the end of the bell. A new pass must be issued for each visit to the library.

- Books may be checked out for three weeks at a time with the option to renew.
- Magazines and Reference material are used in the library and cannot be checked out, however there are some encyclopedias, dictionaries and past issues of magazines that may be checked out overnight.
- Lost books must be paid for before tickets can be purchased for Homecoming, Winterfest, Prom, and Graduation.
- Students must present a valid school ID when checking out library material.

Students using the library computer lab must have a signed Internet agreement on file and sign in using their specific student user name and password.

GENERAL

IN AN EFFORT TO PROVIDE A STUDY ATMOSPHERE IN THE LIBRARY, AS WELL AS PROVIDE A PLACE FOR STUDENT-BASED LEARNING, STUDENTS VIOLATING LIBRARY OR COMPUTER LAB RULES WILL LOSE LIBRARY PRIVILEGES.

BOOKSTORE

School supplies such as pencils, pens, paper, and notebooks are on sale in the library. Student may purchase supplies before or after lunch or during the school day with teacher's permission.

LOCKERS

Your advisory teacher at the beginning of the school year will assign you a locker. This locker is loaned to you for the year, but still remains the property of the Mt. Healthy Board of Education. Keep your locker neat and clean; periodic locker checks will be made by the Administration.

Only the person assigned to the locker is allowed to use it or have access to it. Do not keep your possessions in another person's locker. Disciplinary consequences may result from sharing lockers.

Please do not bring valuable items such as CD Players, jewelry, cell phones, etc. to school. We cannot be responsible if they are lost or stolen. In order to protect the safety of all students, school administrators may conduct random locker searches. Lockers are the property of the school district. Consequently, administrators may open lockers and examine the contents contained therein without prior notice to the student.

LUNCHROOM PROCEDURES

1. At the beginning of the lunch period, students are expected to report directly to the Cafeteria or Snack Bar.
2. Food and drinks may not be removed from the Cafeteria or Snack Bar. Students are responsible for cleaning their eating areas including table, floor and chairs before leaving. Chairs should be pushed up to the tables. Failure to do so will result in discipline.
3. Students may not leave school during lunch.
4. Students must have a hall pass to leave the lunchroom or to use the restroom or phone. Please exit at Snack Bar doors for these purposes.
5. Only one money transaction will be allowed for each student going through the lunch line.
6. Students who purchase a plate lunch must take three of the five items offered.
7. Students on free/reduced lunch may not sell their food to another student.
8. No food may be delivered to the school unless given prior approval by an Administrator.
9. No student may use another student's name to obtain a lunch through the free/reduced program.

MONEY MAKING PROJECTS AND SALES IN THE BUILDING

All moneymaking projects for school organizations must be approved by the principal two (2) weeks in advance. Forms can be obtained from Mrs. Leon, Treasurer. **NO PRIVATE SALES WILL BE ALLOWED FOR OUTSIDE GROUPS OR INDIVIDUALS.** Students are encouraged to become actively involved in the extra curricular program. There are a variety of clubs, organizations, and sports that regularly meet after school to accomplish specific goals. In reaching these goals, clubs frequently hold fund raising projects. Before students may participate in any fund raising projects, the student and parent must sign an agreement form. At the conclusion of the fund raising project, the student must return all items and monies to the sponsor. Students will be held accountable for unreturned items and outstanding monies.

PROM

Only juniors and seniors are eligible to buy prom tickets. Please note that grade levels are set at the beginning of each school year.

SAFETY PROCEDURES SAFE SCHOOLS HELPLINE

1-866-TIPLINE (847-5463)

When you spot any activity, which hurts students or our school, you now have a choice.

EMERGENCY SITUATIONS AND PROCEDURES

In the event of an emergency situation during the school day or school-sponsored activity, students are instructed to closely follow faculty instructions.

Safety procedures are practiced periodically throughout the year in accordance with state law. Evacuation procedures/fire drills are practiced monthly, shelter-in-place procedures/tornado drills are practiced in March, April and May. Occasionally, lockdown procedures are practiced as well.

Evacuation procedures require all staff and students to leave the building and remain clear of the building until given an "all clear" signal indicating re-entry into the building is safe.

Shelter-in-place procedures require all staff and students to report to pre-designated "safe" spots throughout the building. Again, it is imperative that students follow staff instructions and remain in the assigned area until an "all clear" signal is given indicating the school day can continue in a normal manner.

Lockdown procedures require all staff and students to remain quietly, behind locked doors until an "all clear" signal is given indicating it is safe to unlock/open the door and continue with the school day.

The school may respond to a variety of emergency situations by implementing one of the three above-mentioned procedures or a combination of the three procedures. Students must remain calm and cooperative during safety drills and procedures, adhering to the instructions of the faculty.

FIRE DRILLS

Monthly fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

It is important that students be kept clear of the building during emergency evacuation. This is necessary to facilitate movement of emergency vehicles and equipment.

Students and staff are not to re-enter the building unless directed to do so by one of the administrators. **UNDER NO CIRCUMSTANCES DO STUDENTS OR STAFF REMAIN IN THE BUILDING DURING AN EMERGENCY EVACUATION.**

ANY STUDENT FOUND PULLING A FALSE ALARM WILL BE RECOMMENDED FOR EXPULSION FROM SCHOOL AND WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

TORNADO POLICY

Upon instruction, teachers will move classes to designated safe spots within the building. Obey their direction promptly.

Shelter in place plans will be posted in a conspicuous place in your classroom. Periodic drills will be held during the school year to familiarize you with tornado drills.

SCHOOL DANCES AND TALENT SHOWS

School dances and talent shows are provided for your enjoyment and social growth. Proper behavior of students and guests is expected. The Code of Student Conduct applies to all school events. Dress depends on the type of event being held, but in most circumstances school dress code will be enforced. Only students enrolled in grades 9-12 are automatically invited to high school dances; everyone must be a guest of a Mt. Healthy High School Student. All tickets, including those for guests, will be sold on a pre-sale basis only. Tickets will not be sold at the door.

The school will be closed thirty minutes after the end of any evening event. This includes dances, talent show, and athletic events. Please make arrangements to be picked up by this time.

STUDENT OFFICE

Office hours are 7:30 a.m. to 3:30 p.m. Students must sign in when coming to their Student Service Center for any reason during class time. This must be done even if they have a hall pass.

LOST AND FOUND

Any articles that are found should be turned in to a Student Center. Any articles that are lost or stolen should be reported to the student's Student Service Center and the proper forms completed at the time of report.

PARENTS CONTACTING STUDENTS

If a parent needs to contact the student during the school day please call the student office and leave a message that will be delivered to the student. **Please do not call the student on a cell phone that would cause a disruption and lead to discipline of that student.**

STUDENT PARKING

Applications for parking are available in the Student Office upon request. ALL STUDENTS DESIRING CONSIDERATION MUST HAVE THE APPLICATION SUBMITTED BY THE END OF THE FIRST WEEK OF SCHOOL. CARS PARKED WITHOUT A STICKER WILL BE TOWED AT OWNER'S EXPENSE.

Parking for students will be permitted on a restricted basis according to the following:

1. Students involved in extra-curricular activities and students employed immediately after school hours will receive first consideration.
2. Students with extraordinary circumstances will receive individual administrative attention.
3. Students who violate parking regulations or school policies will lose their parking permit and face possible disciplinary action.
4. Students who drive without a current permit and/or temporary approval will face disciplinary action.
5. Students who may have need for temporary parking permits should make their request to the Student Office by completing an application in advance of the date(s) desired.

NOTE: Students who drive must purchase a parking sticker for a fee of \$25.00. Students must park in student parking lot.

STUDY HALL PROCEDURES

1. Students may not schedule a study hall; it is assigned automatically when there is room in a schedule to permit one.
2. Students will have assigned seats and are to remain in them during the study period.
3. Students will be expected to have written work, reading material, or related schoolwork to complete each day.
4. Talking and socializing are not permitted.
5. Attendance must be taken before any student leaves the study hall.
6. To be excused from the study hall, a student must have a hall pass. The following conditions apply to hall passes:
 - a. Students requesting to see a teacher or counselor must present to the study hall teacher, a hall pass signed by the teacher or counselor.
 - b. Restroom/locker hall passes are NOT to be given during the first 10 minutes or last 10 minutes of class time (emergencies excepted).

TELEPHONES

Public telephones are located in the gym lobby. These phones are not to be used during the school day. In an emergency, students may ask an administrator to place a call in the student service center. **Students are not to use cell phones during the school day.**

TEXTBOOKS

Textbooks are the property of the Mt. Healthy Board of Education and are loaned to the student for use during the school year. Each student will be held responsible for the textbook issued. If the book is damaged, lost, or stolen the student will be responsible for paying for the replacement cost of the book.

VISITOR POLICY

Student visitors are not permitted in classes except as part of an administratively approved school exchange program.

Any visitor to the school building must check in the Main Office to obtain a visitor's pass. Mt. Healthy High School students are not permitted to be in the buildings or on the grounds of other schools unless authorized.

CODE OF STUDENT CONDUCT

Administrative Regulation

Students attend Mt. Healthy City Schools under the direction of state law and with full benefits of constitutional protection for their rights as citizens. They therefore, can act, speak, or behave as young citizens within a large scope of options. The rules of this code have been written and adopted by the Board of Education, in conformity with Ohio Revised Code 3313.661, which specifies the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school and its employees, in turn, have a right to expect reasonable behavior from students.

Violation on the part of a student of any of the following rules may result in disciplinary action, including detention, Alternate School Assignment,

CODE OF STUDENT CONDUCT (continued)

suspension, emergency removal from class or school, and/or expulsion. This is not meant to be all-inclusive, since a building administrator may use other options and interventions.

General Statements:

The types of conduct prohibited by this Code of Regulations are as follows:

Chronic misbehavior, that disrupts or interferes with any school activity.

Disrespect to teacher or other school authority.

Disrespect to a student.

Disregarding reasonable directions or commands by school authorities.

Disruptions or interferences involving school activities.

Willfully aiding another person to violate school regulations.

Failure to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.

1. **Truancy and Tardiness:** A student shall comply with the compulsory school attendance laws. When a student is absent from school or any portion thereof without a legal excuse, it constitutes truancy. This includes absences from study hall, class or any other properly assigned activity. Repeated tardiness is also considered a serious offense.
 - 2A. **Disruption to School:** A student shall not, by use of violence, force, coerce, threat, haze, harass, false alarm, insubordination or repeated acts of misbehavior, cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities.
 - 2B. **Profanity and/or Obscenity:** A Student shall not perform any act of lewd or obscene nature nor by written, verbal, gestures or other means, violate, annoy or humiliate others or disrupt the educational process. This also includes the possession of pornography inclusive of multimedia tools such as computers, cell phones, etc.
 - 2C. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person on school grounds.
 - 2D. **Insubordination:** A student shall comply with directions of authorized school personnel during any period of time when the student is properly under the authority of the school.
 - 2E. A Student shall not falsify information to school authorities that are in the legitimate pursuit of their jobs.
 3. **Fighting, Assault and/or Threat Thereof:** A student shall not physically attack or threaten to attack any person on school property, or while in attendance at any school activity, function or event off school grounds, including Board of Education owned vehicles. This also includes assault on school employees.
 4. **Destruction of Property: (School or Private):** A student shall not cause or attempt to cause willful destruction or defacement of school or private property, including board-owned vehicles, either on school grounds or at any school activity, function, or event off school grounds.
 5. **Theft:** A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another.
 - 6A. **Dangerous Weapons, Instruments and Objects:** A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or instrument capable of harming another person. Weapons or look-alike weapons are not permitted on school property. Violations of the code of conduct involving knives are subject to expulsion from one school year. Students shall not bring look-alike weapons to school even for educational activities.
 - 6B. **Use/possession of a weapon other than a gun or explosive.**
Using or possessing any kind of weapon other than a firearm or explosive such as a knife, razor, club, chain, etc., used to inflict harm on another person or to intimidate any person. Any violation involving firearms is subject to expulsion from school for one year. (rd 07)
 - 6C. **Use/possession of any explosive, incendiary or poison gas.** (rd 08)
The misuse of chemical sprays.
 7. **Inappropriate Dress:** A student shall not dress or appear in a fashion deemed inappropriate because it: (1) interferes with the health or welfare of the student or others, (2) causes disruption or directly interferes with the educational process or (3) represents some type of inappropriate group designation.
 8. **Trespass and/or Loitering/Out of Location:** A student shall not be present in a school building or on school grounds at unauthorized times, which may cause disruption to an activity, function, or the educational process. Loitering in halls, restrooms, and stairwells, is unacceptable, since these are high traffic areas.
 9. **Tobacco:** A student shall not smoke, use, or possess any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, and chewing tobacco, or use tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location. Lighters and matches are also prohibited.
 - 10A. **Narcotics, Alcoholic Beverages and Drugs:** A student shall not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, dangerous drug, narcotic, trafficking, paraphernalia, or any substance that causes physical or mental change.
(Narcotics/Drugs rd 11)(Alcohol rd 10)
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- 10B. **Look-Alike Drugs:** A student shall not make, possess, use, transmit, traffic, paraphernalia, sell or offer to sell counterfeit controlled substances.
 - 11. **False I. D.:** A student shall not use or attempt to use false identification to mislead school personnel.
 - 12. **Extortion:** A student shall not obtain or attempt to obtain another person's property, either by implied or expressed threat.
 - 13. **Forgery:** A student shall not falsify, in writing, the name of another person, or times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school.
 - 14. **Breaking and Entering:** A student shall not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.
 - 15A. **Plagiarism:** A student shall not use the ideas, theories, opinions, or works of another person without giving credit to that other person.
 - 15B. **Unauthorized Assistance-** A student shall not use the ideas, theories, opinions, or works of another person without giving credit to that other person.
 - 15C. **Lying/Tampering-** A student shall not give any false information
 - 15D. **Theft/Stealing-** Taking, viewing or using academic work in an unauthorized manner.

RADIOS/ CD PLAYERS/ ELECTRONIC DEVICES/ CELLULAR PHONES

Mt. Healthy High School recognizes the desire and need for many of our students to carry cell phones. However the use of this form of technology as well as others can be disruptive to the educational process. We cannot allow these forms of technology be a deterrent to our mission to provide a quality education for our students. Therefore use of this technology during the school day, and the refusal to adhere to this policy is deemed inappropriate and is unacceptable. Students using items that cause a disruption and/or threaten the safety of our school will be subject to disciplinary action. Additionally, refusal to follow staff directives regarding electronic devices (including cell phones) will result in disciplinary action. The use of electronic devices during school hours is prohibited. Items such as but not limited to radio, CD players, headphones, pagers and cellular phones are required to be turned off and put away. Personal Digital Assistants (PDAs), such as Palm Pilots may be used by students, but must be registered with the office before use. Cellular phones cannot be used as PDA's. Disciplinary actions will be taken if students do not comply. Among those actions will be:

- 1st Offense – The item(s) will be confiscated and a parent/ guardian will be required to pick the item(s) up at the High School office starting the next school day or later.
 - 2nd Offense – The item(s) will be confiscated until the end of the school year, at which time the parent may pick the item(s) up in the High School office.
 - 3rd Offense – The student will face disciplinary actions, up to/ including suspension from school.
- The suspension policy for chronic cell phone usage and insubordination will be as follows:
- 1st Offense – 3 Days OSS
 - 2nd Offense – 5 Days OSS
 - 3rd Offense – 9 Days OSS with a possible recommendation for expulsion.

Mt. Healthy High School respects a student's right to privacy, but also understands the potential problems with text messaging. Text messages that contain pornography, threats or other information that compromises the safety of Mt. Healthy High School will not be tolerated. It is imperative that parents discuss the consequences of these items with their student. If school officials have a "reasonable suspicion" about a text message it will be investigated. Such items if found to be a safety threat or done while in school could lead to a student being expelled from school.

If a student is required to have these items for a special classroom project, the student must receive written permission from the teacher in whose class this is to be used.

Students bringing electronic devices to school do so at their own risk. The school is not liable for lost or stolen electronic devices. Administrators will not spend time looking for stolen cell phones.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are not permitted on school grounds.

SEXUAL AND OTHER FORMS OF HARASSMENT

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, hostile, discriminatory, or offensive learning environments disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

SEXUAL AND OTHER FORMS OF HARASSMENT (CONTINUED)

The harassment by a student of a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

Alternative Actions

1. Alternative actions may replace and/or accompany the action indicated in the Disciplinary Action Sequence Chart for each violation of the Student Code of Conduct.
2. In each incident, the administrator will decide on an individual basis if alternative action will best meet the needs of the student, the school district, and/or the employees of the school district.
3. Alternative actions which may be taken include but are not limited to:
 - a. Civil and/or criminal prosecution
 - b. Denial of privileges
 - c. Design of a unique student educational program
 - d. Design of a student behavioral program
 - e. Design of a student work or service program
 - f. Liability for damages or financial loss
 - g. Parent conference
 - h. Participation in a conflict resolution program
 - i. Referral to alternative education program
 - j. Referral to appropriate local, county, and/or state agencies and/or institutions
 - k. Referral to an Instructional Assistance Team (IAT)
 - l. Referral to psychiatric and/or psychological service staff
 - m. Referral to Student Assistance Program (SAP) staff
 - n. Scheduling of a parenting improvement course

Students who have violated the Student Code of Conduct should not expect to receive only a warning when referred to an administrator. This policy will be explained in its entirety at the beginning of the student's school year and represents the only warning that will be issued.

ALTERNATIVE SCHOOL - OMBUDSMAN

The Mt. Healthy City School District provides an alternative school for students who would benefit from a non-traditional setting or as an alternative to expulsion. The goals are as follow:

- provide an alternative to expulsion
- to provide identified students with an opportunity to obtain credits toward graduation
- to provide an opportunity for a student who has consistently had behavioral problems within the regular school setting
- to produce a productive citizen within the Mt. Healthy community

Parents and students cannot choose to attend the alternative school. A committee of administrators and counselors will assign students to the school as needed. Seats for the alternative school are available on a limited basis and transportation to the program is the responsibility of the student and his/her parents.

DISCIPLINARY WITHDRAWAL FROM CLASS

Any student who repeatedly causes disruptions to a class may be withdrawn from that class. A teacher, counselor, or an administrator will notify parents a minimum of three times with the last contact in writing before this happens. Students withdrawn from a class for disciplinary reasons will not be allowed to schedule a new class until the next semester. Students removed from a class for disciplinary reasons may not sign up to be a student helper during that same class period.

School Wide/Teacher Detention Rules

1. Students must bring some type of school-related work with them to complete. The supervising teacher may assign additional work.
 2. Students must go to their locker before reporting to the detention room by 3:15 p.m. Students reporting after that time will not be admitted.
 3. Students will not be allowed to leave the room until the end of the detention.
 4. Students may not sleep, talk, play, eat, drink, or engage in other non-academic activities.
 5. Students must sit in seats as assigned by the detention teacher.
 6. At the end of the detention (4:00pm), students are to either leave school grounds or report to a teacher-supervised activity.
 7. Students violating any of the detention rules will be given ASA.
 8. Students absent on the day of the assigned detention will serve the detention on the day they return to school. It is the student's responsibility to fulfill this obligation on the day he/she returns to school.
 9. Students not reporting to the assigned detention or students failing to report on time will receive one (1) day of ASA.
 10. Students must bring coats and book bags to DT. They will not be allowed to go to their lockers after DT.
-

SEARCH AND SEIZURE POLICY

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search: information received that established the need for the search and the name of informant, if any; the persons present with the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

ALTERNATE SCHOOL ASSIGNMENT

A student violating school rules may incur an alternate school assignment not to exceed three in a quarter. A student serving an ASA shall remain in a room within the school building separated from the regular classes and school activities. The student shall complete all class assignments provided by his/her teacher. Failure to do so will result in additional time in ASA.

RULES AND REGULATIONS

1. ASA begins at promptly at 8:14 a.m. and continues until 3:00 pm. If a student is tardy he or she will be required to make up any time missed.
2. Students must report directly to room 121 with their supplies, textbooks and coats. Students will not be permitted to leave the room during the course of the day except for supervised restroom visits.
3. If a student is absent on the day he or she is assigned to ASA that student is to report to the ASA room the day of their return. Absent days will not reduce the number of assigned days. Parents are asked to call the school absence line if their students are absent.
4. Students in ASA are required to complete the tasks assigned to them while in ASA. This may be in the form of classroom assignments, writing exercises, or proficiency practice work. Students will be given credit for classroom work completed while in ASA.
5. Students may bring a lunch from home or purchase a school lunch, which will be furnished to them from the cafeteria. Students will not be permitted however, in the cafeteria on the day of an ASA assignment. Students need exact change when purchasing a lunch.
6. Students will not be allowed to leave the room for restroom visits except at the designated times. There will be one break in the morning as well as one in the afternoon. Administrators, Resource Officers or other designated school personnel, will supervise these breaks.
7. The following infractions may result in additional days in ASA or removal from ASA and from school for a time to be determined by an administrator:
 - Talking
 - Sleeping
 - Leaving assigned seat
 - Tardy to ASA
 - Disruptive behavior

Removal could result in a 3 days out of school suspension. Three removals will preclude the use of ASA as an option for discipline in the future. Days in ASA will be limited to 3 per quarter.

ESO (EXTENDED SCHOOL OPTION)

Eso is a two-hour detention period from 3:15 to 5:15 on Tuesdays and Thursdays. Students will report to room 121. Students failing to serve their assigned ESO are automatically suspended the following day. Anyone serving ESO will have assignments to complete given by Mrs. Cross.

Dress Code

Failure to abide by reasonable dress and appearance codes as established by administration and the Board of Education will result in discipline inclusive of warnings, ASA, and suspension.

1. All clothing must be clean and in good repair. Torn or excessively worn clothes are not acceptable.
2. Non-prescription sunglasses, hats, or other head coverings are not to be visible in the building during the school day. If seen, items will be confiscated and returned only to a parent or guardian.
3. Hair must be well groomed and beards, sideburns, and mustaches must be neatly trimmed. Curlers in the hair are unacceptable.
4. Clothing adorned with suggestive drug, alcohol, sexual, or other disruptive signs, words, or pictures or clothing that represents inappropriate group designation is unacceptable.
5. No coats or vests are permitted. Fleece pullovers that are waist length and properly fitted are acceptable. Professional attire is permitted.
6. Shirts must cover the waist in length. Long shirts or sweaters that extend below the hips are not permitted unless tucked in. Shirtsleeves may be no shorter than a regular short sleeve. Muscle shirts, tank tops, and spaghetti straps are not permitted.
7. Well-fitting sweaters and sweatshirts are allowed, providing they do not extend far below the waistline. All pants must be worn at the waistline. Clothes may not be oversized.
8. Shorts must be no shorter than six inches above the knee. Skirts must be no shorter than three inches above the knee. Pants must be worn at the waistline. No pajamas will be permitted.
9. Shoes must be worn at all times. No slippers or house shoes are allowed.
10. Book bags must be stored in lockers at all times.
11. Any items that reflect gang affiliations such as bandanas are strictly prohibited.
12. Any student who is in violation of the dress code could be required to change clothing before returning to class. Repeated violations will result in disciplinary action.

EMERGENCY REMOVAL

Whenever a student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process within the classroom or elsewhere on the school premises, school personnel may take the action of removing the student from school immediately. While on suspension or expulsion, the student may not attend school or school related functions.

ATTENDANCE-ABSENCE

General Information

Absences

Truancy/Tardiness

Leaving school property without permission

Skipping Class

All students are required to attend school on a regular basis; however, should you be absent from school the following reasons are considered excused by State Board of Education Regulation 215-14:

1. Personal illness.
2. Illness in the immediate family.
3. Quarantine of the home. Absence under this condition is limited to the length of quarantine as determined by health officials.
4. Death of a relative, (mother, father, brother, sister, grandparent, aunt, uncle), limited to a period of three (3) days; unless a reasonable cause can be shown for a longer absence. Printed verification must be presented to a school official.
5. Work at home due to absence of parent/guardian. This shall be excused only for the period for which the parents were absent from the home.
6. Observance of religious holidays. Any student will be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
7. Emergency circumstances which, in the judgment of the superintendent of schools, constitute a good and sufficient cause for absence from school. To request an excused absence, the parent must submit a written request to the superintendent prior to the absence.

Any student whose absence from class exceeds 5 in a quarter or 18 in a school year will receive a grade of "F" in that class for that quarter of that school year.

Absences that apply to this policy will include:

1. Truancy from school or class
2. Parental notes indicating personal illness, illness in the immediate family, work at home due to the absence of parent or guardian, or vacation.
3. Suspension days exceeding five per quarter.

Excluded from this policy are:

1. Absence accompanied by doctor's notes.
2. Court appearances (accompanied by documentation).
3. Death in the family (not to exceed three days).
4. College visits (limited to three days per year).
5. Quarantine from the home.
6. Observance of religious holidays.
7. Five suspension days per quarter.
8. Such good cause as is acceptable to the Superintendent.

Expulsion

If a student is truant more than 18 days in the year, he/she may be recommended for expulsion by an Administrator. Upon return from expulsion for violation of the attendance policy, that student may be recommended for an additional expulsion if he/she is truant from school an additional six days within one quarter.

To participate in extra-curricular activities, a student must be in attendance for at least two class periods on the day of the activity.

ABSENCE PROCEDURE

It is important that you follow the procedure outlined below to insure an accurate record of your attendance to school and each class. Absence to school will be indicated on your report card each quarter and does affect your grade.

IF ABSENT FROM SCHOOL:

1. Your parent should call 728-7649 by 9:00 a.m. to report your absence.
2. When you return to school from an absence or suspension, present your absence note stating date of the absence and reason for absence to your Advisor. This note is to be signed by your parent or guardian for a student under 18 years old. A student who is 18 years or older may write his/her own note, but home will be notified of the absence.

TARDY PROCEDURE

IF TARDY TO SCHOOL:

1. If you arrive to school before 8:15 a.m., report to your Advisor. Students late to first bell for any reason are tardy to school. Students entering after 8:15 a.m. must report to the Attendance Office.
2. Students will be given an "Admit to Class" which must be shown to and signed by classroom teacher(s) and homeroom teacher. This is the responsibility of the student.
3. If a student arrives at school and reports to class without an "admit to class" for the previous days absence/tardy, the student will be sent to the Attendance Office. If the student does not complete this before school/class starts, he/she is considered tardy to school/class for that day/period. Students who do not sign in tardy will receive additional disciplinary consequences as well as the penalty for the tardy. Students who do not sign in will be responsible for proof of attendance.

| | | |
|----------------------|---|--------------------------|
| 5 unexcused tardies | = | 1 day unexcused absence |
| 10 unexcused tardies | = | 2 days unexcused absence |
| 15 unexcused tardies | = | 3 days unexcused absence |

Absenteeism/Truancy

Because school attendance is important, the following steps will be taken in dealing with student absenteeism:

1. Parents of student absentees should contact the Attendance Office (728-7649) by 9:00 a.m. A school official will contact those parents who do not contact the school on a daily basis to check accuracy of absence.
2. The Attendance Office will contact parents in writing of students accumulating a total of three (3) days absence during a quarter.

TRUANCY

Truancy will result in a decision by an administrator to either:

- a. Recommend expulsion to the superintendent;
 - b. Request that court action be initiated; and/or
 - c. Consider other action deemed appropriate.
-

HOUSE BILL 204

BY WAY OF ENSURING STUDENT SUCCESS, THE OHIO LEGISLATURE HAS ENACTED THE "NO SCHOOL, NO DRIVE" BILL. THIS LAW STATES THAT WHENEVER A STUDENT IS HABITUALLY TRUANT FROM SCHOOL, STATE AGENCIES MUST BE NOTIFIED; AND IF THE PROBLEM CONTINUES, THAT STUDENT WILL LOSE THE PRIVILEGE TO DRIVE. THE STATE DEFINES HABITUAL TRUANT AS TEN (10) CONSECUTIVE DAYS OR FIFTEEN (15) DAYS PER SEMESTER WITHOUT LEGITIMATE EXCUSE. LOSS OF THESE PRIVILEGES COULD REMAIN INTACT UNTIL THE STUDENT REACHES THE AGE OF EIGHTEEN (18) YEARS OF AGE. CERTAIN SUSPENSIONS AND EXPULSIONS ALSO MAY AUTOMATICALLY PROHIBIT DRIVING PRIVILEGES. ADDITIONALLY, IF A STUDENT DROPS OUT OF SCHOOL BEFORE LEGAL AGE, THE STUDENT WILL LOSE THE PRIVILEGE TO DRIVE. IT IS THEREFORE, OF MAJOR IMPORTANCE THAT ALL STUDENTS STRIVE TO STAY IN SCHOOL AND MAKE A SERIOUS ATTEMPT TO AVOID ABSENTEEISM AND ANY SITUATION, WHICH MAY CAUSE SUSPENSION OR EXPULSION.

Permit to Leave School

Students are not permitted to leave the school grounds without written permission from the Attendance Office. Failure to follow this procedure will result in the student being reported as truant from school.

1. Any student leaving school during the day must have a written note from the parent/guardian explaining the reason for early dismissal and a telephone number where they can be reached to verify the request. The parent/guardian must be contacted by telephone before the early dismissal will be approved.
2. Student must report to the Attendance office and present a note before 8:05 a.m.
3. The secretary will sign "Permission to Leave" form, which notes the time the student was excused from school.
4. The student will be responsible for having all classroom teachers sign the form. Students who have to leave school for emergency circumstances will be assisted in this procedure.
5. Leaving school without permission and/or falsifying a note will result in disciplinary action.

NOTE: Students are not permitted to leave school from study hall assignment. You must report to study hall as you would to any other class.

Make-Up Work

If a student's absence is excused, he/she is entitled to make up work missed. The student has a maximum of five (5) days to complete work for an absence not exceeding five (5) days and ten (10) days to complete work for absences exceeding five (5) days. If extenuating circumstances prevent make-up work in the allowed time period, see your counselor or grade level administrator.

Students under suspension must have work made up within five (5) days of their return. Work for suspensions over three (3) days should be arranged through the Attendance Office. If less than three (3) days suspension, the teacher should be contacted directly. Work requests must be made by the third day of the suspension. Homework requests will be available with a 24-hour notice to staff.

ATTENDANCE DISCIPLINARY PROCEDURES

Tardy to School

The following discipline, accumulating per semester, will be taken when students are tardy (tardiness is defined as not being in the classroom when bell starts to ring):

- 5 tardies - 1 day ASA
- 10 tardies - 1 day OSS
- 15 tardies - 5 days OSS with a referral to truancy officer
- 20 tardies - 9 days OSS with a possible recommendation for expulsion

NOTE: If a student is more than ten minutes late to class, the student will be referred to the office for out of location. If a student is tardy to school and misses a class, this counts as an unexcused absence from that class.

TRUANCY FROM SCHOOL

The following discipline, accumulating each semester, will be taken when students are truant from school (See Code of Student Conduct #8)

- 1st truancy - ASA
- 2nd truancy - ASA
- 3rd truancy - 1 day suspension
- 4th truancy - 3 days suspension
- 5th truancy - 5 days suspension, review of student records, and possible recommendation for expulsion.

NOTE: Students who are truant from school forfeit the right to make up work for credit for the class time missed.

If a student is out of class, he/she must have prior permission from the teacher of that class. If students do not obtain prior permission to be out of class, it will be considered a class cut. Students absent 50% or more of a school day, without a legitimate excuse, will be considered truant.

TRUANCY FROM CLASS/STUDY HALL/ADVISORY

The following discipline, accumulating each semester, will be taken when students skip or cut class or study hall (a class cut is defined as missing any portion of a class period without permission):

| | | |
|---------------------|---|--|
| 1 st cut | - | ASA/ESO |
| 2 nd cut | - | ASA |
| 3 rd cut | - | ASA |
| 4 th cut | - | 1 day OSS |
| 5 th cut | - | 1 day OSS |
| 6 th cut | - | 3 days suspension |
| 7 th cut | - | 5 days suspension |
| 8 th cut | - | 9 days suspension, possible recommendation for expulsion |

After 3rd Truancy the student can be referred to the Truancy officer for Hamilton County.

NOTE: Students who are truant from class forfeit the right to make up work for credit outside of class.

Students that are truant from class a minimum of three times can be withdrawn from that class with the grade of an "F".

If a student is truant from class more than 15 minutes of class, the student will be charged with truancy for that entire class.

TARDY TO CLASS/STUDY HALL

| | | |
|----------------------------------|-------|------------------|
| 1 st /2 nd | Tardy | Verbal Warning |
| 3 rd /4 th | Tardy | 1 Hour Detention |
| 5 th /6 th | Tardy | ASA |
| 7 th | Tardy | 1 Day OSS |
| 8 th | Tardy | 3 Days OSS |
| 9 th | Tardy | 4 Days OSS |

COLLEGE VISITATION

Seniors who wish to leave school to visit a technical school or college must do the following to receive an excused absence:

1. Student must bring a note from parent or guardian giving permission for the college visit to his/her counselor at least two (2) days before the visit.
2. Student must bring from the Admissions Office a dated letter confirming the visit. Take this letter to the Attendance Station to receive your excused absence.
3. Students are allowed a maximum of three (3) days for college visits.

GUIDANCE SERVICES

Students are assigned two Guidance Counselors based on the first letter of the student's last name. Guidance Counselor assist students in:

Developing a career plan

Coping with academic and personal problems

Helping with college and vocational school selections.

COLLEGE/SCHOLARSHIP APPLICATION/PROCESSING AND RECORD REQUESTS

The Guidance Office assists students with college admission applications, scholarship applications, and counselor recommendations. Generally colleges and scholarship organizations require that supplemental documentation such as official transcripts, ACT/SAT test scores, and recommendation letters/forms, be mailed directly from the high school, rather than students mailing the documentation themselves. To ensure timely processing, document and service requests must be submitted to the Guidance Office five school days prior to the college or scholarship deadline or postmark date. Students should also note and adhere to Guidance Office deadline dates regarding the individual scholarship offerings posted in the Guidance Office Scholarship bulletins. Requests will be processed in the order they are received.

COUNSELORS

| | |
|-------------|-----|
| Ms. Freeman | A-E |
| Mr. Morgan | F-H |
| Ms. Buckner | I-Q |
| Mrs. Kline | R-Z |

Making an Appointment with Your Counselor

1. Stop by the Guidance Office before or after school to make an appointment with your counselor. Appointments with counselors are made one day in advance.
2. You will be given a pass from your Advisor or the counselor will send for you at the time of your requested appointment. If a counselor cannot keep the exact time of the requested appointment, all efforts will be made to see the student sometime during the day.
3. The teacher whose class or study hall you will be missing has the final say on whether you can keep the appointment.

SCHEDULE CHANGES

Making a schedule change is allowed for the following reasons only:

1. A student has been dropped from a class because of a scheduling conflict or computer error;
2. The student needs a schedule change because of a failure or earning extra credit in summer school;
3. The student has changed his/her career or college goals.

DROPPING/ADDING COURSES

If a student wishes to drop and/or add a course, he/she must do so within the following time limitations:

1. A semester course cannot be dropped or added after the second full week of the new semester.
2. A full year course cannot be dropped or added after the fourth week.
3. Students must receive approval from her/his parents, teachers, and guidance counselor, and administrator in order to drop or add a course. Drop/Add forms are available in the Guidance Office.

WITHDRAWAL FROM SCHOOL

Under 18 Years of Age

1. Can withdraw at age 16, or 17 with full time employment (40 hours per week). Must have Work Permit and parental consent.
2. Can be withdrawn administratively. Must have letter of exclusion from superintendent.
3. Can be withdrawn for medical reasons verified by a physician.

Over 18 Years of Age

1. Can be administratively withdrawn by principal or assistant principal without parental consent.
2. Can withdraw self. Student is no longer under state compulsory attendance laws.

Students who are found to be residing out of our school district will be withdrawn unless the student is attending this school under special circumstances allowed by the superintendent.

Student Records

Parents and students who are eighteen (18) years of age or attending an institution of post-secondary education are permitted to inspect and review the education records of the student by contacting the appropriate building principal. This policy does not apply to psychological or medical records.

Parents or eligible students are permitted to seek the correction of inaccurate records through a request to amend the records or a hearing. They are also permitted to place a statement in the educational record of the student as a result of such a hearing if they wish to comment upon the information.

Under the "Family Education and Privacy Act of 1974", 18 year old students have the right to review their school records. The following guidelines apply to record review:

1. Individuals must make the request in writing to their guidance counselor. The request will become part of the records.
2. A school official must be present at the review of the records.
3. A copy of any records can be made. (A fee will be charged.)
4. Individuals have the right to ask for correction or deletion of any information in the records.
5. Individuals must give written permission for the school to release information to outside individuals or institutions.

Testing Programs for College Bound Students

Students interested in attending a technical school, college or university upon graduation should take one of the standardized tests (ACT/SAT). Some learning institutions request the test scores as one of the requirements for final acceptance into a program. The purpose of each test is to measure a student's aptitude in a particular field. Scores serve as indicators of success and help the student in education/career planning.

Packets of information for each test are available in the Student Service Center. The packet of material contains a description of the test, an application form, registration deadline, test dates, location sites, and student costs. The packet of information should answer all questions regarding the test and how to apply, however, if you need additional information contact a guidance counselor.

Preliminary Scholastic Aptitude Test: The PSAT is administered at the high school during October to students in grade 11.

American College Testing Program: The ACT is administered at various area locations during the months of October, December, February, April and June to students in grades 11 and 12.

Testing Programs for College Bound Students (Continued)

Scholastic Aptitude Test: The SAT is administered at various area locations during the months of November, December, January, March, May and June to students in grades 11 and 12.

GRADUATION REQUIREMENTS

A student must earn credits and complete requirements as outlined below in order to receive a Mt. Healthy diploma and participate in Mt. Healthy graduation ceremony.

| | |
|-----------------------|---|
| English I | 1.000 |
| English II | 1.000 |
| English III | 1.000 |
| English IV | 1.000 |
| Science | 3.000 (4) <i>strongly recommended</i> |
| Mathematics | 3.000 (4) <i>strongly recommended</i> |
| Social Studies | 3.500 (1 in History 1900, 1 in History 1900- Present, 1 American Government are required) |
| Physical Education I | .500 |
| Physical Education II | .500 |
| Health | .500 |
| Technology | 1.000 |
| Electives | 10.000 |
| TOTAL | 26 CREDITS |

COMMUNITY SERVICE

All students graduating from Mt. Healthy High School will be required to complete 30 hours of Community Service. Please see Mrs. Kline or your counselor with any questions regarding this graduation requirement.

OHIO GRADUATE TESTING

Beginning with the class of 2007, the state of Ohio will require all high school students to pass all sections of the Ohio Graduation test.

This test covers the areas of math, citizenship, reading, writing and science.

All Ohio Graduate tests are considered secure materials. Students who are found to have disrupted the testing process, cheated or otherwise violated the security of the testing process will be subject to disciplinary action. Disciplinary action may include invalidation of the test scores, suspension, recommendation for expulsion or other action as deemed appropriate by the principal.

The same legislation also allows for high school credit to be given for college courses taken during a student's high school career. See your counselor for details.

STUDENTS MAY NOT PARTICIPATE IN THE GRADUATION CEREMONY IF THEY HAVE NOT PASSED ALL SECTIONS OF THE OHIO GRADUATION TEST AND EARNED ALL REQUIRED CREDITS.

GRADING AND REPORTING

The purpose of a grading and reporting system is to make you and your parents aware periodically of your academic progress. If you have doubts about whether or not you are progressing satisfactorily at any point in a course, consult with your teacher.

AVERAGING GRADES

Quarter grades equal 20% of the final average, while exam grades equal 10% of the final average. For example:

$$1Q \quad A \quad 4 \times 2 = 8$$

$$2Q \quad B \quad 3 \times 2 = 6$$

$$\text{Exam} \quad A \quad 4 \times \underline{1} = \underline{4}$$
$$\quad \quad \quad 5 \quad 18$$

$$\text{Semester Average: } 18 \text{ divided by } 5 = 3.6 \text{ (A)}$$

$$3Q \quad B \quad 3 \times 2 = 6$$

$$4Q \quad C \quad 2 \times 2 = 4$$

$$\text{Exam} \quad B \quad 3 \times \underline{1} = \underline{3}$$
$$\quad \quad \quad 5 \quad 13$$

$$\text{Semester Average: } 13 \text{ divided by } 5 = 2.6 \text{ (B)}$$

To determine the average for a full year course, add first and second semester point totals and divide by 10.

$$\text{Year Average: } 31 \text{ divided by } 10 = 3.1 \text{ (B)}$$

Failure for the second semester in a full year course means the student will fail for the year even if the full year average is a passing grade.

A .6 is always the point value elevator required to earn the next higher letter grade.

In a semester course a student must pass at least one quarter to be eligible to obtain credit in the class.

Weighted Grade Average

Grades in college prep courses receive an additional one point value. In courses with a college prep designation, the following point system will be used in computing grade point averages for class rank and Honor Roll:

A = 5.0 C = 3.0
B = 4.0 D = 2.0

All other course grades will be computed on the following system.

A = 4.0 C = 2.0
B = 3.0 D = 1.0

Progress Reports

At the midpoint of each quarter, Progress Reports will be issued to each student for all classes. It is the student's responsibility to see that the completed Progress Report is taken home to the parent.

Report Cards

Report cards will be issued four (4) times a year and will include the following information: grades earned in each class; attendance in each class; a conduct comment for each class; and attendance in homeroom.

The following grading code is used on report cards:

| | | | |
|---|---|----------|----------------------|
| A | - | 90-100 | I - Incomplete** |
| B | - | 80-89 | P - Passed |
| C | - | 70-79 | E - Excused |
| D | - | 60-69 | W - Withdrawn |
| F | - | Below 60 | U - Unpaid Fee/Fine* |

- Credit will be withheld for all courses in which a fee/fine is owed. See Treasurer in the Student Office to pay all fees/fines.

** A student must complete work on any incomplete (I) grade within ten (10) school days following the end of the quarter in which the "I" was issued. Failure to complete work within this time will mean that the "I" becomes an "F", unless the "I" was issued as a permanent incomplete.

If there is an error on your report card, please consult with your class teacher first, then your counselor. All errors on report cards must be reported within two weeks from the date of issue.

ASSIGNMENT OF A "PERMANENT INCOMPLETE"

Teachers have the option of giving a student an "I" on the report card for not completing important assignments during the final quarter of the semester or year. It can remain on a student's cumulative record and transcript. Normally, all incomplete grades are changed to an "F" and are averaged with the rest of the grades.

Examinations

Final examinations will be given at the end of each semester. Seniors with a grade average of "B" or better will be exempt from second semester exams.

All make-up exams must be completed within two weeks from the end of the second and fourth quarters.

GRADE LEVEL PROMOTION

In order to move to the next grade level homeroom, students must complete the following credits before the beginning of the school year.

| | |
|----------------------|------------|
| Grade 9 to Grade 10 | 6 Credits |
| Grade 10 to Grade 11 | 12 Credits |
| Grade 11 to Grade 12 | 19 Credits |

(or be able to obtain the number of credits to graduate by the end of the school year.)

TRANSFER STUDENTS

Transfer students will be placed in the ninth grade level until record of credits has been received from the prior school.

EARLY GRADUATION

1. A student requesting early graduation at the end of the sixth or seventh semester in high school must make the decision before scheduling classes for the subsequent year. A letter, signed by both parents/guardians requesting early graduation and indicating student plans after graduation along with a senior selection sheet for scheduling, must be given to the guidance counselor.
 2. The student must take early graduation recommendation forms to all current teachers after submitting the aforementioned letter. The classroom teacher will return these forms to the counselor. A favorable recommendation from the majority of classroom teachers is necessary.
 3. The senior selection sheet must show the student is scheduled for six full credits during the last year or three full credits during the last semester of high school. During the last year/semester of high school the student may earn up to one credit in evening school or through a correspondence course.
 4. The student must have an acceptable attendance record and disciplinary record (no out-of-school suspensions), and a minimum of "C" (1.600) cumulative grade point average, and have passed all Ninth Grade Proficiency Tests.
 5. A student enrolled in a Joint Vocational School cannot request early graduation.
-

ATHLETIC DEPARTMENT INFORMATION

The Athletic Office is located next to the Gym Lobby. The Athletic Director, or Athletic Secretary, will be happy to answer any questions you may have about participation in our sports program.

Interscholastic Rules for High School Athletics

These rules apply to Varsity, Reserve and Freshman interscholastic competition and cannot be waived.

- Academic Eligibility:** A student must be currently enrolled at Mt. Healthy High School and received passing grades in a minimum of (5) one credit courses and equal 1.2 GPA in the immediately preceding grading period. Note: Eligibility is determined by grades received during the **preceding grading period**. Semester, final, or summer school grades are not considered when determining eligibility. **Physical education grades do not count towards eligibility.**
- Age Limitations:** Students who become nineteen (19) years of age prior to August 1, 2001 are not eligible.
- Residence:** Students are eligible to compete in the school district where the parent(s)/legal guardian(s) reside. A transfer of schools, by a student where the parent(s)/legal guardian(s) have not moved after the first fifteen (15) days of the school year will result in that student being declared ineligible for the remainder of the school year. Contact the Athletic Office for possible exceptions to the transfer rule.
- Enrollment:** Students who enroll in Grade 9 for the first time have eight (8) semesters of eligibility taken in order of attendance regardless of whether the student participates in athletics.
- All athletes must submit a physical card signed by a physician and their(s) parent(s)/legal guardian(s) prior to participation in athletics.** These physicals are valid for one (1) year from the date they are taken.
- Athletes must provide proof of medical insurance coverage. Insurance cards must be signed by the parent/guardian and contain the contract or policy number. Insurance coverage for athletic participation is available through the school, if needed.
- Students under a penalty of out of school (suspension, etc.) are not eligible while that penalty is in effect.
- All student-athletes at Mt. Healthy are governed by the **Code of Conduct for all Athletes**. The student body is expected to abide by the **Code of Student Conduct** at all athletic contests, both home and away. This includes appropriate cheers and the wearing of apparel with inappropriate messages or pictures. Violations of the **Code of Student Conduct** will subject a student to disciplinary action by school administrators.
- Team members cannot play the same sport during the same season on both school and independent teams.
- To participate in extracurricular activities, students must be in attendance for at least two (2) class periods on the day of the activity.

DISCIPLINE POLICY FOR STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

Pursuant to 3313.664 of the Ohio Revised Code, students may be suspended by the Superintendent or his designee from participating in extracurricular activities for a period of time not to exceed the end of the school year for any violation of the Student Code of Conduct or violations of posted rules and regulations established by individual coaches and sponsors. Before a suspension is imposed pursuant to this policy, the Superintendent or designee shall provide notice to the student of his/her intent to suspend the student from participation in extracurricular activities, which notice shall include the reason for the intended suspension. The student shall be given the opportunity to appear before the Superintendent or designee to present any reasons the student may wish to offer as to why he/she should not be suspended. After the meeting, the Superintendent or designee shall provide the student and his/her parent or legal guardian with written notification of the suspension, the reason (s) for the suspension, and the length of the suspension. The policy shall be posted in a central location in each school building. In addition, copies of this policy shall be provided to students and parents in the same manner as the Student Code of Conduct.

SPORTS FEE

All athletes and their parent(s)/guardian(s) should be aware that Mt. Healthy High School has adopted a sports participation fee to offset a portion of the costs of operating the athletic program incurred by the Board of Education. **The current fee for grades 9-12 per athlete is \$75 for 1st sport, \$60 for 2nd sport, and free for the 3rd sport.**

The Athletic Department, in cooperation with the Athletic Boosters, encourages athletes and their families to work off sports fees rather than pay. Sports fees are earned in a number of ways but the most significant way to offset fees is by working Bingo on Wednesday night. Parent(s)/guardian(s) who work a night of Bingo earn 15 dollars towards their sports fees. Other opportunities to earn sports fees are through working at concessions stands. Information will be supplied to coaches and team members. Call the Athletic Office at 729-0130 if you have any questions.

NOTE: Awards are given only to those team members who have paid their fees by the deadline date to be established for each season. Athletes who have not paid outstanding fees will not be permitted to participate in another sport until the previous obligations are met.

NCAA INITIAL ELIGIBILITY INFORMATION

All prospective student-athletes first entering a collegiate institution on or after August 1, 2001 and who desire to be eligible for financial aid, practice or intercollegiate competition during their first year must meet the following eligibility requirements. To be considered at a Division I institution you must:

- Graduate from high school.
- Present a minimum combined test score on the SAT verbal and math sections or a minimum composite score on the ACT as indicated on the scale below.

| CORE GPA | SAT | ACT |
|---------------|-----|-----|
| 2.500 & above | 700 | 17 |
| 2.375 | 750 | 18 |

NCAA INITIAL ELIGIBILITY INFORMATION (CONTINUED)

| | | |
|-------|-------------|------------|
| 2.250 | 800 | 19 |
| 2.125 | 850 | 20 |
| 2.00 | 900 & above | 21 & above |

3. Present a minimum grade point average in at least 13 core courses in the following areas:

English - three years, mathematics - two years, natural or physical science - two years, additional courses in English, mathematics or natural or physical science - two years, social science - two years, additional academic courses in any of the above areas or foreign language, computer science, philosophy or non-doctrinal religion courses.

NOTE: Student-athletes entering a Division I institution must present four years of English and the two-year requirement in mathematics must include one year of algebra and one year of geometry.

NOTE: Requirements for those wishing to enroll in a Division II differ slightly from the above. Contact the Athletic Office or your coach for more information.

The NCAA Initial Eligibility Clearinghouse must now certify all prospective college athletes. Release forms and registration materials are available in either the Guidance Office or the Athletic Office. This certificate process should begin early in the student's senior year. Contact the Athletic Office or your coach for more information.

SPORTSMANSHIP POLICY

The Ohio High School Athletic Association has adopted a strict policy regarding sportsmanship at athletic contests. Any athlete ejected from an interscholastic contest for unsportsmanlike conduct or a flagrant foul will be **suspended from competition for the next two regular season/tournament contests (one contest in football)**. A student who is ejected a second time will be suspended and thus ineligible to compete for the remainder of the season in that sport.

ATHLETIC OFFERINGS

BOYS

Fall:

Golf - Varsity/Reserve
Football - Varsity/Reserve/Freshman
Soccer - Varsity
Cross Country - Varsity

Winter:

Basketball - Varsity/Reserve/Freshman
Wrestling - Varsity/Reserve

Spring:

Baseball - Varsity/Reserve
Track - Varsity

GIRLS

Fall:

Golf - Varsity
Volleyball - Varsity/Reserve/Freshman
Soccer - Varsity
Cross Country - Varsity
Cheerleading - Varsity/Reserve/Freshman

Winter:

Basketball - Varsity/Reserve
Cheerleading - Varsity/Reserve/Freshman
Wrestlettes

Spring:

Softball - Varsity/Reserve
Track - Varsity

*All sports programs are offered provided there are enough students to field a team.

ACADEMIC AWARDS

Students earning a weighted quarterly grade point average of **3.6 or higher** will be recognized by having their names appear on the **Honor Roll**. Those students who earn **all A's** will have their names appear on the **Principal's List**.

Students may also qualify for the following academic awards:

PRINCIPAL'S LETTER FOR HIGHEST HONORS (GRADES 10-12)

This award is a certificate plus a chenille letter plus a chevron with a star. This award requires being on the Principal's list (4.00) at least three or four quarters; the quarter the student is not on the Principal's List he/she must be on the Honor Roll.

PRINCIPAL'S AWARD FOR HIGHEST HONORS (GRADE 9)

This award is a certificate plus the class numerals plus a pin in the shape of a star. Requirements are the same as for Principal's Letter for Highest Honors (listed above).

HONOR LETTER FOR HIGH HONORS (GRADES 10-12)

This award is a certificate plus a chenille letter plus a chevron. This award requires being on the Honor Roll at least two of the four quarters; the remaining quarters, the student must also be on the Honor Roll or Principal's List.

ACADEMIC AWARDS (CONTINUED)

HONOR AWARD FOR HIGH HONORS (GRADE 9)

This award is a certificate plus the class numerals plus a pin depicting the lamp of learning. Requirements are the same as for Honor Letter for High Honors (listed above).

PRINCIPAL'S CERTIFICATE (GRADES 9-12)

This award is a certificate for having made the principal's list for three of four quarters.

HONOR CERTIFICATE (GRADES 9-12)

This award is a certificate for having made the Honor Roll and/or Principal's List three of four quarters.

HONOR PLAQUE

Any student who is named to the honor roll and/or principal's list for four consecutive years will receive the honor plaque.

All of these awards are presented at an evening program in the spring. The student or his parent must be present in order to receive the award.

ELIGIBILITY CRITERIA FOR AWARD OF MERIT

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

A. College Prep Requirements - complete the following minimum requirements:

1. English - 4 units (May include 1 unit of fundamentals of (speech).
2. Mathematics - 3 units (Must include 1 unit of Algebra and 1 unit of Geometry.)
3. Science - 3 units (Must include 2 units from among Biology, Chemistry, and Physics.)
4. Social Studies - 3 units (Must include 2 units of History and ½ unit of Civics or Government.
5. Foreign Language - 3 units (Must include no less than 2 units of any language for which credit is sought, i.e., 3 units of one language or 2 units each of two languages.)
6. Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas listed A.1 through A.5 above.
 - a. Business
 - b. Computer Science
 - c. Visual or Performing Arts

B. Career-Technical Curriculum Requirements

1. Complete a career technical occupational preparation program.
2. Complete the following curriculum requirements
 - a. English - 4 units
 - b. Mathematics - 3 units
 - c. Science - 2 units
 - d. Social Studies - 3 units

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

3. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in B.2 above.
 - a. Business
 - b. Computer Science
 - c. Foreign Language
 - d. Visual or Performing Arts

C. Performance Criteria (applies to both curricula)

1. Maintain above average attendance for grades nine through twelve (compared to a rolling four-year state average). For 2005 the four-year state average is 92.57 percent attendance.
2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades nine through twelve; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades eleven and twelve; or ranking in the top 25 percent of the class, whichever is more inclusive.
3. Participate in co-curricular, extracurricular or community activities in accordance with procedures established by the district board of education.
4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

NOTE:

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

DIPLOMA WITH HONORS

The Diploma with Honors recognizes graduating seniors who have successfully completed academic requirements beyond the requirements for a graduation diploma. The Diploma with Honors requirements differs slightly, depending on whether a student is completing a college preparatory or career-technical curriculum. Both, however, require the following:

- * A composite score of 27 on the ACT or a combined verbal/math score of 1210 on the SAT; or
- * An overall high school grade point average of at least 3.5 on a four-point scale, up to the last grading period of the senior year.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The selections of valedictorian and salutarian will be based upon the seventh semester rank completed in February of the senior year. At least five of these semesters must have been completed at Mt. Healthy High School.

VALEDICTORIAN

The student(s) ranked number one (1) will be designated valedictorian(s).

SALUTATORIAN

The designation of salutarian will be conferred on students ranked less than number one (1), but ranked in the top one percent (1%) of the class (excluding the valedictorian).

ACADEMIC BOARD

An Academic Board consisting of the high school principal, an assistant principal, a member of the teaching staff (a senior class advisor), and a member of the guidance staff will be convened for the purpose of ruling on any cases not specifically covered by aforementioned selection policy.

POLICY OF NONDISCRIMINATION

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender ancestry, age, national origin, place of residence within boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curriculum Content

Review current and proposed courses of study textbooks and supplemental materials to detect any bias upon race, color, gender, disability, religion, national origin, ancestry, or culture; ascertaining whether or not said materials, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society.

B. Staff Training

Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of color/racial, gender, religious, national, cultural, or other bias in all aspects of the program.

C. Student Access

Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, creed, gender, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

D. District Support

Ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters:

E. Student Evaluation

Ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the basis of race, color, creed, gender, or national origin.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 3-22, which reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs.

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (CONTINUED)

A.C. 3301-35-02(A)

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act.

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

42 U.S.C. 6101 et seq.

34 CFR Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights,
Marc

----- The End -----