

SOUTH CENTRAL HIGH SCHOOL
2009-2010 STUDENT/PARENT HANDBOOK

"RAISE THE BAR, CLOSE THE GAP, ACCEPT NO EXCUSES!"

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THIS AGENDA BOOK BELONGS TO:

NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE _____

LOCKER NO. _____ LOCKER COMB _____

From the Principal

Welcome to South Central High School, where we encourage all students to “Go for the GOLD,” by encouraging you to “Be the BEST that you can be!” We are a quality school with a rich tradition of student and staff accomplishments. To continue this **commitment for excellence**, students will need to be familiar with what is expected of them at South Central High. This handbook is designed to share information outlining both opportunities available to students and responsibilities to which students must adhere in order to have a successful school experience.

*Denise A. Dilsaver
Principal, South Central High School*

SCHOOL ADDRESS AND PHONE

South Central High School
3305 Greenwich Angling Rd.
Greenwich, Ohio 44837-9443
(419) 752-3354
www.south-central.org

ADMINISTRATORS AND SECRETARIES

Superintendent	Mr. Ben Chaffee, Jr.
Principal	Ms. Denise A. Dilsaver
Dean of Students	Mr. Jeff Cook
Athletic Director	Mr. Darren Hunt
High School Secretary	Mrs. Becky Dendinger
Activities Secretary	Mrs. Marsha Seidel

SCHOOL RELATED DELAY/CLOSING INFORMATION

Watch or listen to the following stations for school delays or cancellations. Severe weather conditions, mechanical failure or other emergency conditions may at times make it necessary for the superintendent to close and/or delay school. Here are the stations you should listen to for school closing and/or delay announcements.

Television	Channel 8 (during the winter)
Radio	WMAN 100.1 FM
	WNCO 101.3 FM
	WLKR 95.3 FM

REGULAR BELL SCHEDULE

THE HIGH SCHOOL CLOCK IS SET TO THE TIME FROM (419) 668-2511.

Period 1	8:00 – 8:45
Period 2	8:48 – 9:31
Period 3	9:34 – 10:17
Homeroom	10:20 – 10:27
Period 4 (lunch)	10:27 – 11:10
Period 5 (lunch)	11:13 – 11:56
Period 6 (lunch)	11:59 – 12:42
Period 7	12:45 – 1:28
Period 8	1:31 – 2:14
Period 9	2:17 – 3:00

2 – HOUR DELAY BELL SCHEDULE

Warning Bell	9:55
Homeroom	10:00 – 10:03
Period 1	10:05 – 10:35
Period 2	10:38 – 11:08
Period 4 (lunch)	11:11 – 11:41
Period 5 (lunch)	11:44 – 12:14
Period 6 (lunch)	12:17 – 12:47
Period 3	12:50 – 1:20
Period 7	1:23 – 2:26
Period 8	1:56 – 2:26
Period 9	2:29 – 3:00

Assemblies (including Pep Assemblies) – All assemblies will have the time for the assembly removed from the regular class schedule.

SCHOOL COLORS

Gold, White and Black

MASCOT

“Trojans”

YEARBOOK

“Centurion”

NEWSPAPER

“SC Ink”

SCHOOLS IN FIRELANDS CONFERENCE

Crestview	Monroeville	Plymouth	St. Paul
Mapleton	New London	South Central	Western Reserve

ALMA MATER

Come lift your voices, loud and clear
For the school we hold so dear
Where we’ve learned to understand
The way to live in this fair land.
We recall our colors three
The Trojan’s quest for victory
All these things have drawn us nigh
To thee, all hail South Central High.

SECTION I: RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their right to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or the administrative assistant.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students.

Any person who believes the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Mr. Ben Chaffee, Jr.
Superintendent

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstance will the District threaten or retaliate against anyone who raises or files a complaint.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The South Central Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent an active participant. To inquire about the procedure or programs, a parent should contact the principal or the administrative assistant.

Parents who believe their child may have a disability that substantially limits major life activities of their child, should contact the principal or the administrative assistant.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. A material cannot be displayed if it:
1. is obscene to minors, libelous, indecent or vulgar
 2. advertises any product or service not permitted to minors by law
 3. intends to be insulting or harassing

4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted to display or distribute during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines should present them to the principal at least 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible productive adult. If a student has suggestions that could improve the school, s/he should feel free to offer them in a constructive and respectful way. These suggestions, preferably written suggestions, should be presented either directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances should be directed to the Principal or the student government.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change of grade.

STUDENT WELL-BEING

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

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School Office. All medications, prescribed and non-prescribed, are to be delivered to the High School Office and are to be taken only with adult supervision. The principal is available to discuss the procedure for medications and treatments. No medication or medical treatments are to take place in school without the principal's knowledge.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

LOCKERS

Lockers are the property of the South Central Board of Education. It may be necessary to conduct random searches of student lockers and the contents thereof in order to maintain discipline, to ensure policies adopted by the South Central Board of Education are followed, and to see that no laws are being violated. Appropriate disciplinary action will be taken if the Code of Conduct, Board Policy, or societal laws are violated by any items found in student lockers. Students assigned lockers will be held accountable for damage of any kind to those lockers and will be subject to the Code of Conduct sanctions and will be directed to pay restitution to South Central School for cost of repairs. Students are to use only the locker assigned them by the office. In order to secure your possessions in your locker, you should not share your combination with anyone else and do not "set" your locker. Materials left in the lockers (including gym lockers) will be disposed of at the end of the year.

BOOKBAGS

Students are not to carry book bags with them during the school day, with the exception of taking gym clothes to and from the locker room for Physical Education classes.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, large amounts of money, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal items.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education or if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

HALL PASSES

Leaving the classroom during regular class time interferes with the learning process. A hall pass is a privilege, not a right. Students who need to leave a classroom during class time, must have the teacher's permission. The student is to then take the classroom hall pass to their destination and return immediately, indicating on sign-out sheet their return time. Students who use the pass too frequently (per teacher discretion) or abuses the hall pass privilege will face disciplinary action, including restricting/taking away the hall pass privilege.

PAYMENT OF FEES OR CHARGES

A listing of fees will be provided to students and parents after school opens in the fall. All fees must be paid in full within 30 days from when the fees are published.

No fees can be forgiven for financial hardship. If there is a problem paying the fees within the 30 days, special arrangements for payments can be made with the school completing the form attached to the published fee list.

All fees and special charges for destroyed or damaged school property shall be paid at the assigned time. Any unpaid fees or charges will result in the withholding of the student's credits (for withdrawal and for college) and/or report card.

All textbooks are Board of Education property and are issued in usable condition. They should be returned in the same condition. Damaged or lost books are to be paid for by the student at replacement prices.

FIELD TRIPS

A student must secure written permission for any school trip from their parent or guardian. Students are never to drive on field trips. They are to ride school provided transportation only unless otherwise designated by the principal. NOTE: all school regulations apply on school trips. Students not attending a class field trip will be responsible for an assignment that would replace the information lost from not attending the trip.

SCHOOL HOURS

Students are not to arrive in the building until 7:30 a.m. unless they are going to a supervised activity. Students are to be out of the building by 3:15 p.m. unless they are involved in a supervised school activity. Students involved in activities are to be out of the building and away from school premises within 30 minutes after the completion of the activity. Students found loitering on school grounds may be subject to disciplinary action.

IMMUNIZATIONS

Each student should have the immunization required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the principal.

IMMUNIZATION REQUIREMENTS – Unless given a waiver, students must meet the following requirements:

Diphtheria	Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. 3 Td diphtheria-tetanus toxoids, adult type is the minimum acceptable for children age seven (7) and up.
Measles	Single dose of live measles virus vaccine or vaccine combination on or after 1 st birthday and an additional dose of the MMR vaccine given at least thirty (30) days from the first for all students entering the 7 th grade.
Rubella	Same as measles.
Mumps	Same as measles.
Polio	3 oral or inactivated plus 1 oral vaccine booster
Tetanus	3 Td (see Diphtheria)

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during the school day.

The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

All medications must be registered with the principal's office.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent if transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to a student.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In those cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is a definite evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they live.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school.

Students that are new to South Central High School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. proof of residency
4. proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Administrative Assistant will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and the parent.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year and upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Administrative Assistant. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Any variation of schedule must be approved by the Principal or the Administrative Assistant with a pass and schedule change form.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from South Central, the parent must notify the Principal. School records shall be transferred within fourteen days to the new school district (upon the new school district's request) if all obligations to South Central have been met. (14 days is required by the missing children laws). Parents are encouraged to contact the Administrative Assistant for specific details.

WITHDRAWAL FROM SCHOOL

No student at South Central High School under the age of 18 will be allowed to withdraw from school without special permission from the superintendent. A student who withdraws from school shall be reported to the Bureau of Motor Vehicles for suspension of their driver's license, if he/she is under the age of 18.

Parents may request home school forms for their son or daughter from the Erie Huron Ottawa Educational Service Center (E.S.C.), and the son or daughter then may work towards getting a G.E.D. Upon approval from the E.S.C., the student's education becomes the responsibility of the parent and not the responsibility of the school district.

The A.B.L.E. (which administers the G.E.D.) encourages minors to remain in school to complete their secondary education. The ABLE classes are NOT to be used as a shortcut to obtain a high school equivalence diploma just because the student is bored, lacking self-discipline, or wanting to start a career early. In all cases, the student's high school principal, school superintendent, and parent/guardian must make the decision that the GED route would be in the best interest of all parties involved.

A student will not receive their G.E.D. certificate prior to the graduation of the class with whom they started school.

SECTION II: ACADEMICS

Students and parents should refer to the Curriculum Guide given to all students at the time of scheduling to refer to the following topics: Graduation Requirements, Rules for Scheduling Courses, Rules for Schedule Changes, Requirements for Early Graduation, Requirements for Honors Diploma, E.H.O.V.E. programs, Tech Prep., Post Secondary Options, and Other Educational Options. See the Administrative Assistant if you have any questions or need an extra copy of the Curriculum Guide.

GRADING POLICY

100 – 99	A+	98 – 95	A	94 – 93	A-
92 – 90	B+	89 – 86	B	85 – 83	B-
82 – 80	C+	79 – 76	C	75 – 73	C-
72 – 71	D+	70 – 67	D	66 – 65	D-
Below 65	F				
0 Points	Incomplete				

Semester grades will be calculated by doubling the value of the two nine-week grades, adding the semester exam grade and dividing by five. Semester grades are used to determine grade point averages.

The final yearly grade will be calculated by doubling the four nine-week grades, adding the first and second semester exam grades and dividing by 10.

Semester and final grades will be calculated using a percentage value for each nine week grade and semester exam. The semester exam grade will have substantial weight in determining the semester average and final grade, due to its percentage value.

All classes will give semester and final exams. Passing the exam indicates the student has gained minimum proficiency in the course. Students will be required to take exams.

Any student who earns an "A" for each grading period prior to each exam will not have to take the exam and automatically earns an "A" for that exam. Exemptions from taking exams can be granted to special education students through the IEP process.

Students will be given an incomplete for a course requirement not completed. Most incompletes are a result of absence from school. A student will be given one day to make up missed work for each day missed (consecutive days). Seniors cannot graduate with an incomplete on their report card during their final year in school.

In order for a senior who is attending South Central High School to graduate, they must pass at least (4) four classes during the second semester of the senior year.

A student who is suspended from school will not be allowed to make up school work missed (for a grade) while suspended.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition of such activities is initiated by the staff and coordinated by the principal.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be expected to pass the appropriate Ohio Proficiency Tests. They will be given twice a year. Students only need to retake those parts of the test they do not pass. Make-up dates are scheduled, but unnecessary absences should be avoided.

Summer Testing may be available through schools that provide Intervention Classes.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the Administrative Assistant.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services.

College entrance testing information can be obtained from the Administrative Assistant.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. South Central High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

GRADE CARDS

Grade cards are issued to all students for the first grading period with the amount owed for class fees. After the first grading period, grade cards will be withheld for students who owe fees/fines (accumulates over the years) and have not made a payment. The final grade card of the year will be withheld if there is a balance due for fees and fines.

INTERIMS

Interims are distributed to all students after the midpoint of each term to assist the student in monitoring his/her progress in each course.

ACADEMIC PROBATION

Students who are making little or no effort in one or more classes may be put on Academic Probation. Students earning two (2) or more F marks or D marks during any reporting period (interim or grade card) will be expected to participate in a study program with the administration.

SECTION III: STUDENT ATTENDANCE

ATTENDANCE POLICY

Good attendance is an essential component to a student's academic success and a building block for their future career. Benefits of good attendance include positive self-esteem, increased opportunities, positive regard for others, better paying jobs in the future, as well as numerous other benefits.

The South Central School Board in conjunction with Ohio Law has adapted policies concerning attendance. Ohio Law assigns the student's parent(s)/guardian the primary responsibility for requiring school attendance (RC 3321.04,3321.07). Failure to do so could result in fine of up to \$500, community service of up to 70 hours, or, if repeated, a jail sentence for the offending parent/guardian. Truancy is defined in the following two manners.

A student is **HABITUALLY TRUANT**, if he or she is absent without legitimate excuse for **5 or more consecutive days, 7 or more days in a month, and 12 or more days in a year.**

A student is **CHRONICALLY TRUANT**, if he or she is absent without legitimate excuse for **7 or more consecutive days, 10 or more days in a month, and 15 or more days in a year.**

Absences are considered **EXCUSED** for the following reasons (validity may be determined by the Principal). The student/parent must provide the proper documentation to the building secretary as soon as the student returns to school.

1. Doctor/Dentist Note*
2. Court Documentation
3. Death in the family
4. Observance of a religious holiday
5. Signed waiver by the building principal

- *Parents are encouraged to schedule doctor/dentists appointments during non-school hours. If appointments have to be made during the school day varying times is helpful so the same class is not missed all the time.*

Once a student has missed 10 UNEXCUSED days the school will notify the Huron County Court, so they may work with your child in order to prevent them from becoming truant. If attendance does not improve at this point the school will consider your child truant and file a formal complaint with the Huron County Courts.

If a student is absent from school the parent/guardian should notify the school prior to 8:30 a.m. It is very important to call the school if your child is going to be absent so they are accounted for. If the school has not been notified by phone or personal contact, the principal or designee will call the parent/guardian.

Attendance requirement for all courses: For a student to receive a passing grade and credit in a course, he/she must be in attendance in that class at least ninety-three percent (93%) of the scheduled class time each semester. Regular class attendance is critical for the student to receive full benefit of the educational program. Parents are encouraged to schedule appointments for the students with doctors and dentists during non-school hours to any extent possible. Varying times is also helpful so the same class is not missed all the time. Parents are encouraged not to take their children out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make the necessary arrangements several weeks prior to leaving.

Denial of credit because of excessive absences: A student who misses 7 class periods in a class during a semester without a legitimate excuse would receive no credit in that course regardless of grade average. Any day not documented without a doctor/dental/court note will be considered non-legitimate, for determining denial of credit.

Medical Exemption: The days that a student is absent because of an extended illness may be exempt from the 93% attendance policy. This illness must be documented to the office as soon as possible by a physician's statement **and** the student must receive home tutoring during the illness. Home tutoring must have prior approval of the principal before starting the home instruction.

School-Related Exemption: The days that a student is absent because of a school related activity, as approved by the office, will be exempt from the 93% attendance policy. Attending a school-related activity is a privilege, not a right. Consequently a student may be denied participation in the school-related function if he/she has poor attendance, poor behavior, or poor grades.

In-School Restriction Exemption: The days that a student is in In-School Restriction in the Alternative Classroom will be exempt from the 93% attendance policy. In-School Restriction is an alternate placement, not a denial of education. Students will receive work from their teachers for which they will receive credit.

Out-of School Suspension Exemption: Days that a student is absent because of Out-of-School Suspension will not count towards denial of credit.

Appeal Process: When a student has been denied credit in a course as per the attendance policy, the student or parent may write a letter appealing that decision to the principal. This letter of appeal should be received no later than two weeks after the end of school. The letter of appeal must include specific reasons for every absence for the year, not just the ones over the limit.

Notification Process: Notices will be sent to parents upon 4th & 7th absence from class during a semester. On the 7th absence, the notice will be sent via certified mail to the parents.

COLLEGE VISITATIONS

Juniors and seniors may be excused to visit prospective colleges if approved by the Administrative Assistant. Students will arrange to make up all assignments missed. College visits are limited to two (2) days per school year. Signed forms from the admissions office must be brought back to the school office to be put in the student file in order for the two (2) days to NOT count towards denial of credit. Otherwise, college visit days count toward denial of credit.

VACATIONS

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements.

Family vacations must be approved at least one week in advance of the absence. Vacation permission forms are available in the office. Any vacation without prior approval will be considered an unexcused absence. Days for vacation do count towards denial of credit.

HUNTING

Hunting trips with the family follow the same rules and procedures as any other family vacation during the school year (see above). No other days for hunting will be excused.

TARDY TO SCHOOL

For the purpose of maintaining accurate records, students who arrive late but before 9:30 a.m. will be counted tardy. Students arriving after 9:30 a.m., or leaving before the regular dismissal time, will be recorded as a half-day absence.

It is important that students arrive to school on time. Students who are late to school are accumulating a negative school record, developing a poor habit for future success in any endeavor, and causing a disruption to those students who meet the obligation of arriving on time.

Students who are tardy to school for any reason will report to the office to sign in. All tardies that are accompanied by a note from a medical official that indicates that the student has visited the doctor or dentist that morning will be excused and not count towards the total tardies. Any other tardies within the first four where there has been parental contact made (or a note brought in the next day) will be subject to the same rules for excused/unexcused absences. After the fourth (4th) tardy, all tardies will be unexcused (except those accompanied by a doctor's or dentist office as described above).

EXCESSIVE TARDIES

Students who are habitually tardy will be assigned the following penalties:

Number of Tardies*	Penalty
Four (4)	1 Detention
Eight (8)	1 Day of In-School Restriction
Twelve (12)	3 Days of In-School Restriction
Sixteen (16)	5 Days of In-School Restriction
Twenty (20)	10 Days of Out-of-School Suspension and Recommendation for Expulsion.

* **The number of tardies accumulates per semester**

We **DO NOT** want you to **TAKE UNNECESSARY RISKS** while driving to school. The principal will use his/her discretion when the road conditions are hazardous or when busses have been stopped by trains as reported by the bus drivers. NOTE: Recently there has been an increase of trains that have blocked railroad crossings. Students, who may be delayed because of trains stopping, need to leave earlier and plan alternate routes. Please don't take chances by crossing tracks in front of moving trains.

TARDY TO CLASS

Students who are late to class without a tardy pass will be subject to teacher discipline. Students who continue to be tardy or who demonstrated insubordination to the reasonable authority of the teacher will be referred to the principal's office.

LEAVING SCHOOL BEFORE THE END OF THE SCHOOL DAY (and signing out of school)

If it is necessary for a student to leave before the end of the day, he/she must bring a note from home signed by the parent granting permission to release the student. The note must have the parent's signature, date, time leaving and the reasons for leaving. The note must be approved and signed by the principal or his designee before reporting to the first period class in the morning. Students must have written permission in advance or be picked up by their parents in order to leave unless sickness or other such emergencies occur. Parents should not grant their child permission to leave without first contacting the school. We feel that even those 18 and over who live with parents have a responsibility to them to get their permission in matters of attendance.

Leaving school early is similar to arriving late, in that **we can not tolerate a student habitually leaving school early** (except those under Early Release for Seniors as stated below). We consider a student's time at school valuable in being successful. In the case of a student who leaves school early an excessive number of times, it will be reviewed by the principal and that student may receive disciplinary action.

The student is to sign out in the office just prior to leaving, signing legibly first name, last name, grade level, time leaving and reason for leaving. Students must have permission from the principal in order to leave in compliance with school procedure, otherwise disciplinary actions will be incurred.

Leaving the school or school grounds without permission violates the Student Code of Conduct and State Law. Once students arrive on school grounds, they may not leave again without first reporting to the principal and following procedures. Arriving, then leaving, prior to the start of school is also a violation.

Violations will result in disciplinary action.

EARLY RELEASE FOR SENIORS

Students may qualify for early sign-out if:

- 1 The student is of Senior class ranking.
- 2 The student must have a ninth period study hall.
- 3 The student has passed all parts of the Ninth Grade Proficiency Test.
- 4 The student had no D's or F's on their most recent grade card or interim.
- 5 The student has good attendance and is not frequently tardy.
- 6 The student is not a discipline problem, and does not get into trouble by being released early.
- 7 The student must have the written approval of his/her parent or guardian and the principal in order to leave early.

Those seniors having early release from school are to immediately leave the premises in a respectful manner. Otherwise, they are to report immediately to study hall. Seniors who sign out are not to return until after 3:00.

Being released early is a privilege granted to seniors for demonstrating responsible behavior. It is our hope that you will continue to be responsible by exercising good judgment when being released early and driving safely. If a senior abuses this privilege, like other privileges, it may be revoked or they may suffer punitive actions.

EIGHTEEN-YEAR-OLD STUDENTS

Students that have reached the age of 18 and are still living with a parent or guardian must comply with the same rules that apply to minor students at South Central High School. Thus, eighteen-year-old students must still have notes excusing them from absence from their parents, permission slips for field trips, etc. School records will still be sent to, and shared with, the parents of the adult student.

Eighteen-year-old students are expected to comply with reasonable requests of those in authority and to follow the code of conduct. Since eighteen-year-olds are no longer under the purview of the juvenile court, serious infractions to the student code of conduct will be referred to the police and adult court. Eighteen-year-old students who fail to attend school regularly (fitting the definition of a "habitual" or "chronic" truant in the Ohio Revised Code) will be expelled for non-attendance.

There are special conditions that must exist for a student who is eighteen and living independently to be able to attend South Central schools. In such cases, the school will follow the law concerning such matters.

SECTION IV: STUDENT BEHAVIOR THE SOUTH CENTRAL COMPACT ON RESPECT

As a member of the South Central Community, realizing I am a role model for others, I will show respect by:

- Greeting others I meet with acts of friendliness and kindness,
- Taking responsibility for my own actions and how they affect the people and environment around me,
- Being truthful and honest in all that I say and do as a sign of respect for myself and others.
- Treating all persons in ways that I would like them to treat me.
- Recognizing that each person is different and has an individual contribution to make to the community.
- And doing everything I can to build self-esteem in others.

Violations of the Behavior Code (also known as "The Student Code of Conduct").

1. **DISRUPTION TO SCHOOL** – A student shall not by his/her actions, dress or appearance disrupt the normal operation of the school. The student shall not engage in any act that may be harmful to the health, welfare and safety of himself/herself and others. This includes electronic equipment. Most electronic equipment needed for educational reasons will be provided by the school. Students are not allowed to bring radios, ipods, MP3 players, portable TV's, pagers/beepers, cellular telephones, laser pointers, personal digital assistants (PDAs), electronic games/toys, and the like to school for use during normal school hours without the permission of the principal. This property will be confiscated, and returned to parents.

2. **INSUBORDINATION** - No student shall refuse to comply with a reasonable request or follow directions of teachers, student teachers, substitute teachers, aides, administrators, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes, but is not limited to violation of any rule and/or directive. Insubordination also means not successfully completing an assigned disciplinary measure. A student not following his/her schedule constitutes insubordination. Unacceptable use of the South Central Technology Network is insubordination.
3. **DISRESPECT** - No student shall insult or in any other manner abuse verbally or in writing any member of the school staff or student body. Blatant disrespect shown towards a staff member may result in at least 5 days Out-of-School Suspension.
4. **PROFANITY AND/OR OBSCENITY** - A student shall not use profanity or obscene language either written or verbal that would be offensive to others and/or be disruptive to the educational process. Included in this prohibition would be the use of obscene, crude, or sexually suggestive gestures, signs, pictures, publications, other printed material, and clothing.
5. **PHYSICAL VIOLENCE, THREATS OF PHYSICAL VIOLENCE, HARASSMENT** - A student shall not cause or threaten physical injury or behave in such a manner as could cause physical injury to another person. This includes, but is not limited to, intimidation, harassment, humiliation, tormenting, pushing, hitting or other unauthorized touching. No student shall request money or other articles of another with a threat of force; this is known as extortion. Also included are those items referenced in the sections on Sexual Harassment and Gender/Ethnic/Religious/Disability Harassment. Intentional injury to another can be a felony and/or cause for civil action. In certain circumstances this may result in permanent exclusion from Ohio schools. We would recommend that students settle their disagreements through peer-mediation before it gets to this point. Harassment, in any form, will not be tolerated. Fighting will result in at least 3 days of Out of School Suspension along the path of progressive discipline. All parties involved in a fight may be subject to disciplinary action.
6. **VANDALISM AND/OR DESTRUCTION OF PROPERTY** - A student shall not cause or attempt damage to school property or the private property of students, school personnel or guests. This includes, but is not limited to, defacing property by writing upon it without permission. Restitution will be made for damaged property. School personnel property is covered by this rule 24 hours a day. The spirit rock may be painted during daylight hours only and must display appropriate school spirit in good taste. School administrators will determine whether slogans on the rock are in good taste. Not other school property shall be marked by any message or graffiti. Students who are on school property after dark for the purpose of painting the spirit rock or defacing school property are subject to arrest and criminal prosecution by law enforcement officials.
7. **THEFT OR POSSESSION OF STOLEN PROPERTY** - A student shall not take or be part to attempt to take into possession the public property or equipment of the school district, or the private property of another student, teacher, visitor or employee of the school district or possess such property. Criminal charges may be filed.

8. **TOBACCO** - Ohio law (O.R.C. 3313.751) prohibits students from displaying, possessing, transmitting or using tobacco products or tobacco paraphernalia on school property or at any school sponsored function either at the home school or at the location where the home school is participating.
9. **FALSIFICATION OR MISREPRESENTATION OF INFORMATION** – A student shall not falsify, in writing, the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school. A student shall not attempt to use false identification or information to mislead school personnel. A student shall not forge another person's signature. Plagiarizing another student's work or test answers will not be tolerated. A student shall not lie to school personnel. Cheating in any form is a violation.
10. **TRUANCY AND REPEATED TARDINESS** - It is important to establish consistent attendance habits in order to succeed in school and in the world of work. Attendance laws require students to be in school all day or have a legitimate excuse (see section on attendance). No student shall be truant or repeatedly tardy to school or class.
11. **LEAVING SCHOOL PROPERTY** – Once arriving on school property, no student shall leave school during the school day for any reason without permission from the high school principal or his designee.
12. **TRESPASSING OR LOITERING** – A student shall not be in the high school building during non-school hours unless attending or participating in a school sponsored activity supervised by a school district employee. Student's who are on an out-of-school suspension or expulsion, are not permitted to be on school property or attending a school-related function at another location. Any person whose presence may cause a disruption of an activity, function, or the educational process, may be removed from the premises, given the conditions for their return, and warned trespassing may be charged if they violate those conditions.
13. **DRESS AND GROOMING** – All students will dress in a manner that is consistent with the Dress and Grooming Policy established by the South Central Board of Education. See the Student Dress Code.
14. **EXCESSIVE AND/OR REPEATED DISPLAY OF AFFECTION** – We respect the rights of students to form friendships and build lasting relationships with fellow classmates. Students who become overly amorous (public display of affection) present an embarrassing appearance to fellow students, staff members and school guests. This type of behavior is not appropriate for school and will not be tolerated.
15. **DANGEROUS OBJECTS** – No student shall bring, have, give, throw or hide any dangerous objects, capable of injuring himself/herself or others to school or at any school-sponsored function either at the home school or at a location where the home school is participating. Knives (including all pocket knives), guns, matches, lighters, firecrackers, stones, snowballs and other items are included. A weapon includes conventional objects like guns, knives, or club-like implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. This also includes guns in gun racks. Criminal charges may be filed for this violation. Possession of a gun may result in permanent exclusion from all Ohio schools.

16. **FALSE ALARMS** – No student shall give a false alarm of fire, bomb or other emergency. A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law. Violators will be prosecuted.
17. **DRUGS, ALCOHOL, AND NARCOTICS (INCLUDING LOOK-ALIKE DRUGS)** – Students shall not have, use or be under the influence of alcoholic beverages, illegal drugs, narcotics, or drug paraphernalia on school property or at any school-sponsored function, either at the home school or at a location where the home school is participating. This also includes “look-alike” or counterfeit drugs. If caught, the student could be suspended, expelled and law enforcement officials contacted. Many drug abuse offenses are also felonies. This may also result in permanent exclusion from Ohio schools.
18. **ARSON** - No student shall be involved in the unauthorized setting of a fire while on the Board of Education property. Arson is a felony.
19. **UNAUTHORIZED SALE OR DISTRIBUTION** – A student shall not sell or distribute, or attempt to sell or distribute any object, or substance, which has not been authorized for sale or distribution by the principal to any person on school property or during a school sponsored activity.
20. **COMPLICITY** - No student shall encourage others to violate the South Central Local Schools Code of Conduct.
21. **REPEATED VIOLATIONS** – A student shall not repeatedly fail to comply with any of the items stated as violation of the Student Code of Conduct.
22. **PROGRESSIVE DISCIPLINE** – The purpose of discipline is to either change inappropriate behaviors or to remove the student so that we have a safe positive school environment conducive to learning and teaching. To this end, students who repeatedly violate Student Code of Conduct will receive increasingly more severe penalties for their actions. The levels of punitive actions for progressive discipline are: 1 or 2 Saturday Schools, 3 days I.S.R., 5 days of I.S.R. or O.S.S., 10 days of I.S.R. or O.S.S., 10 days of O.S.S. and recommendation for expulsion. If the discipline did not seem to change behavior, the next time we may proceed to the next level. The administration may repeat steps in the process as it relates to specific circumstances as determined by their professional opinion, as to what is fair, consistent, and will result in changed behavior.
23. **SEVERE CLAUSE** – When a student’s behavior is so disruptive, or his/her presence is a threat to the health, safety and/or well-being of others, steps may be skipped in the above progressive discipline in-order to assure that we have a school environment that is conducive for learning and teaching. This item includes Emergency Removal from a class or South Central Local School’s property.

SANCTIONS FOR HANDLING VIOLATIONS OF BEHAVIOR CODE

When students have begun to demonstrate a lack of cooperation in the maintenance of a positive learning environment, the sanctions below will be followed:

Sanction I. Verbal Warnings – A written record of the repeated verbal warnings to a student will be kept by staff members issuing them.

Sanction II. Parental Phone Calls – If unacceptable behavior continues, phone calls home will be made. Staff members will also document these calls.

Sanction III. Detentions – Detentions will be assigned after previous sanctions have been determined not effective. Detentions will be assigned in writing on the appropriate form with the offense clearly defined and the number of the Violation of Student Code of Conduct. The student, detention hall monitor, and the office are given copies.

Sanction IV. Teacher/Principal Conference – If a student persists with inappropriate behavior, the teacher may refer the student to the Intervention Assistance Team (I.A.T.) to develop a plan to attempt to bring about a positive change in the student's behavior.

Sanction V. Referral to Principal – When a student continues with inappropriate behavior or has committed some other serious Violation of the Code of Conduct not involving Sanctions I – IV, a disciplinary referral form is completed and given to the principal in a timely fashion. After the assignment of the disciplinary action, copies of the form are given to the team members, teacher, parents and student.

PUNITIVE ACTIONS FROM THE PRINCIPAL AND SUPERINTENDENT

A. Revocation of Privileges - Revocation of Privileges may result from failure to comply with the established rules and regulations applicable to those activities. These privileges include, but are not limited to the following:

1. riding a school bus to and from school
2. driving a vehicle to and from school
3. attending dances and other extra-curricular activities
4. attending field trips designed to supplement the regular school program

B. Saturday School – Students violating the Student Code of Conduct may be placed in the Saturday School Program. This program will be held on Saturday mornings from 8:00 a.m. to 11:00 a.m. Specific guidelines governing Saturday School are listed below and will be given to students assigned.

C. In-School Restriction – At the discretion of the principal, the student may be detained on the school premises during the school hours, but denied the opportunity to participate in any regular classes. The student is responsible for all class time and for completing the class work so missed. The student will not participate in the extra-curricular activities on the days in In-School Restriction.

D. Suspension – Students may be suspended from school attendance for up to ten (10) days in accordance with the Ohio Revised Code. Suspensions are from 1 to 10 consecutive school days. The principal and superintendent can suspend. The student will be given written notice of the intent to suspend and will be provided with an informal hearing to challenge the reasons for and/or explain his/her reasons for the action(s). The hearing may take place immediately. The student or parent may appeal the decision to the local superintendent. The student has a right to be represented in this appeal. The Board of Education’s decision is further appealable to the Court of Common Pleas (ORC 2506).

E. Emergency Removal – If a student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, then:

1. The superintendent or principal may remove the student from the premises, curricular or extra-curricular activity.
2. A teacher may remove the student from curricular or extra-curricular activities under their supervision, but not from the premises.
3. A due process hearing must be held within three school days after the removal. The student will have the opportunity to appear at an informal hearing before the principal, and has the right to challenge the reasons for the intended suspensions or otherwise explain their actions. Written notification of the reasons for the emergency removal must be given to the student. The hearing may take place immediately.
4. The person who ordered or requested the removal must be at the hearing.

The decision may be appealed to the local superintendent. The student has the right to be represented at the appeal.

A student can be kept from class or activity until the matter of their misconduct has been disposed of. If it becomes necessary, law enforcement officials may be called, and/or Unruly Charges may be brought against the student.

F. Expulsion – Students can be expelled from 11 to 80 days of school by the superintendent. Students receive no credit for class work missed, denied participation in all activities during the time of expulsion, and will be forbidden to be on school premises during the length of the expulsion.

G. Permanent Exclusion - When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

1. any possession or involvement with a deadly weapon
2. drug trafficking
3. murder, manslaughter, assault or aggravated assault
4. certain sexual offenses
5. complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents.

NOTE TO THE PARENTS

South Central Local Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. **If a disciplinary action does not result in removal from school, it is not appealable.** Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

OTHER PREVENTATIVE, CORRECTIVE AND DISCIPLINARY MEASURES

- 1. Conflict Mediation (including Peer Mediation)** – South Central High School promotes and emphasizes the non-violent resolution of conflicts. The staff incorporates this philosophy into appropriate curriculum areas and a team of teachers and students assists students with resolving conflicts in formal mediation sessions. Peer mediation is used whenever possible, with adult supervision nearby, to allow the students more freedom to express their true feeling but within the restraints of the formal procedure. Students are referred by the administration, staff, peers, parents, or self. Participation is purely voluntary. The end result is to have the participants sign a resolution contract. The mediations help to eliminate distraction from studies and help in creating a safe, secure learning environment at S.C.H.S.
- 2. Rehabilitation** – Mandatory attendance in a drug treatment program may be substituted by the administration for suspension or expulsion due to a violation of Rule 17. DRUGS, ALCOHOL, AND NARCOTICS (INCLUDING LOOK-ALIKE DRUGS).

We are fortunate to have the Huron County Board of A.D.A.M.H.S. who in conjunction with the Huron County Commissioners and other agencies, provide accessible and affordable help for mental health and chemical dependency services for youth. There is no out-of-pocket cost to parents or to schools for any mental health or chemical dependency assessment of a Huron County school-aged youth. Continued services are designed to be affordable to anyone by using a sliding scale for fees based on ability to pay.

Mental Health Services for Youth includes: Assessment, Counseling, Children's Community Support Program, Mental Health Hotline (1-800-826-1306), Emerging Intervention, Critical Incident Debriefing, Psychiatric Services, Parent/Community Education, consultation, and referral for collaboration. For Mental Health services call either (419) 663-3737 or (800) 242-5393.

Chemical Dependency Services for Youth includes: Assessment & Treatment Planning; Individual & Group Counseling; Intensive Outpatient Program; Education Services; Case Management; Detoxification/Residential Services; Community Education; Hotline (1-800-826-1306); and Emerging Services. For Chemical Dependency services call either (419) 668 – 2442 or (800) 700-4741.

- 3. Alternative Placement** – A student in unusual circumstances may have an alternate placement in place of suspension or expulsion. This would normally be in a more restrictive environment than normal school attendance.
- 4. Legal Action** – Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

CORPORAL PUNISHMENT

State law allows a teacher, principal, or administrator in public school to inflict, or cause to be inflicted, reasonable corporal punishment upon the student whenever such punishment is reasonable and necessary to preserve discipline and if the Board of Education has adopted a policy permitting its use by September 1, 1994.

The South Central Board of Education believes that corporal punishment, administered in accordance with this policy, can play a role in a comprehensive program of student discipline. The Board will, however, remain alert to any indications that this belief can no longer be supported.

Teachers, principals, administrators, and support staff are also allowed by law to use 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 for the purpose of self-defense or for the protection of persons or property.

The Board wishes to emphasize the concept of reasonableness in the use of any force and the use of any corporal punishment. If such punishment is to be administered, the following rules must be observed:

- 1.** Parent permission slips will be obtained from each and every student at the beginning of each school year either authorizing the use of corporal punishment as per the district's policy and procedure, or indicating that it should not be used and replaced with an alternative form of discipline as per the district's policy and procedures.
- 2.** Students will be informed, through student conduct rules contained in their school handbook, of the kind(s) of misconduct that might lead to corporal punishment (see #6)
- 3.** Corporal punishment may be administered only in the presence of the principal or other professional staff member who will act as a witness. The action will be done in private. Parent(s) or guardian(s) will be provided a written report.
- 4.** Corporal punishment will be used when deemed necessary.
- 5.** Statistics and other relevant data concerning the use of corporal punishment will be kept.
- 6.** Corporal punishment may be used at the high school for any minor infraction of the Student Code of Conduct.

FIRE EXTINGUISHER WARNING

The purpose of the fire extinguisher equipment is to save lives in the event of a fire. Damaged Equipment may result in death. It is illegal to use this equipment for other than fire-fighting purposes. Under section 2909.07, Ohio Revised Code, unauthorized use is malicious destruction of property and is punishable by a \$500.00 fine or 60 days in jail or both. Violators will be prosecuted!

STUDENT DRESS CODE

South Central students are expected to be well groomed and dressed appropriately for school. Any attire which is found to be distracting to the educational process or in poor taste is prohibited. Each building principal reserves the right to be flexible should circumstances dictate the need to alter this code (i.e. extremes in weather/spirit week dressing activities, etc.)

1. Tube tops, halter tops, tank tops, muscle shirts may not be worn to school.
2. All shirts must have sleeves. Shirts must be snug fitting along the arm hole area. Vests must have a blouse or shirt worn under them.
3. Undergarments may not be visible at any time.
4. Any apparel showing sexual, sexually suggestive, or profane violent or morbid pictures, wording, or wrongdoing, showing tobacco or drug-related wording or pictures, or showing any item that defames the nation, state, community, or any individual, or group will not be permitted.
5. Clothing with holes or tears may not be worn.

6. Hats and other forms of decorative headgear such as scarves, headbands, etc. are not to be worn in school. All head clothing must be removed upon arrival at school, placed in one's locker and remain there until the end of the day with the exception of a student going to recess.
7. Sunglasses and other non-prescription eyewear are to be placed in the locker during the school day.
8. Coats, jackets, windbreakers, wind suits and wind pants* may not be worn in the classroom. *Wind suits and wind pants may be worn in grades K-5.
9. Sweat pants are not permitted in grades 6-12 with the exception of during physical education classes.
10. Shorts and skirts must be at least as long on the leg as mid-thigh when they are standing in a relaxed position. In grades 6-12, the only shorts that may be worn to school are dress shorts and jean shorts. All shorts must be hemmed (regardless of grade level). Examples of shorts that may not be worn in grades 6-12 are biker shorts, gym shorts, basketball-type shorts, etc. Elementary/Middle school students may not wear shorts to school after October 1. They may resume wearing shorts after April 1. Administration may deviate from these dates, as weather dictates.
11. Any apparel, haircut, tattoo, jewelry, or facial painting which depicts gang or cult activities may not be worn or displayed at school.
12. Wallet chains, dog chains or any other type of jewelry or clothing decoration which could result in harm to someone if used as a weapon may not be worn or brought to school.
13. The top garment must always touch the bottom garment at all times. The following will be prohibited from being seen: Mid-riff, cleavage, buttocks and undergarments.

In addition to coming to school with clean clothing, all students are expected to be groomed in the following ways so as not to disrupt the educational process: junior high students may not have any facial hair growth; high school students may not be unshaven; beards and mustaches must be trimmed and clean and not pose a safety hazard; at all grade levels, hair styles, length, and color, and facial make-up which attract undue attention, and body piercing other than in the ear, will not be permitted.

The waistline of all pants must be worn at the waistline of the person. All pants must be hemmed and they are not permitted to touch the floor.

Other items as ruled by the administration to be disruptive to the educational process may not be permitted as well.

If a student has a question about whether something is appropriate to be worn to school, it probably isn't. In any event, the student should ask, in the office, about its appropriateness before wearing it to school.

In cases where the principal needs an additional opinion on enforcement, the Rule of 3 will be used. The Rule of 3 will consist of one administrator and two staff members. When the Rule of 3 and/or the principal determines a dress code violation, the following order of discipline will occur: (1) verbal warning documented by principal, (2) written warning mailed to parent, indicating future consequences, (3) detention (elementary building only), (4) ISR, may be repeated, (5) OSS, may be repeated, (6) recommendation for expulsion. All dress code referrals will be documented, whether the Rule of 3 determines the referral a violation or not.

The most important thing to remember is that you represent South Central Schools to our community and to other schools. Our school pride should direct our clothing choice.

HARASSMENT

Conduct constituting harassment may take different forms, including, but not limited to, the following:

Sexual Harassment

- A. **VERBAL** – The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. **NONVERBAL** – Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. **PHYSICAL CONTACT** – Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the district.

Gender/Ethnic/Religious/Disability Harassment

- A. **VERBAL**
 - 1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.
 - 2. Conducting a “campaign of silence” towards a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- B. **NONVERBAL**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. **PHYSICAL**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

REPORTING PROCEDURES OF HARASSMENT

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the district other than the student’s principal, the affected student should, as soon as possible after the incident, contact his/her principal.
- B. If the alleged harasser is the student’s principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject out of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its reoccurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

STUDENT DANCES

Once a student enters the building for a dance, if he or she leaves the building, re-admission to the building will be denied. If no restrictions are stated, it will be assumed the dance is for South Central High School students only. Guests from other schools may be required to provide a completed permission form and an emergency medical form.

LUNCH PERIOD

Students are not permitted in the corridors or in the gymnasium during lunch periods as classes will be in session. All students must remain in the cafeteria during lunch. Students may exercise restroom privileges and then return to the cafeteria with advance permission of the supervisor.

When eating in the cafeteria, students are reminded to dispose of trash in the proper containers. Pushing or cutting in lunch lines may result in the student being placed at the end of the line. Excessive noise, inappropriate behavior, and misuse of food service equipment may result in disciplinary action including cafeteria cleanup duties. Throwing of food may result in disciplinary action, including (but not limited to) a Saturday School assignment.

Free and reduced lunch forms are available in the office. Students are encouraged to take advantage of this benefit.

ASSEMBLY PROCEDURE AND CONDUCT

Students must always sit in the assigned area in the gymnasium during an assembly or pep rally. All students must attend assembly programs unless designated otherwise by the principal. Conduct in the assembly will always be appropriate to the type of program being observed. (Examples: Quiet and respect shown for Veterans Assembly and N.H.S. Induction. Loud, noisy and audience participation in a pep assembly.) Classroom decorum will usually be in order. Remember that your entire school will be judged by your conduct.

STUDY HALL RULES

All school activities function around the concept of learning. Students need to develop an appreciation for studying and the benefits that are realized from a strong education. The ability to continue your education after high school and to compete in a world job market can only be attained through hard work and meeting high educational standards. Scheduling a study hall as part of your daily academic schedule can be of benefit to you if you use it wisely. Scheduling a study hall will require parent permission to the principal. The following study hall rules will be observed in all South Central High School study halls; violations will result in the appropriate disciplinary action.

1. All students will be assigned a designated seat.
2. At the sound of the final bell, students will promptly seat themselves in their assigned seats.
3. Books and study materials will be brought to study hall.
4. Talking and working together in groups are not permitted.
5. There should be no horseplay in study hall. Study hall is just that, a place to study.
6. Game and card playing will not be permitted.

LIBRARY

The high school library is one of the most important areas in the school program. The library serves as a research center for student assignments and for enrichment of the individual's program.

Students may come to the library from class if they have permission from the classroom teacher with a specific assignment.

Students who would like to use the library for reading or browsing, but have no pass from a classroom teacher, should see the librarian.

DETENTION HALL RULES

Detention hall is in session on Tuesdays and Thursdays from 7:25 a.m. – 7:55 a.m. each week in the library. Detentions will be served on the assigned dates written on the detention slip. Missing a detention will result in at least a Saturday School, more if student has progressed on the progressive discipline. Repeated detentions will result in the appropriate penalties as outlined in the Sanctions for Student Code of Conduct.

The following detention rules are to be observed at all times:

1. Be on time – 7:25 a.m. No students will be admitted after 7:25 a.m.
2. Books and study materials are required. Students will remain educationally busy for the entire 30 minutes. Magazines, comic books, letters, drawings, etc. are not acceptable. Absolutely no talking will be allowed.
3. Absolutely no food, candy or beverages will be permitted.
4. No restroom privileges will be permitted during detention.
5. The discretion of the detention hall monitor will be final in all situations related to the operation of the detention hall. Any violation of the rules listed above will result in the student being dismissed and referred to the principal's office.

SAT. SCHOOL RULES (from the set of rules given at time assigned)

1. Saturday School is held at South Central High School from 8:00 until 11:00am. Students must be at the front door (by the spirit rock) by 8:00, any late will not be admitted. Plan on arriving by 7:55 so that you are not late.
2. Be on time. Be prepared. Be on task with school appropriate material all the time. Be quiet (no communication in any form with others. Be in your seat.

I.S.R. RULES (From the set of rules given at time assigned.)

1. In-School Restriction is held at South Central High School. Students are to report immediately to the main office upon arrival at school.
2. Be on time. Be prepared. Be on task with school appropriate material all the time. Be quiet (no communication in any form with others). Be in your seat. All assigned work needs to be completed prior to leaving I.S.R.
3. Student may not participate in any extra-curricular activities on the nights of ISR.

O.S.S./EXPULSION RULES

1. Student is not to be on school premises during suspension or expulsion, except for an appeal hearing accompanied by a parent.
2. Student is not to attend any school related function even if it is held off South Central property.

TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled or permanently excluded, the student is not allowed on school property without authorization of the principal or his/her designee. If this is violated, the proper authorities may be notified and charges may be filed. This also applies to all individuals who have been designated as unauthorized individuals. Unauthorized individuals will have written notification mailed to them and the proper authorities.

To assure that no unauthorized persons enter buildings, all visitors to schools (including parents) will report to the school office immediately upon entering the building during the school day.

Students are not to bring visitors to class or school with them. They tend to interfere with the normal teaching and learning functions of the school.

“All persons... shall upon entering any school building of the school district, report immediately to the office of the principal and request a visitor’s permit. Parents who are visiting classes are to report to the office of the principal and request a visitor’s permit.” Revised Code Section 2917.211 #2 of the Ohio Code.

**UNACCEPTABLE USES OF THE
SOUTH CENTRAL TECHNOLOGY NETWORK**

(Students and parents must sign an acceptable usage agreement each year in order to have access to the computer network and the Internet.)

1. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. Use for private business.
3. Use for commercial transactions, or political lobbying including lobbying for student body office.
4. Use of mail or broadcast features that disrupt the work of others on the Network.

5. Vandalism. Vandalism is defined as any malicious attempt to alter, destroy, or reduce the usability of data of other use, class, or any other network connected to South Central through NOECA, Internet or any other means. This includes, but is not limited to, the uploading or creations of computer viruses, worms, Trojan horses, etc. Anyone found intentionally introducing a virus into a workstation may be excluded from using computers at South Central High School and may face additional disciplinary measures.
6. Time and bandwidth are costly. While accessing the Internet, no games may be played.
7. Illegal activities of any kind are forbidden.

TELEPHONE/CELL PHONE USAGE

Telephone usage by students is limited. Students will be permitted to use the office phone for emergencies. Students are asked to contact their parents from the office phone if they are sick and need to go home.

Students may use wireless communication devices (WCDs) before and after school, during after-school activities (e.g. extra-curricular activities) and at other after school-related activities. The use of WCDs, except approved laptops at any other time is prohibited. WCDs must be powered completely off, secured in hall lockers, vehicles, or stored out of sight. Violations of this policy may result in the following:

1st offense: Cell phone is returned to student at the end of the day

2nd offense: Cell phone is to be placed in office for three school days during the day.

3rd offense: Cell phone will be returned only to parent and student will be placed in ISR

Any further disciplinary action will result with insubordination.

SECTION V: EXTRA-CURRICULARS: EXTRA-CURRICULAR/CO-CURRICULAR OPPORTUNITIES AT SOUTH CENTRAL HIGH SCHOOL

The following extra-curricular clubs, organizations and athletic teams are available to South Central students who are selected, qualify or join:

National Honor Society	Softball
S.A.D.D.	Pep Band
FFA	Wrestling
Academic Challenge	Football
Firelands Challenge	Volleyball
Office Assistant	Baseball
Student Council	Cheerleader
Class Officer	Basketball
Spanish Club	Golf
Library Assistant	Varsity Club
Black-n-Gold	Track
Yearbook	Cross Country

South Central Schools will participate in random drug testing of all students, grades 7-12, participating in competitive, non-graded extracurricular activities, and student drivers. Information will be distributed by administration at the beginning of the school year.

Each activity has its own guidelines and regulations. Each activity should fulfill the general guidelines listed below.

ACTIVITY AND ORGANIZATION GUIDELINES

We at South Central Local Schools believe that the opportunity to participate and represent South Central in extra-curricular and co-curricular activities is a distinct privilege. In order to earn this privilege and keep it, a student must abide by the rules and regulations of the school and of the group to which he or she belongs.

A student must be in school to participate in an extra-curricular event (except for administratively excused reasons). A student may participate in a Saturday or Sunday event even though he or she missed school on Friday. It is the responsibility of the student to make prior arrangements or contact the school if unforeseen emergencies arise.

All school regulations apply for students at events and practices. Any time a student is suspended from school, he or she is to be denied the privilege of participating in any event or practice for the duration of the suspension from school or the in-school suspension.

A student's attendance at awards banquets is mandatory if they desire to receive their award (except for prior administratively excused reasons). Participant's grades must correspond to the requirements as set down by South Central Local Schools.

Participation is a privilege but a participant will be afforded due process by the advisor if denial of participation is considered as a means of correction.

The advisor of each activity shall have the right to write and enforce additional rules and regulations that are necessary to maintain a well balanced climate for the health and welfare of his or her particular group. A copy of these rules and regulations are to be issued to each participant and posted.

STUDENT GROUPS, CLUBS, ETC.

Student groups meeting in the school building or on school grounds are limited to groups recognized as part of the school program. As such, these groups must have a faculty sponsor and must have meetings on the master calendar in the office (a.k.a. – calendared) at least one week in advance.

School recognized clubs, associations, and activities must observe the following regulations:

1. No group may deny membership to any student because of race, religion, or nationality.
2. All organizations must have a current membership list on file with the high school principal.
3. Student organizations are permitted to hold meetings in school facilities if a faculty sponsor is present and if the meeting has been properly calendared in advance.
4. School officials have the authority to restrict or cancel any program, meeting, or activity that is a threat to the health and welfare of others or is a potential disturbance to the educational process.
5. Eligibility standards are found in the Athletic Code.
6. An organization is to elect a president, vice president, secretary and treasurer.
7. No business shall be transacted without the approval of a sponsor of group. Correspondence or any written matter shall be signed or counter signed by the sponsor. Agreements with outside concerns must be made by the sponsor.
8. All activities must be approved by the administration.
9. All school sponsored activities must be chaperoned.
10. All money making activities must be approved by the principal.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is open to sophomores, juniors, and seniors who have attended South Central High School for the equivalent of at least one semester and have a cumulative scholastic average of 85%, B, 3.0 (on a 4.0 scale), or the equivalent standard of excellence. Students who meet the scholastic requirement are then evaluated by the faculty council on the basis of leadership, service, and character. Once selected, those members must maintain these standards. Membership is never considered on grades alone. Faculty councils then survey the academically eligible students to determine interest in membership and to obtain information regarding service, character and leadership activities. Students surveyed should understand that such surveys are not applications for membership and that review of information gathered does not guarantee selection. Membership is a privilege, not a right.

SOUTH CENTRAL ATHLETICS

We at South Central Local Schools believe that the opportunity to participate and represent South Central in interscholastic athletics is a distinct privilege. In order to earn this privilege, and keep it, there are certain rules and regulations that must be followed. These have been assembled as an Athletic Code of Conduct.

SOUTH CENTRAL ATHLETIC CODE

Any student who participates in our school sponsored athletic program must conduct themselves in a way as to reflect favorably on themselves, their team, their school and their community. It is expected that they will follow the instructions of the coaching staff.

Please refer to the South Central student Conduct Code for Athletics, available from the District Athletic Office, for a complete Student Conduct Code for Athletics. An Athletic Code of Conduct will be provided to each athlete and cheerleader by respective coaches or advisors.

FIRELANDS CONFERENCE SPORTSMANSHIP POLICY

The following are ACCEPTABLE BEHAVIORS at an athletic contest in the Firelands Conference:

As a spectator/player/fan, I will:

- a. Cheer for my team, not against my opponent
- b. Not use profane or inappropriate language
- c. Treat the game as a game not a war
- d. Lead positive cheers in a positive manner
- e. Applaud the efforts of both teams at games end
- f. Show concern for an injured player regardless of team
- g. Demand sportsmanlike behavior from those fans near me
- h. Depart the game in a dignified and ethical manner
- i. Respect the official's judgment at all times
- j. Understand that my admission does not excuse my behavior

The following are considered UNACCEPTABLE BEHAVIORS and SUBJECT TO SANCTIONS ranging from WARNINGS to DISMISSAL and SUBSEQUENT SUSPENSION FROM ATTENDANCE

As a spectator/player/fan, I will NOT:

- a. Use profanity, taunt, trash talk, or heckle our opponents, and coaches, the officials, our team and coaches, or other spectators
- b. Wear derogatory or offensive attire
- c. Enter the playing surface before, during or after the contest
- d. At any time throw any objects or projectiles

SOUTH CENTRAL LOCAL SCHOOLS
ELIGIBILITY POLICY

Applies to all male/female students in grades 7-12.

- 1) Any student who receives two (2) or more failing marks in a nine-week grading period is automatically *ineligible* for the following nine weeks. (This policy satisfies the minimum OHSAA Eligibility standard of passing 5 credits). All students entering the 7th grade are automatically eligible at the beginning of the school year.
- 2) Any student who receives one (1) failing mark in any nine-week grading period is *ineligible* for the first week (Sunday to Sunday) of scheduled competition (excluding scrimmages, previews).
- 3) Student tracking of eligibility will take place throughout the entire nine-week sporting season, beginning on the first official day of practice for that sporting season.
- 4) Any student who receives one (1) failing mark during any week will receive a *warning*. Any student who receives additional failing mark(s) during any of the remaining nine-week grading period will result in *ineligibility of play* for the following one week (Sunday to Sunday). [Example: wk 4: F in Algebra II, putting student on warning; wk 6: D in Algebra II, F in English, making student *ineligible*].
- 5) Any student who receives two (2) or more failing marks during any week will automatically be *ineligible* during the following week (Sunday to Sunday).
- 6) All students in grades 9-12 must maintain a minimum GPA of 1.500. Failure to maintain the minimum GPA will result in *ineligibility* for the next nine-week grading period.
- 7) South Central has a board adopted drug testing program. All students participating in extra-curricular activities will be required to adhere to the drug testing policy and its guidelines.
- 8) To be eligible for daily practice, athletes must be present at school for a minimum of one-half day.
- 9) To be eligible for participation in an athletic event (game or contest), athletes must be present at school for the entire school day. The school day commences at 8:00am.

The eligibility requirements are for extra-curricular activities and competing, not co-curricular activities.

Examples:

FFA membership is co-curricular; FFA judging is competition.

The play is extra-curricular for the drama club member.

The yearbook is extra-curricular.

SECTION VI: TRANSPORTATION
SCHOOL BUS REGULATIONS

All students shall be ready in the morning at the scheduled time for the conveyance to arrive at the designated school bus stop or place of meeting. The bus can not wait for those who are tardy.

The driver is in full charge of the bus and students with the authority to assign seats. Students must obey the driver promptly and respectfully.

FOLLOW THESE RULES
“DON’T LOSE YOUR RIDING PRIVILEGE!”

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane (including vulgar and crude) language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

STUDENT USE OF AUTOMOBILES

Driving to school is a privilege, not a right. Students who want to drive to school instead of using the bus transportation, as furnished for every student in the district, must register on the proper form from the office (complete with license plate numbers), and follow the procedures listed below. (The registration forms will be on file in the principal’s office and need to be updated if there are changes that take place.)

1. Display your assigned Parking Permit from rear-view mirror so that the registration number is visible to a person who would be in front of vehicle. Students may only use their Parking Permit on their registered vehicles.
2. Obey speed restrictions (10 miles per hour) on school premises and do not operate vehicle in a reckless manner (including on the roadway to the north, to the south, and in front of the high school). Do not drive on the grass.
3. Park in the designated student parking area of the south driveway. Students are not to park behind the school or on the north side of the school. Students are not to park in the area by cafeteria; this is reserved for visitor parking.
4. All vehicles are to back into parking position, perpendicular to edge of pavement. All wheels are to remain on the pavement, do not back off of it.
5. You are not to be in cars during school hours without permission from the office. You are not to remain in a parked vehicle upon arriving at school, before school, and after school.
6. Do not leave school property without permission. Do not carry other students in cars.
7. Prior to school and after school while buses are loading and unloading, use only the south drive. If you need to pick up a younger brother or sister from the elementary or middle school, you are to get on the road and enter properly. Students staying after school for activities are not to move their vehicles after school. Use of student vehicle which contributes to tardiness, skipping school or other school violations will result in revocation of driving privileges.
8. All terrain vehicles (ATV’s) including but not limited to three wheelers, four wheelers, motorcycles or dirt bikes are prohibited on school property. Administrative approval may be granted for special circumstances.

9. No guns may be brought on to school grounds or to any school-sponsored function at the home school or at a location where the home school is participating for any reason. This includes rifles or shotguns mounted on truck racks. See Rule 15 in the Student Code of Conduct.

Violation of these rules will automatically call for suspension or revocation of driving privileges and you will forfeit your parking permit to the high school principal for the duration of the suspension/revocation.

The above are in addition to the Driving regulations prescribed by the State of Ohio.

Under House Bill 204, when a student of compulsory school age withdraws from school, is absent without excuse for 10 consecutive days or 15 days/semester, or is suspended from school for drug or alcohol violations, the Department of Motor Vehicles and the Huron County Juvenile Court will be notified. The student's drivers license will be revoked until the student reaches the age of 18.

SECTION VII: EMERGENCY PROCEDURES **FIRE ALARMS**

Fire drills are essential for preparation in event of an emergency. Know the fire drill regulations and the manner of exit for each room that you occupy.

Placards will be placed in each room, giving the route of exit. In addition, observe these regulations:

1. Leave the room and building in absolute quiet.
2. Be sure all windows and doors are closed.
3. Proceed out of the building to the designated spot, a safe distance from the building. Report to your teacher (or his/her designee) as soon as possible.

WEATHER ALERTS

Personnel in the office will notify all school personnel of a "warning" by use of the P.A. system or in the event of an electrical failure by physically announcing the "warning" in all parts of the building.

A "warning" means that all persons in the south side rooms (nearest Greenwich) and west side rooms of the main hallway (on the side of hallway closer to the football field), should go to the main hallway. The Vo-Ag, Art, and Industrial Tech should report immediately to the hallway outside their rooms. Persons in the office should go to the conference room across from the Men's Restroom in office area. Cafeteria personnel are to go to the storage area in the kitchen. All other persons (i.e. east side rooms on the main hallway closer to the road and science classrooms) should get near the west wall of the room. Everyone should face the west wall. All persons should get into a fetal position with hands protecting the face and head.

General Instructions

Remain quiet and orderly so that you can easily hear and understand instructions which may be given. All teachers shall have in their immediate possession their grade book so that all students may be readily accounted for. Teachers on the east side of the building (rooms 1, 3, 5, 7, 9, 11) shall open windows and doors. Flying glass can be of the greatest danger. Protect your head and neck. Blinds in west side (rooms 2, 4, 6, 8, 10, 34, 36) and cafeteria shall be closed. A command to be in a fetal position with hands protecting the face and head will be given, should a tornado be sighted in the immediate area of the school.

All Clear: Personnel in the office will announce the All Clear only when reasonable weather conditions return or the weather bureau issues such