

RECEIPT FOR STUDENT HANDBOOK

I acknowledge receipt of a copy of the Student Handbook for 2008-2009 school year for the Fostoria High School.

Student Signature:

Parent Signature:

Grade: _____

Date: _____

PLEASE SIGN (BOTH STUDENT & PARENT) AND RETURN TO YOUR 1ST PERIOD TEACHER.

**Additional copies of this Student Handbook are available in the office for \$5.00

STUDENT HANDBOOK

**FOSTORIA HIGH SCHOOL
1001 PARK AVE.
FOSTORIA OH 44830
419-436-4110**

This Student Handbook belongs to:

Name: _____

Grade: _____

Address:

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail: _____

1st Semester 1st Period Teacher:

2nd Semester 1st Period Teacher:



**HOME OF THE FOSTORIA REDMEN
SCHOOL COLORS: RED & BLACK**

School Calendar 2008-2009

Thursday	Aug. 21 st	1 st day of school
Monday	Sept. 1 st	Labor day – no school
Friday	Oct 24 th	End of 1 st grading period
Thurs/Friday	Nov. 27-28 th	Thanksgiving recess- no school
Friday	Dec. 19 th	Winter Recess begins- no school
Monday	Jan. 05	School Resumes
Friday	Jan. 16 th	End of 1 st semester
Monday	Jan. 19 th	Martin Luther King day- no school
Tuesday	Jan. 20 th	Teacher report day – no school
Monday	Feb. 16 th	President's day – no school
Friday	Mar. 20 th	End of 3 rd grading period
Friday	April 10 th	Spring break begins – no school
Thurs	April 16 th	School resumes
Monday	May 25 th	Memorial day-no school
Friday	May 29 th	Last day of school
Sunday	June 7 th	Commencement

5 make-up days if needed: June 1,2,3,4 5

Table of Contents

Introduction

Alma Mater/FHS Fight Song	1
Primary Telephone Numbers	2
Time Schedule	3
Fee Schedule	4
About the Handbook	5
Jurisdiction	5

Academic Programs

Adding a Course	6
Academic Acceleration	6
Advance Placement Options	6
Class Placement	7
Class Rank	7
College Visits	7
Early Graduation	7
Educational Options	8
Eight Grade Credit	8
Eligibility for College Athletes	8
Fees	9
Grading Policy	9
Grade Point Average	10
Grading Practices	10
Graduation Requirements	11
Graduation Test Requirements	11
Honors Diploma/Vocational Honors	12
Honor Roll	13
Making up Failures	13
Mid-Term Progress Reports	13
National Honor Society	13
Post Secondary Options	13
Progress Report	14
Schedule Changes	14
School Records	15
Student Obligations	15
Transcripts	15
Vanguard/Sentinel Vocational	15
Vanguard's Requirements	15
Withdrawal or Transfer	16
Gateway	16

Attendance Policy

Philosophy	16
Cutting Class	17
Excused Absence	17
Excused Absence or Tardy	17
Eighteen-Year-Old Students	18
Family Vacations	18
Missing Child Act	18
Perfect Attendance	18
Returning to School	19
Unexcused Absence	19

Tardiness	19
Truancy	20

Code of Conduct

Jurisdiction	20
Accumulation of Violations	20
Alcohol, Tobacco and Drug	21
Assault/Battery	21
Cafeteria Misconduct/Guidelines	21
Card Playing	22
Cell Phones	22
Cheating, Academic Dishonesty	22
Computer Lab	22
Computer Lab Misconduct	23
Contributing to Student's Misconduct	23
Damage to School or Private Property	23
Deadly Weapons	24
Disrespect (Gross)	24
Disruption of Class/School	24
Dress Code and Grooming	25
False Alarms	25
False Identification/Misinformation	25
Fighting/Rioting	25
Food & Beverage Outside of Cafeteria	26
Gambling	26
Gang Activity	26
Harassment/Sexual Harassment	26/27
Hazing	28
Horseplay	28
Sign In/Sign out	29
Insubordination	29
Library Media Center	29
Library Misconduct	29
Loitering	29
Obscene Language/Literature	29
Public Display of Affection	30
School Sponsored Dances/Events	30
Standard Search and Seizure Policy	30
Telephones	30
Theft	31
Threats	31
Trespassing	31
Unauthorized Fire	31

Disciplinary Consequences

Community Service	31
Court Referral	31
Denial of Privileges	31
Detention	32
Expulsion	32
In-School Intervention	32
Ninth Period	33
Out-of-School Suspension	33

Surveillance Camera(s).....	33
Thursday/Evening School.....	33

Due Process and Appeal Procedures

Due Process	33
Expulsion from School	34
Permanent Exclusion from School.....	35
Emergency Removal from School	36

General Guidelines and Information

Building Hours.....	36
Activity Fees.....	37
Clinic Guidelines	37
Deliveries	37
Driving Privileges Suspended.....	37
Emergency Medical Form	37
Excessive Absences/Loss of Driving Permit/License	38
Hall Passes	38
Identification Cards	38
Medication.....	38
Monthly Emergency Drills	38
Pediculosis Policy	38
Pledge of Allegiance	39
Police/Social Agency Guidelines	39
Random Dog Searches	39
Safe School Ordinance	39
Students Expelled from Other Districts	40
Student Parking Regulations	40
Visitors to the Building	41

Student Services

English as a Second Language	41
Fund raisers	41
Guidance Department.....	41
Locks and Lockers	41
Lost and Found	42
Psychological Services	42
School Transportation.....	42
Speech, Hearing Services.....	43
Work Permits.....	43

Activities

Co-Curricular Code of Conduct

Statement of Purpose	43
Administrative Procedures	44
Alcohol, Tobacco, and Drug.....	44
Attendance Policy	45
Carry-over Provision	45
Criminal Offenses.....	45
General Misconduct Policy.....	45
Relationship to Discipline Code	45
School Suspension Policy.....	46
Statue of Limitations Policy	46
Theft Policy	46
Meetings, Practices & Work Sessions.....	47

Athletic Section of Handbook

ALMA MATER

"Devotion to Fostoria High,
Across the space of time,
Her loyal sons and daughters sing,
Her praise in every climb,
They clamber to the ladder's top,
For choicest fruits each year.
They bow in homage at the shrine,
Their Alma Mater Dear."

FHS FIGHT SONG

Rah! Rah! Fostoria High School
For she's all right. Keep the colors flying
O'er the Red and Black. Rah! Rah! Rah!
Show the other fellows what she can do,
Fostoria High School, for she'll break through!
F-O-S-T-O-R-I-A.....YEA,
FOSTORIA!!

Respect

Effort

Attitude

Direction

Success

PRIMARY TELEPHONE NUMBER

Principal	Jude Meyers	419-436-4110 ext 143
Assistant Principal	Tom Grine	419-436-4110 ext 415
Student Intervention Coordinator	Diane Masel	419-436-4110 ext 405
Guidance Counselor	Jocelyn Thomas	419-436-4110 ext 406
Guidance Counselor	Bethany Zambori-Sanford	419-436-4110 ext 423
Attendance Secretary	Marcia Smith	419-436-4110 ext 443
Principal's Secretary	Nora Lambright	419-436-4110 ext 401
Guidance Secretary	Eloise Ireland	419-436-4110 ext 402
Athletic Director	Tim Murray	419-436-4113
FM2/TV	Jerry Sisser	419-436-4117
School Food Service	Holly Reinbolt	419-436-4114

All staff e-mail is available on the FHS website



2008– 2009 TIME SCHEDULE - FOSTORIA HIGH SCHOOL

Teachers On Duty/Hallway Supervision 7:15-7:31 a.m.

Teachers On Duty/Hallway Supervision 2:35-2:55 p.m.

Students first period warning bell 7:31 a.m.

Students tardy bell 7:35 a.m.

<u>PERIOD</u>	<u>LENGTH OF PERIOD</u>	<u>TIME SCHEDULE</u>
1	44 minutes	7:35 / 8:19 a.m.
2	44 minutes	8:23 / 9:07 a.m.
3	43 minutes	9:11 / 9:54 a.m.
4	43 minutes	9:58 / 10:41 a.m.
5A	27 minutes	10:45 / 11:12 a.m.
5B	27 minutes	11:16 / 11:43 a.m.
5C	27 minutes	11:47 / 12:14 p.m.
6	43 minutes	12:18 / 1:01 p.m.
7	43minutes	1:05 / 1:48 p.m.
8	43 minutes	1:52 / 2:35 p.m.
9	30minutes	2:40/ 3:10 p.m.

Five-Minute Rule: No students are to be outside of their classrooms five minutes before the bell rings or five minutes after the bell rings.

TWO HOUR SCHOOL DELAY

1st period	9:35 -10:01(26)
2nd period	10:05-10:31(26)
3rd period	10:35-11:01(26)
5A	11:05-11:32 (27)
5B	11:36-12:03(27)
5C	12:07-12:34(27)
4th period	12:38-1:04(26)
6th period	1:08-1:34(26)
7th period	1:38-2:04(26)
8th period	2:08-2:35 (27)
9 th period	2:40-2:55 (15)

SENTINEL VOCATIONAL SCHOOL - TIFFIN - HALF DAY:

MORNING SESSION:

7:35	Bus leaves FHS
8:10	Bus arrives at Sentinel1
8:15	Classes begin at Sentinel
10:55	Lunch at Sentinel
11:20	Bus leaves Sentinel
11:55	Bus arrives at FHS

AFTERNOON SESSION:

10:25	Bus leaves FHS
11:05	Bus arrives at Sentinel
11:05	Lunch at Sentinel
11:35	Classes begin at Sentinel
2:40	Bus leaves Sentinel
3:10	Bus arrives in Fostoria

VANGUARD VOCATIONAL SCHOOL - FREMONT - FULL DAY:

7:05	Bus leaves FHS
8:00	Bus arrives at Vanguard
8:25	Classes begin at Vanguard
2:45	Bus leaves Vanguard
3:35	Bus arrives in Fostoria

2008-2009 Fee Schedule				
Course	Workbook	Project	Supplies	Total
Accounting	17.88	26.45		44.33
Advanced Computer Tech			10.00	10.00
Anatomy & Physiology			40.00	40.00
AP Government		3.00		3.00
Band			15.00	15.00
Basic Design I & II			30.00	30.00
Basic Design III & IV			35.00	35.00
Biology			10.50	10.50
CBI English			2.00	2.00
CBI Government	10.35			10.35
Ceramics I			35.00	35.00
Ceramics II, III, & IV			40.00	40.00
Chamber/Chorale			9.00	9.00
Chemistry			30.00	30.00
Comprehensive Science			6.00	6.00
Contemporary Living		5.00	25.00	30.00
Creative Cuisine			30.00	30.00
English 9			2.00	2.00
English 10			2.00	2.00
English 11			2.00	2.00
English 12	6.00		2.00	8.00
French I, II, III, & IV	15.00			15.00
Independent Living			25.00	25.00
Math			5.00	5.00
Marketing Education		26.00		26.00
Personal Finance		32.73	4.40	37.13
Physics			20.00	20.00
Spanish I & II	20.33			20.33
Spanish III	27.01			27.01
Spanish IV	27.78			27.78
Technology			2.00	2.00
Understanding the Law	16.50			16.50
VLA Microsoft Book	25.00			25.00
Word Processing			10.00	10.00
**Senior (yearbook color fee)			20.00	20.00

ABOUT THE STUDENT/PARENT HANDBOOK

This handbook contains information important to students of Fostoria High School and their parents. Take time to review this handbook carefully. It is highly recommended that you keep this handbook accessible during the school year as a reference manual. You may wish to review it at various times during the school year. The handbook should serve as a valuable source for answering questions pertaining to the day-to-day operations of the school as well as our expectations regarding student behavior.

All students in grades 9 -12 will receive a copy of the handbook. There is no reason for a student to be unaware of any school policy or procedure that applies to him or her. Good work, courtesy and appropriate behavior are expected at all times so that Fostoria's tradition of excellence, spirit, and pride continues to grow.

SCOPE OF JURISDICTION

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extra-curricular events, or other school activities or programs.

In addition, this Code of Conduct includes: 1) misconduct by a student which occurs off school district property but is connected to activities or incidents which have occurred on school district property; and 2) misconduct by a student which, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Sentinel, Vanguard and the Tech Center are extensions of our school program; therefore, students who elect to attend the career centers are subject to disciplinary action based upon the Student Code of Conduct of either Fostoria High School and/or Sentinel, Vanguard and the Tech Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

ACADEMICS

Adding a Course

Students wishing to add a course may do so through their counselor one week prior to the start of school. Changes are contingent upon seating availability.

Academic Acceleration

All children are entitled to an education commensurate with their particular needs. Students who can exceed the grade-level indicators and benchmarks set forth in the standards are afforded the opportunity and are encouraged to do so through Academic Acceleration. Qualified students may access advanced curriculum through Whole-Grade Acceleration, Individual Subject Acceleration, Early Admission to Kindergarten and Early High School Graduation. Students can qualify for Academic Acceleration through the Fostoria Community Schools District Academic Acceleration Referral and Evaluation process, according to Policy #8.08.

Advanced Placement/Honors Options

Advanced placement option (APO) courses are available in each core area. These courses may award students college credit. After completing the course, the student will take a college exam in the spring arranged by the College Boards for possible college credit. All students will take the test and assume all costs for the advanced placement exams. Course descriptions on the advanced placement courses may be found in the course-scheduling guide in the sections for language arts, science, social studies and mathematics. These courses provide the accelerated high school student the opportunity to obtain college credit by achieving a successful grade on the college exam.

The Advance Placement (AP) courses will carry a grade-point system different from other courses. The rationale for this difference is students taking exceptionally difficult courses should have the opportunity to earn additional GPA points in applying for college admission and scholarships.

For advance placement and honors courses, the following system shall be used (starting with the class of 2009):

- A = 5.0
- B = 4.0
- C = 3.0
- D = 2.0
- F = 0.0

Class Placement

Fostoria High School provides a wide selection of courses and students can select various amounts of credits per year. AP coursework and high GPA's are viewed favorably by college admission offices and scholarship committees.

The procedure for establishing the class in which a student is classified as a member (Freshmen, Sophomore, etc.) will be based upon the following accumulated credits.

Freshmen	Grade 9	Less than 5 credits
Sophomore	Grade 10	At least 5 credits
Junior	Grade 11	At least 10 credits
Senior	Grade 12	At least 15 credits and 3 Eng. credits

Students progress from one grade level or classification to another at the end of the academic year. Fourth-year student transcripts will be used to determine and evaluate student class rank at the end of the fall semester.

Class Rank

Class rank is a numerical rank assigned to students according to their cumulative grade point average relative to their classmates, based on weighted grades and the grading scale value. All academic subjects are used in computing class rank. The GPA is recorded at the end of each semester.

College Visitations

All seniors, and second semester juniors, wishing to visit a college should make arrangements through their counselor. Each senior student is allowed two (2) days per school year. Juniors are allowed two (2) visits during their second semester. Verified college visits not exceeding the 4-day maximum are not counted against the perfect attendance policy. A two-day advance notice is required, and the proper certification form must be returned to the guidance counselor in order to confirm the visitation as an excused absence. Parents are encouraged to accompany their son/daughter on such visitations and are responsible for their son/daughter's transportation.

Early Graduation

Any student enrolled in Fostoria High School wishing to complete his/her formal high school education in an abbreviated program may do so by meeting various procedural and educational requirements.

1. The student must request permission at least one year in advance of the tentative graduation date.
2. The student's request must be in writing and must state the reasons for consideration to be given for an early graduation. The request must be signed by the student

- and by a parent or guardian.
3. The student must have at least a 2.50 academic grade average.
 4. The student must have a good attendance record.
 5. The student's age, future vocational/educational plans; record of behavior, and financial need or hardship will be considered as factors in his/her request for early graduation.
 6. The student must have obtained the required number of units of credit and completed all of the required courses needed for graduation.
 7. Each request will be reviewed by the administration with the final decision based upon the above-mentioned guidelines.
 8. If the student meets the conditions for early graduation and the request by the parent/guardian is approved, all activities associated with the senior year and graduation will be open to the student. Should the student select mid-year termination, upon completion of credits required, the student will no longer be considered a high school student at FHS and all student privileges end, and the privilege of student involvement in any senior class activities is forfeited. The student may elect to return for graduation with his/her class, or have the diploma mailed or picked up at the office, following the commencement exercise.
 9. Should a student fail to meet any of the requirements for graduation during the final year, his/her graduation will be withheld until such time as the requirements have been met.

Educational Options

The Fostoria Community School District has a policy which approves educational options as a means of earning credits for graduation. Currently, the options include virtual learning, independent study, and post-secondary enrollment. Information regarding these programs may be obtained from a guidance counselor.

Eighth Grade Credit

Incoming freshmen can receive credit for some identified course work taken as an eighth grade student if it meets the specifications in Senate Bill 55 and is part of the high school curriculum.

Eligibility for College Athletics

College and university athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization that has established rules on eligibility, recruiting, and financial aid. The NCAA has three divisions: I, II, and III. If you are planning to participate in Division I or II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. It is the student's responsibility

to make sure the NCAA clearinghouse has the documents it needs to certify him/her. The eligibility process must be started during the junior year of high school. Contact your guidance counselor for the necessary documents.

Fees

Fees are charged for certain classes to pay for consumable items such as: workbooks, cooking supplies, building material, etc. These should be paid when the student picks up their schedule or prior to the class starting. All fees must be paid before a student graduates or transfers to another school.

Grading Policy

Letter grades are issued at all grade levels. The academic year consists of four grading periods. Report cards are issued after the close of each nine-week grading period. Grades will be interpreted according to the following point values in order to compute grade point averages and class ranks.

Grading Scale & GPA

A	(92-100)	4.0	C	(72-77)	2.0
A-	(90-91)	3.7	C-	(70-71)	1.7
B+	(88-89)	3.3	D+	(68-69)	1.3
B	(82-87)	3.0	D	(62-67)	1.0
B-	(80-81)	2.7	D-	(60-61)	.7
C+	(78-79)	2.3	F	(0-59)	0

Teachers at Fostoria High School assign letter grade averages for the purpose of giving credit for courses completed during an academic semester. These semester grades are used to compute cumulative grade point averages (GPA) and class rank. The following criteria is used to compute semester averages:

1. Students are able to take full year courses as well as semester courses. Credit is assigned on a semester basis for successfully completing courses with a passing grade of "D" or better. This is true even for a full year course.

Students must complete each semester of a course before going to the next level of that subject unless otherwise approved by the principal. Course prerequisites must always be met. Certain courses, such as math, may necessitate completing the entire course again in order to be prepared to advance to the next level. Students who fail a semester of a course must repeat that semester the following school year.

2. If a student is absent from the semester exam unexcused,

he/she will not be able to make-up the exam and will receive an "F" for the exam unless otherwise approved by the principal. Only doctor, dentist, court, or funeral slips will be accepted to excuse a student on the day of an exam. Administrative discretion will be used in determining whether or not a suspended student can make-up his/her exams. Students may be required to make-up exams before or after school at the teacher's discretion.

3. The student has three (3) weeks from the completion date of the previous nine-week grading period to complete work. If the incomplete grade is due to unusual circumstances, additional time may be permitted by the administration.
4. Students can only take an AUDITED ("AU") course after they have passed the course previously. Audited courses earn no credit.

Grade Point Average

Grade Point Averages (GPA'S) are determined by dividing the number of quality points achieved by the number of credits received. Nine week GPA's are figured for eligibility and honor roll purposes and are not cumulative. The cumulative GPA is based on semester grades only. The GPA and class rank are determined by using the semester averages beginning with the first semester of the freshmen year and their grade scale value.

Grading Practices

The following procedures shall be used for incorporating final examination grades into a total course grade:

Course grades will be weighted as follows: first quarter equals 40%, second quarter equals 40%, and the exam equals 20%. Third quarter equals 40%, fourth quarter equals 40% and the exam equals 20%. A student must pass two out of the three grades for each semester in order to pass the semester.

The final examination is summed with the grades for the grading periods in the semester and a table of points used to determine the final grade in the course. The table of points for determining a semester grade is shown below.

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
1 st /3 rd 9 weeks	24	22	20	18	16	14	12	10	8	6	4	0
2 nd /4 th 9 weeks	24	22	20	18	16	14	12	10	8	6	4	0
Exam	12	11	10	9	8	7	6	5	4	3	2	0
Semester	60- 57	56- 53	52- 47	46- 43	42- 37	36- 33	32- 27	26- 23	22- 17	16- 13	12- 6	5-0

A student must pass a combination of two of the three areas to receive credit.

Graduation Requirements

To receive a Diploma from Fostoria High School, a student must earn 21 credits, pass all sections of the Ohio Graduation Test (OGT), complete a Senior Project and meet the following requirements:

Graduation Test Requirements

For Students Who Need to Pass the Ohio Graduation Test (OGT):

A) OGT test administrations before graduation:

- Spring of 10th grade
- Summer between 10th and 11th grade (required)
- Fall and spring of 11th grade
- Summer between 11th and 12th grade (required)
- Fall and spring of 12th grade
- Graduation

B) **Minimum Course Requirements**

English	4 Units
Social Studies	3 Units (<i>1 unit of American History, 1 unit of Government</i>)
Science	3 Units (<i>1 unit of Physical Science 1 unit of Biological Science</i>)
Health	½ Unit
Mathematics	3 Units
Physical Education	2-¼ Units
Electives	7 Units (<i>1 unit or 2 half units in Business Technology, Fine Arts or Foreign Language</i>)

Number of High School Credits Required for Graduation from FHS

All students are required to earn 21 credits in order to be eligible for graduation. This requirement represents a "minimum" requirement. Students are encouraged to earn between 26-28 credits. *Further, it is recommended that all students complete a mathematics and/or science course in their senior year.*

Alternative Way to Meet the Testing Requirements

A student may meet the testing requirements for passing all five Ohio Graduation Tests if he/she meets **ALL** of the following criteria:

- Passes 4 of the five tests and has missed passing the 5th test by no more than 10 points;
- Has a 97% attendance rate, excluding any excused absences, through all four years of high school and must not have had an expulsion in high school;
- Has at least a grade point average of 2.5 out of 4.0 in the courses of the subject area not yet passed;
- Has completed the high school curriculum requirement;

- Has participated in any intervention programs offered by the school and must have had a 97% attendance rate in any programs offered outside the normal school day; and
- Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.

"Honors" Diploma Criteria

Depending on whether a student is completing a college preparatory or career-technical education curriculum, honors diploma requirements differ slightly. The student must meet the requirements for the regular diploma plus criteria for honors listed below.

The student who completes the college preparatory curriculum in high school must meet any eight of the following nine criteria:

- four units of English
- three units of mathematics that include Algebra I, Algebra II, and geometry or complete a three-year sequence of courses that contain equivalent content
- at least three units of science that develop concepts for physical, life, and earth and space sciences
- three units of social studies
- either three units of one foreign language or two units each of two foreign languages
- one unit of fine arts
- either one unit of business/technology and two additional units in (a) through (f) above or earn three additional units, in (a) through (f) above
- maintain an overall high school grade point average of at least 3.5 on a four-point scale at the last grading period of the senior year
- obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score on the Scholastic Assessment Test (SAT).

Vocational Honors Diploma Criteria

The student who completes an intensive career-technical education curriculum in the high school must meet any nine of the following ten criteria:

- four units of English which may include one unit of applied communication
- three units of mathematics which should include algebra and geometry or a sequence of courses that contain equivalent content
- three units of science that develop concepts for physical, life and earth and space sciences
- three units of social studies
- two units of a foreign language; or two units of business/technology; or one unit of each

- f) three units in the student's career-technical education curriculum
- g) two additional units in (a) through (f) above, or in fine arts
- h) maintain an overall high school grade point average of at least a 3.5 on a 4.0 point scale up to the last grading period of the senior year
- i) complete a career passport that reflects achievement of the occupational proficiency benchmark establish for the Ohio Vocational Competency Assessment or the equivalent
- j) obtain a composite score of 27 on the ACT tests or an equivalent composite score on the Scholastic Assessment Tests (SAT).

Honor Roll

The honor roll is determined using nine-week grades. When reported or published, the honor roll will contain two levels: All A's and 3.0 GPA and above with no D's or F's.

Making up Failures

Subjects which have been failed during the current school year may be made up through summer school, VLA or repeated the following school year. Students should meet with their counselor to develop a plan for making up course credit.

Mid-Term Progress Reports

Mid-Term Progress Reports are used to inform parents of current course grades. Specific grades will be displayed on Mid-Term Progress Reports and will be used to determine athletic and extra-curricular eligibility. Mid-Term Progress Reports are prepared for each nine-week grading period.

National Honor Society

The purpose of the National Honor Society is to recognize worthy students. Qualifications for membership include: scholarship, character, citizenship, and leadership, with each qualification given equal value. A faculty committee selects members based on objective study of each eligible student's qualifications. Senior and junior students carrying a 3.250 GPA are eligible for consideration.

Post-secondary Educational Options

Students may participate in the Post-Secondary Education Options (PSO) program. This program provides students with opportunities to complete classes at area colleges and universities. The purpose of the program is to promote a wider variety of educational options available to high school students. Fostoria High School shall provide information about the program to all interested students and their parents prior to March 1st each year. Interested students should meet with their guidance counselor before March 30th. Post-secondary

class grades are averaged into the GPA and will be included on transcripts. Courses will be offered on campus in partnership with local universities.

Progress Book

Progress Reports are used to inform parents of student progress. Reports are sent home on a quarterly basis. In the event a parent should have any questions, contact the Guidance Office or teacher. Parents do have the accessibility to view on-line progress reports, contact the technology director at 419-436-4176 for password information.

Schedule Change Rules and Guidelines

We always ask you to weigh your choices carefully as you are committing to the courses that you choose. The master schedule is developed based on the course requests which you make. Once this has been done, changes due to anything other than academic misplacement will not be considered, and all changes will be made only after due consideration and on a space available basis. If there are any errors or corrections to be made, these need to be taken care of prior to dismissal of classes in June.

Students should not ask for schedule changes unless a genuine mistake was made in the selection of courses **that will affect the student's graduation plan.** Students should not ask to have their schedules changed merely because:

- a subject is challenging or difficult
- they do not wish to have a certain teacher
- they want a different lunch period
- they want to be in a class with a friend

Students can, however, make changes based on our handbook guidelines:

- **Course Conflict:** This could be defined as the offering of two courses at the same time or other scheduling conflicts.
- **Lack of Prerequisite(s):** This would include subjects that are necessary to meet graduation requirements.
- **Procedural Errors:** Omission of a required class and /or credits for graduation, when marking the registration sheet or error in transferring course selection information to computer sheet.
- **Summer School:** Students who complete a course during summer school, for which they are registered in the fall, will be permitted to substitute another class to avoid duplicate course work.
- **Honors/AP:** A minimum enrollment of one semester is required in honors or advanced placement courses.

Withdraws or drops are permitted at the semester only.

These changes should be made during the designated schedule

change days or by individual appointment. Any schedule changes needed after the school year begins has to be done through a written request and approved by the principal. Once school has started and classes balanced, only emergency changes will be considered.

School Records

According to the Ohio Revised Code and the Education Rights and Privacy Acts, parents of minor students or students over eighteen (18) years of age have a right to inspect their records. Records may be sent to other agencies by completing a form for the release of this information.

Student Obligations

Credits, transcripts, and diplomas will be held if a student has financial or disciplinary obligations to the school. Fees and other obligations may be paid in the office.

Transcripts

All transcript requests must be made in writing and have a student's signature. Forms are available in the guidance office. Final transcripts will be sent to colleges in late June/early July. Transcripts are free to current students and one year after graduation. ALL requests after the free period cost \$5.00.

Vanguard/Sentinel Vocational Schools/Tech Center

Students attending the vocational schools are considered members of FHS and are eligible to participate in all activities of FHS. A student who is removed from the vocational school for disciplinary reasons will be subject to suspension or expulsion at Fostoria High School.

Fostoria High School students who enroll in a Vanguard or Sentinel program are making a two or three year commitment that is expected to be met. If for some reason a student requests to withdraw from this program, certain conditions must be met. The student must attend Sentinel for a minimum of seven days and Vanguard for ten days. The student and parent must meet with the principal and vocational counselor to discuss the matter before any student will be withdrawn from any vocational program.

Vanguard's Requirements

Credit requirements for FHS students attending Vanguard are different from those who do not attend Vanguard. Students who attend Vanguard Career Center in Fremont are required to complete two (2) units of Social Studies (1 credit of American History and 1 credit of Senior Government). One credit of social studies is required prior to attending Vanguard. Students who do not pass their Vanguard program and return, as full time students at FHS must meet the Fostoria High School credit requirements in order to earn a

diploma.

It is the student's primary responsibility to see that requirements for graduation are met. FHS guidance counselors will make every effort to keep students and their parents informed about their son/daughter's status regarding graduation requirements. However, it is the student's responsibility to know the necessary requirements to meet this goal.

Withdrawal or Transfer

Students withdrawing must be accompanied by parent/guardian. A notice of transfer form is to be filled out completely and signed by both the parent/guardian and building principal. The parent/guardian signature will indicate approval for the transferring of data and school records to those institutions requesting such information. A copy of this is given to the parent/guardian. One copy will be placed in the student's cumulative folder. Pertinent pupil information will be forwarded, upon request of the receiving district, to the principal of the receiving school. This information includes records stating academic progress, placement status, a duplicate copy of the immunization and health records, and currently posted progress report. Confidential child study reports are not released unless/until a special request for release is signed by the parent/guardian or person(s) when 18 or older.

Gateway

Students are expected to complete their education during their four years of attendance at Fostoria High School. Unfortunately, unforeseen circumstances result in the non-completion of a high school diploma. The Gateway Program allows students to earn their high school diploma. The program is a cooperative effort between Vanguard-Sentinel, Fostoria High School, and Terra Community College.

Any student, who is considered a fifth-year student, will be referred to the Gateway Program at Terra Tech. These students will attend classes only at the Gateway Program. Admittance to the program is dependent upon completion of the application and administrator recommendation.

Students completing their education through the Gateway Program receive their diploma through a ceremony at Gateway. Students may be provided transportation via High School busing.

ATTENDANCE POLICY

Philosophy

Absences during the academic year are considered to be disruptive to academic success and are discouraged. All absences, including

family vacations taken during school days, count against the Fostoria Community School District Report Card and are counterproductive to achieving the State Indicators of success. As stated in the Student/Parent Handbook, prior approval is necessary in order for the absence to be excused. Approved vacation days will not factor into the district's efforts when filing truancy charges with the Juvenile Courts; however, they may negatively influence the court's decision when it considers a student's attendance record.

1. Parents are responsible for reporting their son's/daughter's absences and the reason(s) for the absence. This must be done on the morning of the absence via a telephone call to the attendance office at the high school. In the event that this is not possible (every attempt should be made to avoid this option), parents must notify the school of the absence the day following, via a written note.
2. School sponsored field trips, guidance appointments, and administrative conferences will not count as an absence.
3. Students are responsible for making up work due to any excused absences. Students will be given the same amount of time to make up the work as the amount of time they were absent from class. When a student is suspended, class work will be graded for credit up to ten days of suspension during an academic year. After ten accumulated days of out-of-school suspension, no credit will be given for work. For absences due to truancy or class cutting, students may not be given credit for the work.

Cutting Class

A student who is absent from any class including lunch, for more than 5 minutes without the consent of his/her teacher(s) or an administrator is considered a "class cut". Leaving school property during lunch also is cutting class and is prohibited.

Excused Absence

Absence of students from school at the request of parent/guardian and with the consent of school authorities and in compliance with Section 3321.04 of the Ohio Revised Code. Half-day absence is considered arriving to school between 8:05 a.m. and 10:45 a.m. Leaving school after 10:45 a.m. is considered a half-day absence. Full-day absence is considered arriving to school after 10:45 a.m. or leaving school before 10:45 a.m.

Excused Absence or Tardy

Consideration will be given for an excused absence with documentation for the following reasons:

1. Personal illness and/or medical appointments

2. Severe illness in the immediate family
3. Death in the family
4. Religious observances
5. Other legitimate reasons with prior approval from an administrator

Eighteen-Year-Old Students

Although adults, eighteen year old students (or older) are required to follow the same rules and regulations as other students. Students will still need to have parent approval for early release or an absence. Adult students have the right to inspect their school records, request transcripts, and report their own absences; however, their absences must comply with our attendance policy. Adult students who continue to violate the Student Code of Conduct will be placed on contract and be subject to disciplinary action.

Family Vacation

The assistant principal must approve all requests for family vacations for the absence to be excused. Student's attendance and academic standing will be considered before approval is granted. Parents must inform the assistant principal at least a week in advance of the proposed absence. Parents must sign a form indicating they will assume responsibility for seeing that their student will complete his/her missing assignments.

The student is responsible for contacting his or her teacher's at least three days prior to leaving for vacation to arrange for assignments during his or her absence. These assignments will be accepted by teachers for grading upon the student's return to school.

Missing Child Act

The "Missing Child Act" requires parents to notify the school when their child is absent. In the event such notification is not made, the principal or his designee shall make a reasonable attempt to:

1. Contact the parent by telephone if a number has been provided to the school; or
2. Contact the person designated on the emergency medical form and notify them of the student's absence; or
3. Provide written notification to the parent(s) through the U.S. mail in the event the school is unable to reach either the parent or other contact person.

Perfect Attendance

A student will be deemed to have perfect attendance if he/she meets the following requirements: 1) No days absent excused or unexcused; 2) No tardies, excused or unexcused; 3) No sign-in/outs other than for school sponsored field trips, court, college visits or

funerals.

Returning to School Following an Absence

Upon the student's return to school, a dated note must be sent with the student indicating the reason for the absence and the total number of days missed. All students must report immediately to the attendance office for an Admit Slip before 7:30 AM. Students will not be admitted to class without an Admit Slip. Failing to obtain an Admit Slip before school is no excuse for being tardy to class.

Unexcused Absence

Absence of students from school at the request of parent/guardian but not in compliance with Section 3321.04 of the Ohio Revised Code is considered an unexcused absence. Half-day absence is considered arriving to school after 8:05 a.m. or before 10:45 a.m. Leaving school after 10:45 a.m. is considered a half-day absence. Full-day absence is considered arriving to school after 10:45 a.m. or leaving school before 10:45 a.m. Unexcused absences must be changed to excused within two (2) days or they will remain unexcused. The administration reserves the right to determine whether or not an absence is excused or unexcused.

Tardiness

Arriving late to school (before 8:05 a.m.), class, or other assigned areas past the scheduled time by five (5) minutes or less. Students who are tardy to school must report to the attendance office. The following reasons for being tardy do not constitute an acceptable justification for being tardy.

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Shopping
5. Haircut and beauty shop appointments
6. Babysitting
7. Unexcused vacations
8. Skipping school – there is no authorized class skip day
9. Suspension days
10. Other absences not listed as excused

No loitering policy

Students arriving after 7:15 a.m. are to go directly to their lockers and start preparing to report to their 1st period class. Students are to proceed to their 1st period class at 7:25 a.m., cafeteria doors will be closed at this time. No students will be allowed into the cafeteria once doors are closed. Staff members will be in the Commons area and hallways monitoring student

activity and instructing students to report to their 1st period class.

Tuancy

Tuancy is any unauthorized absence from school without permission/knowledge of parent or school administrator. In compliance with State mandated guidelines from Senate Bill 181, the following procedures have been established in an effort to meet the 93% Attendance Standard. Excessive absences are calculated on an on-going, daily basis and can be associated with truanancies and repeated consecutive or non-consecutive absences that contribute to a student's lack of academic progress. A student will be considered excessive in his/her absences at any time his/her absences reach six days per semester. Under Ohio law, students are considered to be habitual truants if they are absent from school five consecutive days, seven or more days in a month, or twelve days during a school year. Students will be considered chronic truants after seven consecutive days, ten days in one month, or fifteen days in a school year. Under this same law, parents could be fined or ordered to perform community service if their son or daughter is found to be a habitual or chronic truant. This offense is a delinquency offense, for which more and enhanced penalties are available. These include, among other things, the possibilities of being removed from the home, sent to juvenile correctional facilities, being ordered to be on house arrest, or ordered to participate in probation. Consideration will be given to those student absences for which prior and continuous parental notification and other official written documentation (doctor, dentist, court, funeral, and emergencies) have been provided to the attendance office.

CODE OF CONDUCT

Jurisdiction

This code and its provisions shall be applicable both during regularly scheduled school hours, as well as at such other times and places including, but not necessarily limited to, school sponsored events such as field trips, athletic functions and the like, where school personnel have jurisdiction over students.

The following infractions will result in disciplinary actions:

Accumulation of Violations

Any student who accumulates numerous violations of the Student Code of Conduct during the school year will be subject to

out-of-school suspension, expulsion, or court referrals.

Alcohol, Tobacco and Other Drugs

The Fostoria Community Schools' alcohol, tobacco and other drug use policy strictly states that no student shall possess, transmit, conceal, consume, or show evidence of having consumed, used or smell of, or offer for sale any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs, or any mind altering substance while on or prior to school grounds or facilities; or prior to school sponsored events or in other situations under the authority of the district or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, steroids, and drug paraphernalia including lighters.

A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include, but is not limited to, an alcohol/drug education assessment with follow through based on the assessment's findings, counseling, outpatient treatment or inpatient treatment. Evidence of enrollment and participation is required. Failure to comply with treatment recommendations will result in maximum disciplinary action.

Assault/Battery

No student shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a teacher, an administrator, other school employee, another student, or visitor not employed by the school. Sexual assaults or acts directed toward another student or any school personnel are expressly forbidden.

Cafeteria Misconduct/Guidelines

Fostoria High School operates a closed lunch period. Students are not permitted to leave school for lunch, nor have someone bring in commercial food for lunch. Students must eat in the cafeteria whether they buy complete or partial lunches or bring their own food. Free and reduced lunches are available for qualified students. Forms are available in the school office.

Students leaving trash on cafeteria tables, throwing food or other objects, "cutting" in line or disrupting the cafeteria in any way will be subject to disciplinary action. Students also may be assigned to work in the cafeteria for any violation of cafeteria rules at the discretion of the administration. No food or beverage may be taken out of the cafeteria.

Card Playing

Card playing is not allowed in school at any time. No gambling of any sort is allowed at any time anywhere on school property.

Cell Phones/Electronic Device

In order to protect the persons rights to privacy, students are strictly forbidden from using cell phones or electronic devices on school grounds during school hours. Any student possessing a cell phone or electronic device while on school grounds must place the device in his or her regular locker (not a gym locker) for the duration of the school day. After school hours, students are permitted to use cell phones on school grounds, provided they are used in the Commons Area and the first floor main hallway.

An electronic device for purposes of this policy, includes but is not limited to any mobile electronic device used to communicate with other persons in any fashion, including but not limited to camera's, MP3 players, and other electronic device. "Using" a cell phone, for purposes of this policy, includes but is not limited to verbal communication, text messaging, the taking or transmission of pictures or video, or any other function provided by a mobile communications device (including Internet access or gaming).

Violations of this policy will subject a student to disciplinary action, as outlined below;

Students may bring a cell phone and/or electronic device to school provided it is kept in their regular locker. The phone must be off at all times and is not to be used during the course of normal school hours. In the event a cell phone and/or electronic device is confiscated during school hours the student will have the device taken for 30 days and it will be placed in a secured area.

Cheating/plagiarism/academic dishonesty

Presenting someone else's work as one's own in order to obtain a grade or credit, or providing work for another student, is considered to be cheating. This includes, but is not limited to, copying others' assignments, copying others assignments, electronic cheating, providing work, research documentation, quiz or test answers, and plagiarism, this includes VLA work. Students who violate this policy will receive zero credit for assignments or work involved.

Computer Lab

The Fostoria High School computer lab is open to students and staff before the start of the school day. Computers and their usage can and will be monitored. Each student will be issued his/her own personal password, which should not be shared with other students.

School computers should be used strictly for school activities. Technical assistance is available to assist anyone in the computer lab. The computer lab is closed at the conclusion of the school day, unless specific arrangements have been made with the lab coordinator.

Computer Lab Misconduct

The following infractions may result in disciplinary action:

- 1 Changing computer defaults (screen colors, screen savers).
- 2 Changing or copying information from one student's file to another student's file.
- 3 Removing hardware parts, and exchanging cords.
- 4 Bringing in/using a computer floppy disk or flash drive from outside of the school that has not been checked for viruses. They must be scanned.
- 5 Using another student's username and password.
- 6 Misuse and abuse of printers.
- 7 No student shall attempt to break a password or add a password to the school's file server and/or hard drive. Intentional interruption of computer/network processes (such as adding a virus) is strictly prohibited.

Contributing to Another Student's Misconduct, or Being an Accomplice to Another Student's Misconduct or Violation of School Conduct Code

No student shall contribute to another student's misconduct or violation of the Student Code of Conduct even though he/she does not actively participate in the actual violation. Any student implicated in contributing to another student's misconduct may receive the same penalty as the offender.

Damage to School or Private Property

A student shall not intentionally cause or attempt to cause damage or destruction of school or private property including writing on or defacing property on school grounds or during a school activity, function, or event off school grounds. A referral to the appropriate law enforcement agency will be dependent upon the extent of damage. The school will pursue restitution in all cases and grade cards and credits will be held until restitution is paid in full. Additional/other disciplinary action will depend upon the severity of the offense.

Deadly Weapons and Dangerous Ordinance

Definition: A deadly weapon includes but is not limited to a firearm, rifle, shotgun, knife, or any form thereof, or paraphernalia associated with such weapons, etc. A dangerous ordinance includes but is not limited to an explosive device, incendiary device, nitroglycerin, TNT or any other explosive substance, firearm, grenade, firearm silencer, noxious irritants, etc. A firearm includes any deadly weapon capable of expelling or propelling one or more projectiles by the action of any explosive or combustible propellant. "Firearm" includes an unloaded firearm and any firearm that is inoperable but that can readily be rendered operable.

Definition: A knife includes but is not limited to a cutting instrument consisting of a blade fastened to a handle or any such instrument that can be used to cause a laceration or puncture.

Definition: An object that is indistinguishable from a firearm includes any object made, constructed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school sponsored or school related events, functions or events off school grounds or at any other time the student is subject to school authority.

Those students violating this policy shall be subject to expulsion or removal from school for a period of one year. Such expulsion or removal shall extend, as necessary, into the next school year. The superintendent shall have the authority to modify this expulsion on a case-by-case basis.

Gross Disrespect

A student shall not show lack of respect or be rude to any staff member or school employee or persons acting on behalf of the school district.

Disruption of Class/school

A student shall not intentionally cause substantial disruption to the educational process. Infractions of this rule may result in any form of disciplinary consequence based on the nature of the offense.

Dress Code and Grooming Standards

Students are not to be attired in clothing that compromises safety or modesty or is disruptive to the educational process. The following are examples but not limited to, inappropriate attire:

1. Pants must be worn at the waist and secured with a belt or other fastening device. Short/skirts must be no shorter than fingertip length when hands are at their side.
2. Hooded sweatshirts with any type of pocket **will not** be permitted.
3. Shirts or tops must cover shoulders, midriff and cleavage.
4. No hats/other head coverings (unless part of school's official uniform), and sunglasses.
5. No clothing with drug, narcotic, alcoholic, obscene, or other suggestive messages. This policy includes patches/buttons.
6. No torn clothing above the knee or clothing with inappropriate/extreme patches.
7. No outdoor coats/jackets.
8. No attire that suggests gang activity.
9. No jewelry depicting gangs, violence and/or weapons.
10. No chains of any sort, excessive ornamentation such as chained wallets, dog collars or other items of this nature.
11. No excessive make-up of the costume variety.
12. No pajamas, slippers, or blankets
13. No bookbags and/or purses in classrooms, to be kept in locker until the end of the school day.
14. No shoes with unfamiliar gear, including but not limited to Heeleys allowed.

False Alarms/False 911 Calls

No student shall participate in the act of initiating a fire alarm, or initiating a false warning report of a fire or an impending bombing, or other catastrophe. Violators may be subject to possible prosecution for such actions.

False Identification/Misinformation

A student shall not at any time forge or falsify his/her personal identification or provide misinformation to the school's administration, faculty or any other school employee.

Fighting/Rioting

Physical confrontation of a violent nature between two or more students is considered fighting. The administration reserves the right, depending on the severity of the fight, to contact law enforcement and file charges against both parties involved. Law enforcement, with the administration, will determine if the fight was a riot according to the

Safe School Ordinance. Students involved in rioting will receive ten days of out of school suspension and will be recommended to the superintendent for expulsion.

Food and Beverages Outside of the Cafeteria
No eating or drinking is allowed outside of the cafeteria (including the Commons) at any time.

Students who bring food or refreshments to school must report directly to the cafeteria to consume or dispose of it or place it in his/her locker.

Gambling

The Board of Education forbids any form of gambling in the school building or on school property.

Gang Activity

No student shall display, write, gesture, or use any gang related or associated alphabet or symbols, nor wear any gang-related dress, while on school premises or during any school-sponsored activity.

Prohibition Against Harassment, Intimidation, Bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel in the Fostoria City School District will not be tolerated, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student's personal property: and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational

environment for the other student/school personnel.

Harassment (General/Racial/Sexual)

A student shall not engage in any act that may be considered to be a form of harassment. Harassment is defined as any unwanted verbal, visual, or physical contact including: making propositions: making threats: making actual reprisals: making remarks: gesture or rumors: making derogatory comments: jokes: slurs: bullying: pinching: cyber bullying: grabbing: or touching, where these actions shall interfere with the rights of others. This definition is "in the eyes of the beholder." That is, it is the recipient of the harassment who decides when the actions become harassment.

Definition of Sexual Harassment:

Verbal or physical conduct of a sexual nature may constitute sexual harassment when it is so severe, pervasive, and objectively offensive that it deprives the student of access to educational opportunities or benefits. Sexual harassment includes, but is not limited to the following:

1. Repeated unwanted and/or offensive sexual flirtations, advances, or propositions;
2. Repeated verbal abuse of a sexual nature;
3. Graphic or degrading verbal or written comments about an individual, the individual's appearance, or the individual's sexual orientation;
4. The display of sexually suggestive objects, pictures, or the display of same through other media;
5. Any offensive, abusive, or unwanted physical contact.

Sexual Harassment Policy

Fostoria High School is committed to eliminating and preventing sexual harassment from its schools and facilities. Sexual harassment is improper, immoral, illegal, and is prohibited at Fostoria High School. This policy is implemented to inform students, parents, and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment.

Students who feel they have been the victim of peer sexual harassment in violation of this policy may file a complaint by following the discrimination complaint procedure below.

1. The student shall immediately discuss the problem with the teacher, or other employee of the school district, most directly

- concerned with the problem and attempt to resolve the problem. The teacher, or other school district employee to whom the complaint was brought, will make a written record of the conferences, and the resolution of the problem, if any.
2. If the student is not satisfied with the step 1 resolution, a written grievance should be filed with the principal if the complaint was brought to a teacher and with the immediate supervisor of the other employee, if the complaint was brought to the attention of someone other than a teacher. The written grievance shall be filed within five (5) days of the step 1 conference. The principal or other supervisor shall investigate the grievance, and schedule a meeting within five (5) days of the receipt of the written grievance. The meeting shall include the principal (or other employee most directly concerned with the problem) and all other persons the principal (or other supervisor) deems necessary. Within five (5) days of this meeting the principal (or other supervisor) shall provide a written response to the student.
 3. If the student is not satisfied with the step 2 resolution, a written request for review shall be filed with the superintendent within five (5) days of the receipt of the step 2 response. The superintendent shall investigate the grievance, and within five (5) days of the filing of the request for review shall meet with the student to discuss the grievance. The superintendent may include other interested persons in this meeting. The superintendent shall provide the student with a written answer to the grievance within five (5) days of the step 3 meeting. The decision of the superintendent shall be final. However, the student shall have other remedies as provided by law.

Hazing

Hazing is defined as doing any act of coercing another, including the victim, to do or initiate any act to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. No employee or student of the Fostoria Community School District shall encourage, permit, condone, or tolerate any hazing activities. Any incident of hazing should be reported to school personnel.

Horseplay

Students acting in an unruly, boisterous, or rough manner that may

be harmful to others and/or school property may result in disciplinary action.

Sign-in/Sign-out

If a student must leave the school during the day, he/she is required to report to the Attendance Office secretary to sign out. Parent authorization must be received before leaving school grounds. If a student must leave school to go to the doctor or to a funeral, he/she must bring a note from his/her parent to the Attendance Office in the morning or have his/her parent notify the office. At that time, the student will complete an absence report in order to leave school and to present to his/her teachers upon returning to school. Students who leave the building without first checking out through the Attendance Office will be considered as unexcused. Parental notification after the fact will not be accepted as authorization.

Insubordination

A student will comply with directives from school personnel during any period of time the student is under the authority of the school.

Library Media Center (LMC)

The library is a place for quiet study throughout the school day. The library is staffed full time for those needing assistance.

Library Misconduct

Misconduct in the library and failure to observe its rules will result in disciplinary consequences. Further disciplinary action may be determined appropriate by the Librarian and/or an administrator.

Loitering

Students who are on a partial schedule or participating in a cooperative work program leave the building immediately following their last scheduled class and do not return during the school day. Students who loiter in the building will be subject to disciplinary action or removal from the early release program resulting in receipt of a full schedule of classes.

Obscene Language/Literature

No student shall use foul or obscene language, gestures, or noises. In addition a student shall not possess, sell, disseminate, or otherwise distribute any pornographic materials to other students or school personnel while on school premises.

Public Display of Affection

Students shall not at any time under school jurisdiction make any inappropriate display of affection toward another student or school employee.

School Sponsored Dances/Social Events

For the safety and security of our students and guests, the following guidelines will be followed at all school dances/social events.

1. High School dances are for Fostoria High School students in grades 9-12.
2. Guests (non FHS students) of Fostoria High School students must be pre-registered by completing a "Dance Guest Form" which must be signed by the principal of the school in which the guest attends. The form must be returned to the FHS principal's office no later than **three** days before the dance/event.
3. Guests must be current high school students (grades 9-12) and must be able to prove it with a valid I.D. The student must be in good standing in his/her school (no current suspension). No substitutions are allowed after the "Dance Guest Form" has been submitted to the principal.
4. Exceptions to the guidelines above may be made for Homecoming, Winterfest and the Junior/Senior Prom at the discretion of the Principal.

The principal has the right to restrict participation in these school-sponsored activities. The principal's ruling is final and not subject to appeal.

Standard Search and Seizure Policy

The administration has the right to search a student or student property (i.e., purses, book bags, gym bags, jackets, pants, sweaters, electronic device, books, automobiles) and school property (i.e., lockers) when there is a reasonable suspicion that the student is in possession of material that is in violation of school policy and that affects the health, safety, and well-being of other students and staff. Searches will be conducted by a school administrator. A student's refusal to cooperate with the search will be viewed, as insubordination and the appropriate disciplinary action will be taken. Also, in this case, the matter may be turned over to the police.

Telephones

The office telephone is a business phone and should be used by students for emergencies only. Parents/guardians should not call school except in case of emergency. Messages and deliveries from home should be left in the main office. Students will not be called out

of class except for emergencies.

Theft

A student shall not steal or attempt to steal or be in possession of stolen property, any school or private property, or the personal property of other students or school personnel, either on school grounds or during a school-related activity, function, or event off the school grounds.

Threats

No student shall direct any verbal, electronic, written or physical threats toward other students, school personnel, school or personal property. This will result in disciplinary consequences.

Trespassing

No individual shall trespass on any unauthorized area of school property or premises. Students suspended or expelled are not permitted on any Fostoria Community Schools' property during suspension. Law enforcement officers will be notified of any trespassing occurrence. Any person who is not registered as a visitor will be considered trespassing.

Unauthorized Fire

No student shall willfully and/or maliciously burn or attempt to burn all or any part of private or school property. No open flames of any sort are permitted while on school property.

DISCIPLINARY CONSEQUENCES

Community Service

On occasion a student may be assigned community service in lieu of, or in addition to, a suspension. Such community service is coordinated with an area agency that supervises the student. These agencies may include, but are not limited to, the Fostoria Hospital, Bureau of Concern, Red Cross, etc.

Court Referral

Students will be referred to the court system for chronic misbehavior, poor attendance, or violations of the school's Code of Conduct.

Denial of Privileges

Special privileges such as bus transportation, driving privileges or

involvement in co-curricular or extra-curricular activities including attendance at events sponsored by the school, including but not limited to dances, contests etc., may be denied or withheld from students who violate the Code of Conduct.

Detention

Students shall be required to come to school early or remain in school after the school day to serve detentions issued by the principal, assistant principal or classroom teacher. A detention that is issued by a teacher must be served with that teacher. Administrator-issued detentions shall be served before or after school. Students who fail to serve detentions for classroom teachers will be assigned an After-School Intervention.

Expulsion

The exclusion of a student from school and/or school activities by the superintendent for violation(s) of the Code of Conduct contained herein. A student may be expelled for a period not to exceed the lesser of eighty days or the number of school days remaining in the school year. Students who are expelled from school will not be permitted to make up work missed during their expulsion. No student, while under expulsion, shall be permitted on Fostoria Community School property.

In-School Intervention Program (ISIP)

The In-School Intervention Program (ISIP) is an educational alternative to out-of-school suspension. Students will be assigned to ISIP by the high school administration. ISIP will take place in the high school. While in ISIP, students complete their regular classroom assignments in addition to participating in activities designed to heighten their awareness of school policies in relationship to appropriate classroom/hallway behaviors, as well as problem-solving strategies. ISIP does not count against a student's attendance and work completed in ISIP will be accepted for full credit, provided that it is completed and submitted according to the specified time limits established by the classroom teacher. Students are to remain in ISIP for the full assigned time. Students will be provided a bag lunch or allowed to bring their own bag lunch. Any form of insubordination will result in the student's removal and followed with 3 days of out of school suspension. Students with an unexcused absence will not have their ISIP reassigned. Students in attendance of the assigned day must report on time to the ISIP room. Failure to report will result in a 3 day out of school suspension. Unexcused tardy to school on a day a student is assigned will result in a Thursday/Evening School

being assigned. ISIP is not subject to appeal due to the fact that the student is not kept from their education.

Ninth Period

Ninth period will be assigned by school personnel for actions deemed serious or inappropriate. This may include tardies to class and truancy related issues. Students, parents and guardians will be responsible for student transportation.

Out-of-school Suspension

The exclusion of a student from school and/or school activities by the building principal or superintendent for violation of the Code of Conduct contained herein. No suspension shall exceed ten school days. No student while on suspension shall be on Fostoria Community Schools property. Every attempt will be made to contact parents by telephone regarding emergency removals (immediate suspensions) or those that begin the following day. Students may make up work for the length of their suspension.

Surveillance Camera(s)

Behavior may be monitored on school property and or adjacent property by the use of security camera(s).

Thursday/Evening School

Evening School is another alternative to address the consequences given to students for violations to the student code of conduct. Students assigned to Evening School will receive written notification. Students are required to bring all of their textbooks, papers, notebooks, pens, pencils, etc. with them when they first arrive. No passes will be given to students to get materials. Any form of insubordination will result in the student's removal and followed with 3 days of out of school suspension. Students with an unexcused absence on the day of their Thursday school will not have it reassigned. Students in attendance of assigned day must report, there will be no accepted excuse. Failure to serve Thursday School may result in a 3 day out of school suspension.

DUE PROCESS AND APPEAL PROCEDURES

Due Process

Due process is a procedure to assure that students have a fair opportunity to counteract, contradict, challenge, or defend charges made against them and to have an opportunity to try to clear

themselves of those charges. The principal or the assistant principal may suspend students.

The principal, superintendent, or their designee, may suspend using the following steps:

1. Give the student written notice of the intention to suspend.
2. Provide the student with an opportunity to appear at an informal hearing. This can be immediate and before the principal, assistant principal, or the superintendent.
3. A decision is made to suspend or not to suspend.
4. If the decision is to suspend, within twenty-four hours, a letter of notification to suspend will be mailed to the parents and a copy provided to the district's Board of Education's office.
Notice shall include:
 - a. reasons for suspension and the length of suspension.
 - b. the right to appeal to superintendent or his/her designee.
 - c. the right to representation at the Appeal Hearing.
5. If the suspension is appealed, the decision of the appeals officer shall be the final decision. The appeals officer may affirm, reverse, vacate, or modify the suspension.
 - a. a verbatim, word-for-word record is required for all appeals.
 - b. the decision of the appeals officer may be appealed to the Court under Chapter 2506 of the Ohio Revised Code.

Expulsion From School

The following procedures will be followed in all expulsion cases. Only the superintendent or superintendent's designee may expel using the following steps:

1. Notification to the student and parent of an intention to expel for up to eighty days or remainder of the semester
2. Notice shall include:
 - a. reasons
 - b. notification to appeal
 - c. notification of the time and place of the expulsion hearing
 - d. the hearing shall be held no earlier than three days nor later than five days.
 - e. the superintendent may grant an extension of time.
 - f. if an extension is granted, the new time and place is to be included
3. Provide the student and parent/guardian, custodian or a representative the opportunity to appear in person before the

superintendent, or his/her designee, to challenge the reasons for the expulsion

4. Make a decision whether or not to expel
5. If the decision is to expel, within twenty-four hours, send a letter of notification to expel to the parents
6. Notice shall include:
 - a. the reason for the expulsion
 - b. the right to appeal to the Board of Education or its designee
 - c. the right to representation at the appeal hearing before the Board of Education
 - d. the appeal hearing may be held in executive session
7. If the expulsion is appealed, the hearing should be before the Board of Education in executive session with a final decision taking place at a regular Board meeting and the decision of the Board must be by majority vote. The Board may affirm, reverse, vacate, or modify the expulsion.
 - a. the Board shall make a verbatim, word-for-word record of the hearing.
 - b. decision may be appealed to the Court under Chapter 2506 of the Ohio Revised Code

Permanent Exclusion from School

A student may be permanently expelled if he/she has been convicted of a crime or been ruled a delinquent child based upon the crime.

Crimes of which a student could be permanently expelled are:

1. Conveying deadly weapons or dangerous ordinance onto school property or to a school function
2. Possessing deadly weapons or dangerous ordinance on school property or at a school function
3. Carrying a concealed weapon on school property or at a school function
4. Trafficking in drugs on school property or at a school function
5. Murder or aggravated murder on school property or at a school function
6. Voluntary or involuntary manslaughter on school property or at a school function
7. Assault or aggravated assault on school grounds or at a school function
8. Gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee
9. Complicity in any of the above offenses, regardless of location

Emergency Removal From the School

If a student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, said student may be removed from the premises or classroom according to the following procedures:

1. Only the principal, assistant principal, or superintendent may remove the student from the premises. A teacher may remove the student from a curricular or extra-curricular activity to the principal's office.
2. If a teacher removes a student, the:
 - a. teacher determines whether reason(s) for emergency removal conform to criteria established by Board of Education policy.
 - b. principal determines if the teacher's action complies with Board of Education policy.
 - c. teacher submits in writing to the Principal the reasons for the removal.

If the student is reinstated to the curricular and/or extra-curricular activity under the teacher's supervision by the superintendent or principal, written reasons for such reinstatement may be requested by the teacher.

3. If the principal removes the student, the:
 - a. principal determines whether reasons for emergency removal conform to criteria established by Board of Education policy.
 - b. district provides a written notice of a hearing and the reasons follow as soon as practical prior to the hearing.
 - c. hearing must be held within seventy-two hours of the incident.
 - d. hearing shall be held following steps for a suspension unless the student is subject to expulsion; then the steps for an expulsion will apply.

GENERAL GUIDELINES AND INFORMATION

Building Hours

Students may enter the building through the north or south doors. Students are not permitted to remain in the building after 2:55 P.M. without the direct supervision of a staff member.

Activity Fees

Class dues are: Freshmen, \$5.00, Sophomores, \$10.00 and Juniors, \$15.00. Seniors do not pay class dues. All dues should be paid to the class advisor. Class dues are used to pay for events, such as spirit week decorations, cards & flowers and Prom during the junior year.

Clinic Guidelines

The high school clinic (health) is available to all students. Students should obtain a pass from their teacher before reporting to the clinic. Students must sign the clinic register before entering the clinic. If a student is to be sent home, the parent or guardian will be contacted and arrangements will be made for the student to go home. In case of accidents, students are to report to the principal's office immediately.

Deliveries

Items such as balloons and flowers will not be delivered to students during the school day. The student receiving the item(s) will be notified during eighth period to pick up the item(s) after school in the office.

Driving Privileges Suspended

Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol and/or drugs, the school may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the superintendent notifies the registrar that the student has satisfied any established conditions. Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

Emergency Medical Form

State law requires that an emergency medical authorization form be on file for every student who attends school by October 1st. If not received by October 1, the student may be subject to disciplinary action. Students will not receive their grade card unless the form is correctly completed and turned in to the office. In the event of an

emergency, students cannot be released to parents/guardian without proper form on file.

Excessive Absences and Loss of Driving Permit or License

A student who has been absent without authorization for more than ten consecutive days or a total of at least fifteen days during a semester, may lose his/her driving permit or license. The administration will notify the superintendent of such students and the appropriate Governmental Agency/License Bureau will be notified to withhold the student's license and driving privileges.

Hall Passes

Students are not permitted in the halls during class periods unless they have a school approved agenda book. **Office and lunch personnel will not issue passes for students who are tardy to class.**

Identification Cards (Students IDs)

All students and staff are issued an identification card. Students and staff must have their picture taken by the designated school picture company regardless of whether they intend to purchase school pictures. These should be worn and visible at all times, in order to provide a safe learning environment.

Medication

Students may carry an inhaler, epi-pen or other necessary medicine approved by the school nurse with a required form on file in the office.

Monthly Emergency Drills

There will be monthly emergency drills during the year. Teachers will indicate the route to be taken from the various rooms to safe areas. This information is also posted in every classroom. There should be no talking during such drills; students should move quickly and orderly.

Pediculosis Policy

Students will be immediately excluded from school when the School Nurse or Health Aide detects lice. A letter will be sent home regarding treatment and prevention of lice. Students are not to be rechecked before the start of the next school day by the School Nurse or Health Aide. Students will be readmitted the next day after treatment with a medicated shampoo. If nits

remain, the student will receive daily checks while attending school for the next 7 school days. If during that time lice are found the student will be immediately excluded, and must be rechecked daily until nit free. In these instances, the student will not be allowed to miss more than 3 days for the first incident and 1 day for subsequent incidents. Please be aware that these are only excused if the student is brought in daily at the start of the school day for rechecks. Classrooms will be screened if a classmate has been excluded for lice.

Pledge of Allegiance

The Pledge of Allegiance is said every morning at the beginning of first period. Students and staff may choose to stand respectfully for the pledge or remain seated.

Police/Social Agency Guidelines

Cooperation with law enforcement/social agencies is desirable, keeping in mind the rights of students and parents. The cooperation must recognize the function of the school and be in harmony with the student's due process procedures. Interviews of students by law enforcement officers/social agents, who show proper identification, will be permitted during the school day only when interviews during non-school hours are not possible, impractical, or would unduly interfere with the agencies. In the event that an interview is conducted on the school premises, the principal, assistant principal or their designee must be present. Custody and/or arrest may be affected by a police officer after he has shown proper identification and credentials.

Random Searches

The administration may randomly conduct searches, during normal school hours, of school lockers and their contents as well as student vehicles and other property. The school is not responsible for damaged items if drugs are found on/in such items.

Safe School Ordinance

No person shall assault, strike, threaten or menace a teacher, instructor, person in charge of a class, students or any employee of any school while in the performance of his duties, or disrupt, disturb or interfere with the teaching of any class of students, or disrupt, disturb or interfere with any activity conducted in a school building, or upon the school grounds or upon the way to or from any school, or on the way to or from any school sponsored activity. Persons found in violation of this ordinance will be subject to criminal prosecution.

Students Expelled From Other Districts

Admittance to Fostoria Community Schools will be denied to any student who has been expelled by another school district and whose period of expulsion has not expired.

Student Parking Regulations, Rules Regarding Student Driving, Parking and Use of Vehicles on While School Property

Students may park in the north or south lots. The first two rows of parking in the south lot are reserved for FHS staff. Access to the building is through the north or south doors. A parking permit must be obtained in the Attendance Office for a one-time fee of \$3.00 for high school parking. Proof of driver's license and insurance must be shown before a permit is issued.

1. All vehicles driven to school must be registered with the school and must properly display the appropriate permit. Permits must be displayed on the rearview mirror so that all information is visible from the outside of the vehicle.
2. Parking is strictly limited to the student parking area.
3. All drivers must be licensed and covered by insurance. The school is **not** responsible for the automobile or its contents.
4. Students are not permitted to remain in vehicles or loiter in the parking lot at any time.
5. Speeding, or any form of reckless driving on school grounds, is prohibited.
6. Student vehicles and their contents are subject to search if there is reasonable belief that items contained in the car may interfere with the safe or effective operation of the school.
7. Vehicle regulations are strictly enforced. It is considered a privilege to drive to school. Suspension of driving privileges, towing and/or impounding of vehicles, and/or suspension from school may occur when violations of school regulations occur.
8. Students are to report license number changes or vehicle changes to the office.
9. Students applying for and receiving permission to drive to school understand their responsibility and must agree to abide by all of these rules.
10. The use of seat belts is a state law.
11. Any student using another student's parking permit or any permit registered to another vehicle is subject to the Student Discipline Code.

Visitors to the Building

In accordance with O.R.C. 2911.21 **ALL** parents and visitors must report to the high school office. Failure to do so may result in criminal trespass charges with a maximum penalty of thirty days imprisonment and a \$250 fine. (Posted in accordance with O.R.C. 3313.20)

STUDENT SERVICES

English as a Second Language Program (ESL)

Students who are English as a Second Language learners may inquire about program information with a counselor or an administrator.

Fund-raisers

Students are responsible for all money or merchandise for any fund-raiser. Students and the parent/guardian must sign a Student Activity Contract, which is returned to the advisor. If all money or unsold merchandise is not returned to the advisor, this becomes the student's financial obligation. No fund-raisers are permitted during the school day without the administration's approval.

Guidance Department

Students are encouraged to meet with their counselors if they have problems or concerns of an academic or personal nature. Prompt consultations usually enable the counselor to make suggestions and recommendations that may help students in the solution on the problem. A student should not be hesitant or reluctant to seek a conference with his/her counselor. Students should fill out a form with the guidance secretary and submit it to the Guidance Office. The Guidance Secretary will arrange for the student to meet with a counselor immediately or make an appointment for the student to meet with the counselor.

Locks and Lockers

Each student will be assigned a locker with a combination lock. Students are not to change lockers or share lockers without permission from the office. Lockers should be kept locked at all times. FHS is not responsible for items left in unlocked lockers. Money or other valuables should never be left in lockers. Students are not permitted to provide their own locks.

Lost and Found

Articles found should be turned in to the office. Items turned into the office will be held for a reasonable period of time and may be claimed there.

Psychological Services

School psychology services are available. Referrals may be made through a guidance counselor or an administrator.

School Transportation

Students on a bus are under the authority and responsibility of the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for suspending transportation or refusing transportation services to any student once proper due process procedures have been followed. The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to safety and proper maintenance of school buses. Rules are as follows:

1. Be careful in approaching bus stops-walk on the left, toward oncoming traffic.
2. Be on time for the bus. Students should be at the bus stop 5 minutes before the designated pick-up time.
3. Sit in assigned seats (assigned by driver).
4. Reach assigned seat without disturbing or crowding others. Students should remain seated while the bus is moving. Moving from seat to seat, pushing, jostling, throwing articles, yelling, or creating any disorder or distraction impeding safe operation of the bus is prohibited.
5. Respond to the bus driver promptly and respectfully.
6. Students should not engage in loud talking, laughing or use of profane language.
7. Keep head, arms, hands and feet inside the bus at all times.
8. Be courteous to fellow students and to the bus driver.
9. Parents/guardians will be held responsible for any damage done to the bus by a student.
10. Students must refrain from eating and drinking on the bus except as required for medical reasons.
11. Students must not have alcohol, tobacco, or other drugs in their possession on the bus except for prescription medication required for a student.
12. Students must not throw or pass objects on the bus.
13. Students may only carry on items that can be held on their laps unless otherwise authorized by the bus driver.

14. Students must not possess firearms, ammunition, explosives, animals (dead or alive), glass containers or any other dangerous materials or objects on the bus.
15. Students must be quiet at all railroad crossings or any other time specified by the bus driver.
16. Remain seated until the bus stops to unload.
17. Students must leave or board the bus at the location to which they have been assigned. Deviation from this policy will be authorized only through written parental request and authorized by the building principal.
18. Students are strictly forbidden to use cell phones on school transportation to and from school.

Speech, Hearing Services

Speech and hearing services are available. Referrals may be made through a guidance counselor or an administrator.

Work Permits

Work permit applications are available through the guidance office. These forms must be completed and returned to the guidance office. All requirements must be met before the work permit will be granted.

ACTIVITIES

CO-CURRICULAR ACTIVITY CODE OF CONDUCT

Statement of Purpose

The Fostoria Community School District believes that students involved in co-curricular activities, have a very strong peer influence both in the community and within the school. These students have a high profile and a responsibility to themselves, the school and the community to demonstrate leadership and acceptable behavior at all times. Fostoria High School offers many clubs and activities for students to become involved with. You will enjoy your high school experience more if you get involved, so take advantage of as many activities as you can. The school may require a fee for participating in the activity. Fees will be determined on a yearly basis.

Students who volunteer to participate in co-curricular activities are expected to accept the responsibilities of these activities and maintain a high degree of conduct throughout the activity or season. The importance of a Code of Conduct should be apparent to everyone. As a representative of the Fostoria Community Schools in a co-curricular activity, the student is expected to act accordingly.

Administrative Procedures

- A. Students will sign a handbook review form that acknowledges they have read and will adhere to the rules and regulations set forth in the handbook. This form will be signed at the beginning of each school year.
- B. The Fostoria Community School District co-curricular code of conduct must be reviewed by the coach or advisor with the student before the beginning of each respective season or activity.
- C. A student suspected of violating any part of the adopted code of conduct shall be given due process rights at all times.
- D. The individual coach or advisor may have additional rules (i.e. curfew regulations) provided they are in print and reviewed with students or squad members before their effective date. These rules must have been approved by the building principal.
- E. The student being denied participation by an administrator, athletic director, coach, or advisor will receive, in writing, a "Notice of Intended Disciplinary Action" and the parent/guardian (or student if he/she is 18 years of age or older) will receive a "Letter of Denial of Participation" within twenty-four (24) hours of the actual removal. The parent/guardian (or student if he/she is 18 years of age or older) shall have seventy-two (72) hours in which to appeal the decision to the building principal.
- F. The administrative hearing shall be held within ten (10) days of notification of the removal. His/her parent/guardian and the student shall be notified of the results by the building principal within twenty-four (24) hours of the scheduled hearing.
- G. If the parent/guardian or student (if he/she is 18 years of age or older) is not satisfied with the decision of the building principal, an appeal may be made to the superintendent.

Alcohol, Tobacco and Other Drug Use Policies

The Fostoria Community School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning and skill potential both in the classroom and within co-curricular activities.

It is the policy of Fostoria Community Schools that those students who participate in co-curricular activities must adhere to the requirements of the alcohol/drug policy not only within the confines of the school and its sponsored activities, but as representatives of the school within their social and community activities. Co-curricular

participants/students, who violate the policy outside of the school environment, will be held accountable within the guidelines stated in this policy. These participants who violate the Alcohol and Other Drug Use Policy within the school environment or school-sponsored activities, will be held accountable under the school's discipline code and this policy.

Attendance Policy

A student absent from school for more than one-half day (reports to school after 10:44 a.m. or leaves before 10:44 a.m.) is not eligible to participate in co-curricular activities for the day without permission from the building principal. Excessive tardies or absences from school may also warrant denial from participation in co-curricular activities.

Carry-Over Provision

Any eighth grade student found in violation of the co-curricular code of conduct, but not subject to any penalty because his/her eighth grade co-curricular activity has concluded, will be penalized according to this code during his/her next participating season in high school. However, this "carry-over" penalty will not be regarded as the student's "first" high school violation if future violations occur.

Criminal Offenses

Any student who is charged and found guilty of a felony may be denied participation in any co-curricular activity for the remainder of his/her eligibility. Students receiving more intensive professional assistance may receive a reduction in penalty of one (1) calendar year from the date of notification of conviction. The school will also work with a court of law, dealing with a student in this situation in regard to that student's eligibility.

General Misconduct Policy

A student will be ruled ineligible by a coach/advisor in charge for display of behavior, which reflects negatively on the student, activity, or school. The period of ineligibility for such an inappropriate offense shall be one of the following: up to 20% of the activity, or when a percentage is not appropriate, a number of public performances, events or activities. Depending on the severity of any given offense the coach/advisor and/or administrator may deny the student's participation for a longer period of time. The administration will be kept informed of all ineligibility and disciplinary assignments.

Relationship to General Student Discipline Code

Students involved in co-curricular activities that commit a violation of

their code of conduct policies, while on school property or at a school function, are also subject to discipline under the general student discipline code. However, due to the fact that the co-curricular code of conduct is in effect for 365 days a year, a code violation off school property will only be subject to discipline under the co-curricular code of conduct.

School Suspension Policy

A student who is suspended out of school is not eligible to participate in any activities or sport during the time of the suspension.

Statute of Limitations Policy

All of the above policies are in effect 365 days a year for any student involved in any co-curricular activity.

However, to encourage the handling of alleged infractions in a timely and appropriate manner, there is a "statute of limitations" placed upon these policies. The statute of limitations would only be in effect when the school is notified by an outside source that a student was possibly involved in a violation of these rules after more than fourteen calendar days of the alleged incident. In this case, the incident would still be investigated (the school does not give up its right to investigate any infraction), but the student, if found in violation of the rules, would not be subject to the same penalties if he/she cooperates with school officials. In an attempt to help the student, he/she would be required (with a parent or guardian) to attend the appropriate assessment/treatment program or counseling services that would assist the student in dealing with his/her problem. If this occurs, the original penalty would not take effect. However, if the student does not take advantage of any program or service, the student would then be subject to the initial penalty.

Regardless of the situation, this "statute of limitations" clause would not apply to cases of severe infractions of the rules by a student. The criteria used by the school's administration to judge the infraction's severity may include: police involvement, public awareness, the criminality of the act and damage done to persons or property. The clause also does not apply if an alleged incident is discovered through various inside sources.

Theft Policy

A student shall not be involved in any theft of school property or property of others while under the control of school authorities. The penalties for such a violation of policy will be the same as the alcohol and other drug penalties.

Meetings, Practices, and Work Sessions for Class and Club Organizations

Organizational meetings have been scheduled for specific nights to eliminate conflicts for students who belong to more than one organization. In order for scheduling to be more effective, the following guidelines have been established:

1. All organization meetings shall be over by 9:00 p.m. and the building cleared by 9:30 p.m. unless special arrangements have been made through the principal. Students must be supervised by an adult staff member at all times when they are in the school building.
2. Officers from each organization shall present a written agenda to the advisor at least two (2) days prior to each meeting. Officers of most organizations should meet with the advisor during school or after school at least one week prior to the meeting to discuss the program and business. No meetings of officers, committees, or organizations shall be held in school unless the advisor is present. No meetings, practices, work session, etc., shall be scheduled without the authorization of the advisor. All such meetings shall then be cleared and scheduled in the principal's office.
3. Advisors shall interpret known school policies to student organizations and shall encourage only constructive activities. An advisor may veto any decision of the student organization. Please consult the principal for advice when necessary.
4. Advisors shall be responsible for unlocking school doors prior to meetings and locking them following the meetings. Advisors should be present thirty (30) minutes before scheduled meetings. Students who are in the building after school hours are not to have access to all parts of the building. They should remain in the meeting room except when entering and leaving. Students should not be present more than fifteen (15) minutes prior to scheduled activities.
5. All Wednesday evening practices, meetings, or other activities should be concluded by 6:00 p.m. Students who present a note from their parent or guardian will be excused for the purpose of attending church activities.

**Student
Athlete & Extra-
Curriculum
Activities
Handbook
2008-2009**

STUDENT ATHLETIC HANDBOOK

Statement of Purpose

The Fostoria Community School District believes that students involved in extra-curricular activities have a very strong peer influence both in the community and within the school. These students have a high profile and a responsibility to themselves, the school and the community to demonstrate leadership and acceptable behavior at all times.

Students who volunteer to participate in extra-curricular activities are expected to accept the responsibilities of these activities and maintain a high degree of conduct throughout the activity or season. The importance of a Code of Conduct should be apparent to everyone. As a representative of the Fostoria Community Schools at a sporting event as an athlete, the student is expected to act accordingly.

This policy is in effect for 365 days a year (the complete calendar year) and is in addition to the special rules of the advisor/coach-in-charge and the rules and procedures as outlined in the Student Handbook of Fostoria High School.

Extra-Curricular activities at Fostoria High School include:

Athletic Statisticians
Baseball
Basketball (Boys/Girls)
Cheerleading
Cross Country (Boys/Girls)
Football
Golf
Softball
Student Managers/Trainers
Swimming
Tennis (Boys/Girls)
Track (Boys/Girls)
Volleyball
Wrestling
Wrestlerettes

ROLE OF PARENTS IN INTERSCHOLASTIC ATHLETICS

Appropriate Procedure for Discussing Concerns with Coaches

The very first step in discussing a coaching concern is to meet with the head coach. Call to set up an appointment. Do not confront a coach before or after a contest or practice. These are emotional times for all parties involved and do not promote resolution.

If the parent does not feel the meeting came to a satisfactory resolution they may call and set up an appointment with the athletic director.

SPORTSMANSHIP

The Northern Ohio League and its member schools encourage and promote sportsmanship among all athletic participants. Sportsmanship is a team effort involving students, athletes, coaches, spectators and officials. In the spirit of fair play, we ask that your language and behavior show respect for the participants and official of each contest. Violation of this standard of conduct will result in removal from the grounds.

Acceptable behavior:

Applause during introductions of players, coaches and officials.

Players shaking hands with opponents who foul out while both sets of fans recognize player's performance with applause.

Accept all decisions of officials

Handshakes between players and coaches at the end of the contest, regardless of outcome.

Treat competition as a game not a war.

Encourage surrounding people to display only sportsmanship like conduct.

Unacceptable behavior:

Disrespectful or derogatory yells, chants, songs or gestures towards players, coaches or officials.

Profanity or displays of anger, which draws attention away from the contest.

Booing or heckling official's decisions.

Refusing to shake hands or give recognition for good performance.

Blaming loss of game on officials, coaches or players.

GENERAL GUIDELINES AND INFORMATION

Changing Schools/ Transfers

If you change schools including open enrollment and your parents do not move to your new school district, you will be ineligible for one year unless you meet one of the exceptions in the OHSAA bylaws. Check with your Athletic Director in regards to eligibility before changing schools.

Conflicting Competitions

If an athlete desires to participate in two potentially conflicting contests during the same season, written approval must be secured by both coaches/advisors and submitted to the athletic director at least five days in advance of the contest. The written notification must be signed by parents and indicate which activity takes precedence.

Leaving a Team Policy

An athlete leaving a team for any reason and wanting to go out for "another sport" must do so within seven days after the official start of practice or prior to the first scheduled scrimmage/contest, whichever occurs first. Beyond this, the athlete will not be able to participate in another sport (including organized conditioning and/or the weight room) until that sport's season is complete. This does not affect athletes "cut" from a team.

Mid-term Requirements

A student must meet Fostoria Community Schools requirement of not having more than one "F" at mid-term. A student with two "F's" or more is ineligible at mid-term until he/she is receiving a passing grade. To regain eligibility a student must eliminate all but one "F", then obtain a written verification of passing grade(s) from his/her teacher(s) and submit it to the principal's secretary. The secretary will then inform the appropriate director or advisor of the student's eligibility. There is no GPA requirement for eligibility at mid-term.

Nine Week Grading Period Requirements

A student must have a GPA of 1.5 or above with no more than one "F" for each nine week grading period during the previous school year. Physical education, flag corps, and GRADS do count in the GPA and are not weighted the same as most classes. A student must meet the State requirement of passing 5 subjects per nine-week grading period.

A student must meet the local requirement of not having more than one "F" at the end of each grading period. In other words, a student with two "F's" is ineligible for the following nine weeks.

Physical, Insurance, Drug Test and Emergency Medical Forms

All athletes must complete and have on file in the athletic office their physical, insurance, drug test and emergency medical forms before they will be allowed to compete in a sport.

Residency Eligibility

A student is eligible at the school located in the school district where the parents or legal guardian resides when all other eligibility standards are met. When there has been a change of custody, a student must reside in the same school district with the legal guardian.

Semester Requirements

A student must meet Fostoria Community Schools' requirement of passing five subjects the preceding semester. However, a student can regain his/her eligibility after a nine weeks period if he/she has met the eligibility requirements for the nine weeks. If not, the student would remain ineligible for the rest of the semester.

TRANSPORTATION

Bus/Van Travel

All athletes must travel to and from athletic contests during the school year in transportation provided by the athletic department. Athletes will remain with their team/squad and under the supervision of the coach when attending away contest. All regular bus rules will be followed including food, noise and care and respect for equipment.

Cell phones will be turned off during the trip to the school-sponsored event. The bus driver will indicate verbally when cell phones may be used on the return trip. This is the only time during the trip when cell phones may be on and used.

In unusual or emergency circumstances, students may ride home with parents but only with the consent of the coach in charge. Parents must sign a Parental Notification of Transportation by Private Vehicle form, which gives complete approval and assumes responsibility for the safety and well being of the student.

CODE OF CONDUCT

Administrative Procedures

- A. Students will sign a handbook review form that acknowledges they have read and will adhere to the rules and regulations set forth in the handbook. This form will be signed at the beginning of each school year.
- B. The Fostoria Community School District extra/co-curricular code of conduct must be reviewed by the coach or advisor with the student before the beginning of each respective sport season or activity.
- C. A student suspected of violating any part of the adopted code of conduct shall be given due process rights at all times.
- D. The individual coach or advisor may have additional rules (i.e. curfew regulations) provided they are in print and reviewed with students or squad members before their effective date. These rules must have been approved by the building principal and/or the athletic director.
- E. The student being denied participation by an administrator, athletic director, coach, or advisor will receive, in writing, a "Notice of Intended Disciplinary Action" and the parent/guardian (or student if he/she is 18 years of age or older) will receive a "Letter of Denial of Participation" within twenty-four (24) hours of the actual removal. The parent/guardian (or student if he/she is 18 years of age or older) shall have seventy-two (72) hours in which to appeal the decision to the building principal.
- F. The administrative hearing shall be held within ten (10) days of notification of the removal. His/her parent/guardian and the student shall be notified of the results by the building principal within twenty-four (24) hours of the scheduled hearing.
- G. If the parent/guardian or student (if he/she is 18 years of age or older) is not satisfied with the decision of the building principal, an appeal may be made to the superintendent.
- H. If a student participating in sport "A" either quits the squad or is denied participation through violation of team or squad rules, he/she is not to join the organized programs of sport "B" or go out for or participate in sport "B" until other

members of sport "A" are also eligible to begin. Any exceptions to this must be approved by the coach of sport "A", the athletic director, and/or the building principal.

Alcohol, Tobacco and Other Drug Use Policies

The Fostoria Community School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning and skill potential both in the classroom and within extra and co-curricular activities and athletics.

It is the policy of Fostoria Community Schools that those students who participate in extra and co-curricular activities must adhere to the requirements of the alcohol/drug policy not only within the confines of the school and its sponsored activities, but as representatives of the school within their social and community activities. Extra-curricular and co-curricular participants/students who violate the extra-curricular/co-curricular policy outside of the school environment, will be held accountable within the guidelines stated in this policy. These participants/athletes who violate the Alcohol and Other Drug Use Policy within the school environment or school-sponsored activities, will be held accountable under the school's discipline code and this policy.

The Fostoria Community Schools' Student Alcohol and Other Drug Use Policy and this extra-curricular and co-curricular code of conduct coincide by stating that no student shall possess, transmit, conceal, consume, show evidence of having consumed or used, offer for sale, or attempt to purchase any alcoholic beverage, illegal drugs, non-prescribed drugs, look alike drugs, or any mind-altering substance.

Included in this prohibition are any substances represented as a controlled substance, steroids, drug paraphernalia and tobacco or tobacco products. Fostoria Community Schools is committed to assisting students who not only violate the extra-curricular and co-curricular code of conduct, but also those who exhibit behaviors and attitudes commonly associated with alcohol and other drug use. All efforts will be made to intervene with the student. Additionally, faculty, staff, advisors, coaches, and administrators will actively investigate reported alcohol and other drug use by students involved in extra-curricular and co-curricular activities. Should these reports be confirmed, the extra-curricular and co-curricular policy will be upheld.

At a minimum, students who violate the above policy will be required to attend with their parents an educational/assessment program. Repeated violations will require more intensive intervention such as outpatient or inpatient treatment.

A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include, but not be limited to, alcohol/drug education, assessment with follow-through based on assessment findings, counseling, outpatient treatment or inpatient treatment. Evidence of enrollment in a treatment program and attendance is required. Failure to comply will result in maximum disciplinary action.

Violations of the above policy will result in the following penalties:

- A. First Offense - the participant/athlete shall not participate in an extra-curricular activity or co-curricular activity, for one (1) calendar year. Students who receive professional assistance will receive a reduction in penalty to 20% of the season/activity involved or if the offense occurs during the final 20% of the activity or season, the remaining percentage will carry over to the next season/activity.
- B. Second Offense - the participant shall not participate in an extracurricular activity or for the remainder of his/her eligibility. Students who receive more intensive professional assistance may receive a reduction in penalty to one (1) calendar year from the date of the second offense.
- C. Third Offense - the participant/athlete shall not participate in an extra-curricular or co-curricular activity for the remainder of his/her eligibility. No reduction in penalty will be granted; however, every effort will be made to assist the student. A participant denied participation for the remainder of his/her eligibility that has received treatment and has proven he/she has remained abstinent from use for at least six months may ask for reinstatement from the building principal.
- D. The participant who has been denied participation shall not participate in games, scrimmages, ceremonies, or related activities during the period of ineligibility. However, he/she may participate in regular practice activities and attend meetings, events, and performances with the permission of the coach/advisor.
- E. He/she shall forfeit all awards on the second and/or third offense.
- F. Self-referral/parental referral - Coaches, directors, advisors, and parents may employ a "self-referral" procedure allowing students an avenue to seek guidance, assessment/counseling, and/or treatment in regard to use of

tobacco, alcohol, and other drugs. Voluntary or parental referrals do not carry punitive consequences **on first offense self-referral ONLY**. Self-referral/parental referral, however, is not to be used by students as a method to avoid consequences once an alcohol and other drug policy violation has occurred. All self-referrals by a student-athlete must begin by informing the athletic director or administration of the substance abuse.

Attendance Policy

A student absent from school for more than one-half day (reports to school after 10:27 a.m. or leaves before 10:27 a.m.) is not eligible to participate in extra-curricular or co-curricular activities for the day without permission from the building principal. Excessive tardies or absences from school may also warrant denial from participation in extra-curricular and co-curricular activities.

Carry-over Provision

Any eighth grade student found in violation of the extra/co-curricular code of conduct, but not subject to any penalty because his/her eighth grade extra/co-curricular activity has concluded, will be penalized according to this code during his/her next participating season in high school. However, this "carry-over" penalty will not be regarded as the student's "first" high school violation if future violations occur.

Criminal Offenses

Any student who is charged and found guilty of a felony shall be denied participation in any extra/co-curricular activity for the remainder of his/her eligibility. Students receiving more intensive professional assistance may receive a reduction in penalty of one (1) calendar year from the date of notification of conviction. The school will also work with a court of law, dealing with a student in this situation in regard to that student's eligibility.

General Misconduct Policy

A student will be ruled ineligible by a coach/advisor in charge for display of behavior, which reflects negatively on the student, sport, activity, or school. The period of ineligibility for such an inappropriate offense shall be one of the following: up to 20% of the season, or when a percentage is not appropriate, a number of public performances, events or activities. Depending on the severity of any given offense the coach/advisor and/or athletic director may deny the student's participation for a longer period of time. The administration will be kept informed of all ineligibility and disciplinary assignments.

Eligibility Process

1. In the event a student is declared ineligible by the athletic director or advisor, an administrator will notify the student's parents through the mail. The administrator will also inform the guidance department of any student who is declared ineligible.
2. The athletic director or the advisor of each extra-curricular or co-curricular activity, and athletics is responsible for declaring a student ineligible each mid-term period and each nine week grading period.
3. These eligibility requirements will be effective for the ensuing year (i.e. the fourth nine weeks grades will be used to determine eligibility for extracurricular activities, co-curricular activities and athletics for the first nine weeks of the next school year.
4. A student and/or his/her parents may appeal the student's ineligibility to the building administrator. After reviewing the case, the building administrator will issue his/her recommendation in writing to all parties involved.
5. These eligibility requirements are to be reviewed annually as directed by the superintendent.
6. In addition to printing mid-term progress reports for students who are failing their courses, the guidance secretary will print mid-term progress reports of students doing "D" work in their classes. A copy of this report will be provided to the principal, guidance counselors and the athletic director. Also a list of these students will be used by the guidance counselors and the athletic director (or the appropriate advisor) to determine eligibility and to indicate the need for intervention for academically "at risk" students.
7. It is recommended any student in extra-curricular activities, co-curricular activities, or athletics that is declared ineligible or "at risk" should attend academic tutoring sessions when provided.
8. The participant/athlete who has been denied participation shall not participate in games, scrimmages, ceremonies, events, performances, or related activities during the period of ineligibility. However, he/she may participate in regular practice activities and attend meetings, events, or performances with permission of the coach/advisor in charge. However, while attending such events, he/she will not be permitted to dress in the corresponding uniform.

Meetings, Practices, and Work Sessions for Class and Club Organizations

Organizational meetings have been scheduled for specific nights to eliminate conflicts for students who belong to more than one organization. In order for scheduling to be more effective, the following guidelines have been established:

1. All organization meetings shall be over by 9:00 p.m. and the building cleared by 9:30 p.m. unless special arrangements have been made through the principal. Students must be supervised by an adult staff member at all times when they are in the school building.
2. Officers from each organization shall present a written agenda to the advisor at least two (2) days prior to each meeting. Officers of most organizations should meet with the advisor during school or after school at least one week prior to the meeting to discuss the program and business. No meetings of officers, committees, or organizations shall be held in school unless the advisor is present. No meetings, practices, work session, etc., shall be scheduled without the authorization of the advisor. All such meetings shall then be cleared and scheduled in the principal's office.
3. Advisors shall interpret known school policies to student organizations and shall encourage only constructive activities. An advisor may veto any decision of the student organization. Please consult the principal for advice when necessary.
4. Advisors shall be responsible for unlocking school doors prior to meetings and locking them following the meetings. Advisors should be present thirty (30) minutes before scheduled meetings. Students who are in the building after school hours are not to have access to all parts of the building. They should remain in the meeting room except when entering and leaving. Students should not be present more than fifteen (15) minutes prior to scheduled activities.
5. All Wednesday evening practices, meetings, or other activities should be concluded by 6:00 p.m. Students who present a note from their parent or guardian will be excused for the purpose of attending church activities.

Relationship to General Student Discipline Code

Students involved in extra-curricular, co-curricular activities and athletics that commit a violation of their code of conduct policies, while on school property or at a school function, are also subject to

discipline under the general student discipline code. However, due to the fact that the extra-curricular, co-curricular and athletic code of conduct is in effect for 365 days a year, a code violation off school property will only be subject to discipline under the extra-curricular, co-curricular and athletic code of conduct.

School Suspension Policy

A student who is suspended out of school is not eligible to practice or participate in any activities or sport during the time of the suspension.

Statute of Limitations Policy

The statute of limitations would only be in effect when the school is notified by an outside source that a student was possibly involved in a violation of these rules after more than fourteen calendar days of the alleged incident.

In this case, the incident would still be investigated (the school does not give up its right to investigate any infraction), but the student, if found in violation of the rules, would not be subject to the same penalties if he/she cooperates with school officials. In an attempt to help the student, he/she would be required (with a parent or guardian) to attend the appropriate assessment/treatment program or counseling services that would assist the student in dealing with his/her problem. If this occurs, the original penalty would not take effect. However, if the student does not take advantage of any program or service, the student would then be subject to the initial penalty.

Regardless of the situation, this "statute of limitations" clause would not apply to cases of severe infractions of the rules by a student. The criteria used by the school's administration to judge the infraction's severity may include: police involvement, public awareness, the criminality of the act and damage done to persons or property. The clause also does not apply if an alleged incident is discovered through various inside sources.

Theft Policy

A student shall not be involved in any theft of school property or property of others while under the control of school authorities. The penalties for such a violation of policy will be the same as the alcohol and other drug penalties.

Year-round Policy

This policy is in effect for 365 days a year and is in addition to the special rules of the coach/advisor in charge and the rules and regulations as outlined in the student handbook of Fostoria High School.