

**ANNA HIGH SCHOOL
ANNA LOCAL SCHOOL DISTRICT**

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Welcome.....	5
Calendar for the 2024-2025 School Year.....	5
Master Student Calendar.....	5
Calendar of Events.....	5
Anna Sports Calendar.....	5
Daily Bell Schedules.....	5
STUDENT ENROLLMENT AND ACCOUNTING.....	5
WITHDRAWING FROM SCHOOL.....	6
ATTENDANCE POLICY.....	6
NOTIFICATION/VERIFICATION OF ABSENCES.....	6
Middle/High School Students (per nine weeks):.....	6
Absence Intervention Team.....	7
Ohio Attendance Requirements (previously commonly referred to as Truancy).....	7
Excessive Absences.....	7
Habitually Truant.....	8
Absences and Missed Assignments.....	8
Arriving or Leaving during the School Day.....	8
Tardiness – to School and Classes.....	9
SCHOOL CLOSINGS.....	9
FIRE AND EARTHQUAKE PROCEDURES.....	9
TORNADO PROCEDURES.....	9
CRISIS PROCEDURES/EVACUATIONS/SAFE SCHOOLS.....	10
DRESS and ACCESSORY CODE; STUDENT APPEARANCE.....	10
Immunizations.....	11
Emergency Medical Care.....	12
School Fees.....	12
Directory Information.....	13
General Reminders.....	13
Daily Announcements.....	13

Lockers.....	13
Locks.....	14
Search and Seizure.....	14
Textbooks.....	14
School Telephones.....	15
Student Arrival to and Dismissal from School.....	15
Closed Campus.....	15
Bus Transportation.....	15
Study Trips.....	16
Driving to School/Parking Lot.....	16
Classes/Student Schedules.....	17
Home Tutoring.....	17
Instructional Media Center (IMC).....	17
Office/Imc/Teacher Aides And Yearbook Staff.....	18
Hallways – During and Between Classes.....	18
WEIGHT ROOM (RAC).....	18
Public Display of Affection.....	18
Political Statements.....	18
Restricted Areas.....	18
Lunch/Cafeteria.....	19
Food, Beverages, and Gum.....	19
Deliveries to School.....	19
Athletics.....	20
Wednesday Night Activities.....	20
School Property and the Property of Others.....	20
Distribution of Advertisements/Literature.....	21
School Publications.....	21
Signs.....	21
Emergency Drills/Evacuations/Safe Schools.....	21
Video Surveillance.....	22
Student Council.....	23
Homecoming.....	23
Prom.....	23
School Dances.....	23
Athletic/Other School Events.....	23
Visitors.....	24
Student Progress.....	24
Report Cards.....	24
Eligibility/Ineligibility for Extracurricular Activities.....	24

Parent/Teacher Conferences.....	25
Exams.....	25
Grading Scale/Grade Point Average (GPA).....	25
Class Rank/Selection of Valedictorian and Salutatorian.....	26
Honor Roll and Perfect Attendance.....	26
National Honor Society.....	26
Classes and Credit Flexibility.....	27
Scheduling for Classes.....	27
Course Retakes.....	28
Make-Up/Recovery Classes and Credits.....	28
Summer School.....	28
College Credit Plus Program.....	28
Upper Valley Career Center.....	29
Graduation Requirements.....	29
Participation in Graduation/Commencement Ceremony.....	29
Foreign Exchange Students.....	30
Statement of Non-Discrimination.....	30
Title VI and Title IX.....	30
Title II and Section 504 Coordinator.....	30
STUDENT CODE of BEHAVIOR and CONDUCT.....	30
Sexual Harassment.....	34
Bullying and Other Forms of Aggressive Behavior.....	35
Firearms.....	35
Detention.....	36
Saturday School.....	37
Emergency/Disciplinary Removal.....	37
In-School Suspension.....	37
Out-of-School Suspension.....	38
TECHNOLOGY and INTERNET POLICY.....	39
SCHOOL-WIDE STUDENT COMPUTER and INTERNET POLICIES.....	40
Student Usage of the Internet and Electronic Mail.....	40
Use of Software.....	40
Electronic Devices.....	40
State Testing.....	42
Consent to Use Material on Anna Local Schools Website.....	42

STUDENT HANDBOOK 2024-25

Welcome

Welcome to Anna High School. We hope that you find that this school year is filled with many positive learning opportunities, good interaction with others, and pleasant memories when it is completed. As we start this year we will experience obstacles in relation to the renovation project. Communication between AHS and families is going to be very important. We pledge to provide you with the opportunity to learn and grow as a student and young adult, prepare for your future, and to provide assistance with this process. In return, we request that you make a sincere effort in obtaining your education, and treat all others in our school with respect and courtesy. We expect you to conduct yourself in an appropriate manner at all times, and accept responsibility for your behavior and actions. This booklet provides you with the policies, rules, guidelines, and information needed for expected behavior and academic success. This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available in the Superintendent's Office.

Calendar for the 2024-2025 School Year

[Master Student Calendar](#)

[Calendar of Events](#)

[Anna Sports Calendar](#)

[Daily Bell Schedules](#)

STUDENT ENROLLMENT AND ACCOUNTING

A pupil at the time of his/her initial entry to school, shall present to the person in charge of admission a copy of his/her certificate of birth, proof of residency (must reside in Anna Local Schools District or comply with open enrollment policy/procedures), proof of immunizations, any record required by state law or board policy (including custody documentation); and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the student does not present copies of the required documents, the principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child. Parent(s), guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The principal or her designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

WITHDRAWING FROM SCHOOL

Parents/guardians of students who are leaving the school district due to moving, change of parental custody, or other acceptable reason, must complete a withdrawal form. The student and/or parent/guardian must return the completed form to the office at least five days before the final day for the student. Any assigned school fees are to be paid at the time of withdrawal. The name and address of the student's next school are also to be furnished at the time of withdrawal.

ATTENDANCE POLICY

School attendance is of prime importance in the life of a student. Good attendance is one of the greatest single factors for success in school. This is supported by our business and industry partners who emphasize this behavior is a minimum qualification for employment. Regular school attendance promotes solid academic achievement, and furthers the development of a good attitude towards responsibility and going to work in the future. Absence from school can be one of the major causes of academic difficulties and failure of classes. In addition, school attendance is mandated by law for all children until the age of 18.

NOTIFICATION/VERIFICATION OF ABSENCES

If a student is going to be absent from school, the parent or guardian is requested to call the school (394-2011) before 8:00 am (10:00 am for a two-hour delay) the day of the absence, inform the secretary that the student will be absent from school, and give the reason for the absence **OR** send a note with the name of the student, date(s) of the absence(s), the reason for the absence(s), and the signature of the parent or guardian. The note should be brought to the office by the student the day that he/she returns to school. If calling the school outside of normal weekday school hours (7:00 am until 4:00 pm), a message may be left on voicemail at extension 100 or 102. **It is the responsibility of the parent/guardian of a student to notify the school for any absence and give the reason for the absence.** If a student is absent, and word of the absence has not been received, the school will attempt to notify the parent or guardian.

An excused absence will generally be granted for valid and necessary reasons with a note from a parent/guardian up to a maximum number of 32.5 hours (5 days) per semester. Beyond this five day limit, administration will require official documentation for any absence (doctor's statement, court summons, funeral service, etc.) Only 32.5 hours (5 days) per semester will be considered excused with a parent note. The sixth parent note will be considered unexcused. One family vacation (for up to five days or 32.5 hours) will be approved per school year and will not count toward the above totals.

Middle/High School Students (per nine weeks):

Unexcused absence: On the third unexcused absence students will be issued an after school detention. Fourth: students will be issued a saturday school and a parent conference with the principal to develop a plan for attending school each day on time.

Unexcused Tardies: will be kept by the office and tardy to class will be kept by the teachers. The consequences are as follows (This applied to both class tardiness and school tardies):

One Tardy	No Consequences
Second Tardy	No Consequences
Third Tardy	Detention assigned
Fourth Tardy	Detention assigned
Fifth Tardy	Saturday School assigned
Additional tardies	Referral to the principal for disciplinary action/ plan

This is for each nine weeks grading period. Students are expected to be in the classroom, and not in the halls, when the bell sounds to begin the period.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion, contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Ohio Attendance Requirements (previously commonly referred to as Truancy)

Excessive Absences

When a student of compulsory school age is absent from school with combined non medical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time, written notice is given, any appropriate intervention action listed herein may be taken.

The following "medical excuses" will not count toward a student's excessive absence hours: 1) personal illness; 2) illness in the family necessitating the presence of the child; 3) quarantine of the home; 4) health care provider appointments (doctor, dentist, mental health provider, etc.); 5) medically-necessary

leave for a pregnant student in accordance with Policy 5751; 6) death in the family; or 7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

Absences and Missed Assignments

Students have the responsibility to get and complete assignments when they are absent. As a general rule, students have one day for each day of absence (this does not include in-school suspensions) to complete assignments and turn them in to teachers. If students miss one day, they will be expected to complete any quizzes or tests from that day on the day which they return. Extended time given for extenuating circumstances may be considered by the administration. Excused absences call for work which is made up be given full credit. Any assignments or class work which is not completed will receive a grade of "0/F". **Unexcused absences will result in reduced credit for missed assignments and shall not exceed 60% on any in class work, quizzes, or tests.**

Arriving or Leaving during the School Day

Students who arrive at school any time during the school are required to come to the office and sign in. If the late arrival is due to a reason which is excusable, the proper note should be presented when signing in. Students who do not sign in will be counted as absent.

Students who leave the school during the school day before the end of period 8 are required to come to the office and sign out. Students who leave during the school day must have parental permission and permission/approval from the office. Students who have approved work programs also have to come to

the office and sign out. Students who have signed out must leave the building and school grounds immediately. **Students who leave the school without permission/approval and signing out will be subject to disciplinary action and will be issued a deterrent such as Saturday school or suspension.**

Tardiness – to School and Classes

Students are expected to be on time for school and all classes. Students who are late to school are required to come to the high school office, sign in, and receive a tardy slip, marked excused or unexcused. **Any unexcused late arrival to school will be counted as tardy, no matter what time it is. Anything past 10:30 will also be counted as an absence.** Tardy to school will be kept by the office and tardy to class will be kept by the teachers. The consequences are as follows (This applied to both class tardies and school tardies):

One Tardy	No Consequences
Second Tardy	No Consequences
Third Tardy	Detention assigned
Fourth Tardy	Detention assigned
Fifth Tardy	Saturday School assigned

Additional tardies: Referral to the principal for disciplinary action

This is for each nine weeks grading period. Students are expected to be in the classroom, and not in the halls, when the bell sounds to begin the period.

SCHOOL CLOSINGS

Should it be necessary to close school for an emergency, an announcement will be made utilizing the school's mass notification system as well as radio and TV stations:

Channel 2 WDTN Channel 7 WHIO WIMA- Lima WMVR- Sidney

DO NOT CALL THE SCHOOL OR SCHOOL OFFICIALS.

FIRE AND EARTHQUAKE PROCEDURES

Fire drills are required by the laws of our State. Pupils must leave the building as quickly and orderly as possible. Drills should be taken seriously and not be considered recreation. The purpose of the drill is to train pupils to empty the building as quickly as possible in case of fire and avoid possible injury. Fire routes will be posted near the door of each room.

THERE SHOULD BE NO TALKING DURING THE DRILL. (Recommended time by the State Fire Marshall is less than one (1) minute).

Students with their instructor at the time of the drill will cross the street, instructor will take roll, remain there quietly until signal is given to return to building. Students should assist in closing windows and doors as they leave the building.

NOTE: **EARTHQUAKE** procedure is the same as "Fire Drill" except the building is to be evacuated after tremors.

TORNADO PROCEDURES

Tornado Watch - A spotter will be placed at a window on the west side of the building.

Tornado Warning - Students will be notified by Public Address or shelter personnel.

Procedure:

1. Students take a book to cover their heads.
2. Students will go directly to the designated shelter area.
3. Students will kneel facing the inside wall with their head covered by clasped hands or an open book.
4. Students will remain in the shelter area until "All Clear " is indicated by the administration.

It is imperative that all students remain quiet during the drill, as attendance will be taken, and emergency information will be transmitted by word of mouth from shelter personnel.

CRISIS PROCEDURES/EVACUATIONS/SAFE SCHOOLS

Drills for emergency evacuation of classrooms and the school are required by state law. Fire and tornado drills will be conducted on a regular basis. Students should become familiar with the procedures for evacuations from all locations in the school. During times of classroom and/or school evacuations, students should cooperate with and follow the instructions of school personnel and proceed to the assigned designated locations in a quiet, orderly manner. Procedures for evacuation due to an earthquake are similar to that for a fire drill, as the building would be evacuated after the report of tremors.

Safe School drills for an active shooter or other violent attack or threat will also be held. Staff members have received ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training. Students are to cooperate with and follow the instructions of school personnel. If a student is aware of any dangerous situation or accident, he/she must notify a member of the staff immediately.

DRESS and ACCESSORY CODE; STUDENT APPEARANCE

It is the policy of the Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of those rights and privileges do not interfere with the orderly process of education. Student dress should not cause a safety hazard. Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive or discriminatory or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

The following clothing is not allowed:

- 1) Brief and revealing clothing - Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments with spaghetti straps, or strapless garments. Straps must be a minimum of 2" wide. Garments that are "see through," cut low, or expose one's midriff or back are not acceptable. Garments must have a sleeve. Undergarments must be worn but must not be visible.
- 2) Jewelry and other decorative items that are hazardous are not permitted (spike wristbands, chains, including wallets on chains, etc.)
- 3) Pants/shorts must not hang below the hips.
- 4) Advertisement of alcoholic beverages, drugs, and tobacco or obscene, vulgar, gang related, or suggestive sayings or pictures are not to be worn on clothing.

- 5) Shorts may be worn the entire school year. Shorts/skirts of students must equal or extend in length below the middle knuckle (proximal interphalangeal joint) of the student's middle finger when the arm is hanging at rest .No boxer shorts or spandex shorts may be worn.
- 6) Cut-offs, torn, and ragged clothing are not to be worn.
- 7) Students are not to wear hats or other head covering in the building.
- 8) Non-Prescription dark glasses are not permitted in the building
- 9) Pajama Pants
- 10) If yoga pants or leggings are worn, the shirt must equal or extend in length below the tip of the student's knuckles when made into a fist AND hanging at rest.
- 11) Pants with holes in them are permitted as long as the holes in the garments are below the length requirement for shorts. It is preferred that students do not have holes in their pants. Holes in pants are not permitted in lab classes.

Teachers and administration may determine if dress is presentable for school. If a student disagrees with the teacher and feels that his/her dress is not a violation, the student may immediately confer with the principal for a ruling. If a violation exists, the student will need to correct the violation before returning to class. Failure to correct the violation will result in disciplinary action including detention and Saturday School assignments may also result due to violations of the dress code.

Immunizations

Students must be current with all immunizations as required by law, including but not limited to: poliomyelitis; measles; diphtheria; rubella; pertussis; tetanus; and mumps. For the safety of all students, a student may be removed from school if he/she does not have the required immunizations.

Medication Policy

The school recognizes that there are times when a student must take medication for health concerns when attending school. Use of medications by students at school must be done in accordance to the following:

1. The appropriate person appointed by the principal will supervise the secure and proper storage and dispensation of any medications. The drug must be received at school in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
2. Written permission must be received from the parent or guardian for administration of the medication. The following information is to be included: name of the student; name of the medication; the dosage of the medication; the daily time(s) when the medication is to be given to the student; the dates when the administration of the drug is to begin and end; any severe adverse reactions to the medication which is to be reported; and emergency telephone number(s) of the prescribing physician.
3. The parent or guardian of the student agrees to submit a revised statement signed by the prescribing physician, if any information about the medication changes.
4. The designated individual must receive and retain a statement, which complies with ORC 3313.713, and is signed by the physician who prescribes the drug.
5. No employee who is authorized by the school to administer a prescribed medication, and who has a copy of the most recent statement from the prescribing physician, would

be liable in civil damages for administering or failing to administer a drug, unless he/she acted in a manner that would constitute gross negligence or wanton or reckless misconduct.

6. No person employed by Anna Local Schools will be required to administer any medication to a student except pursuant to the requirements established by this policy. The Board of Education will not require an employee to administer any drug to a student if the employee objects, on the basis of religious convictions.

Non-prescription medication also must be brought to the office under the same guidelines as those listed above. **Students are not to have any medications (with the exception of cough drops and breathing inhalers) in their possession during the school day. Students are not to give medications which are intended for them to any other students.** Questions about medications should be directed to the school nurse.

Emergency Medical Care

The school is responsible only for immediate first aid in the event of an injury which occurs at the school. The Board of Education does not pay any medical or hospital bills due to any injury which happens at the school. The parent or guardian is responsible for the payment of such bills. In the case of any injury which occurs at the school, the student is requested to immediately report the incident to the teacher, coach, advisor, or other person in charge. The office should also be notified and an accident/injury report should be completed.

Anna High School has a health clinic for emergency treatments for injuries or illnesses. Students are not to be in the clinic for more than one period during the day. Students must have permission to visit and/or stay in the clinic. There is also a school nurse available on site or on call.

If a student becomes ill during the school day, he/she should request permission to go to the office. A member of the office staff (usually the school nurse or secretary) will determine whether the student should remain in school or go home. A student is not to leave school without proper parental permission and approval from the office.

In the case of a severe injury or acute illness, the school will give emergency care, call the rescue squad (if that is deemed necessary), and attempt to contact the parents/guardians. For this reason, each student is required to have an “**Emergency Medical Authorization Form**” completed, signed by a parent/guardian, and on file in the high school office. This needs to be done during the first few days of each school year. **Students who do not return a completed Emergency Medical Form are not to participate in any activity on or off school grounds including field trips, athletic, or other extracurricular or co-curricular activities.** Any changes concerning information on this card during the year should be reported to the high school secretary. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the high school office.

School Fees

A list of school fees will be attached to student schedules at the beginning of the school year. Fees are required in courses where materials must be purchased to complete projects and lab activities. Fees are also required for workbooks in some classes. These fees are strictly for materials and workbooks (at cost) used by the students. Payment of school fees should be completed as early as possible in the school year, and no later than November 1. **Grades and credits for classes may be withheld from**

students who do not pay their school fees. Diplomas of graduating seniors will be withheld until all fees are paid. Students who have paid a fee for a course may be eligible for a refund if a course is not taken.

Charges may also be imposed for loss, damage, or destruction of school equipment, musical instruments, library materials, textbooks, and for damage to school buildings and property.

Directory Information

The Anna Local School District follows the guidelines of the Federal Educational Rights and Privacy Act (FERPA) and the Ohio Revised Code in regards to student records and directory information. The school will release directory information to colleges, universities, armed forces, and other qualifying agencies unless a parent or guardian notifies the school in writing by September 15 of each school year that he/she will not allow the distribution of directory information.

Under Ohio law, directory information may include the following: a student's name, address, telephone number, date of birth, attendance information, academic information, and date of graduation.

General Reminders

- 1) Be on time for school and all classes.
- 2) Be prepared for school and all classes.
- 3) Pay attention, follow directions, and meet all deadlines.
- 4) Only bottled water is allowed in class.
- 5) Cell phones are to be turned off and put away during the school day.
- 6) Take care of your property and school property.
- 7) Pick up, clean up, and put trash in the proper place.
- 8) Lock lockers – especially after school.
- 9) Be respectful; be responsible, and be courteous.
- 10) Make the most of your educational opportunities.

Daily Announcements

Announcements will be collected in the high school office during each school day. To be included, announcements must be given to the high school secretary by 7:30 am of each day. Each teacher will have access to a copy of the daily announcements. The daily announcements will be given each day over the PA system Monday through Friday. The announcements will be posted outside of the office and will also be posted on the school website. Daily announcements are e-mailed to the Upper Valley Career Center, the Opportunity School, and the Alternative School. **Students are to be aware of and responsible for the information contained in the daily announcements.** Students who are not present when announcements are made are still responsible for the content. Personal announcements (such as birthdays, etc.) will not be made.

Lockers

Lockers may be available to students as a service for the storage of books, jackets, and other personal property. All lockers are the property of the school and are subject to search at any time for any reason. Contents of lockers are also subject to search and seizer at any time for any reason. Students must be aware that contraband of any kind must not be brought to school or stored in a locker

at any time. There is no expectation of privacy in the use of student lockers. Students are responsible for securing their possessions in their locker and the school is not responsible for lost, stolen, or damaged belongings. Students will be assessed for any damages, writing on lockers, or graffiti placed on their locker. Promptly report any problems with your locker to the office. Physical Education lockers need to be secured and locked to avoid loss of personal belongings.

Further: Administrators may search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

Locks

Students are expected to lock their lockers to protect their own possessions and property of the school. Only locks which are provided by the school are to be used. Combination locks are available from the office at no charge. All locks are the property of the school and are to be returned at the end of the year. The cost to replace a lock which has been lost or is not returned at the end of the year is \$5.00. Students are reminded that money or other valuables should not be kept in their lockers. **The school is not responsible for any personal item which is lost, stolen, or damaged, or any item belonging to the school which has been assigned to a student.**

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time that the student is under the supervision of the school if there is reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Inspection of lockers by members of the staff will take place on a regular basis. In cooperation with local law enforcement officials, unannounced canine searches may also be conducted. Any student who exercises the privilege of driving to school shall be considered to have given implied consent to a search of his/her vehicle at any time that a search is requested by school administration.

In addition, students should have no reasonable expectation of privacy in their actions in public areas including but not limited to; classrooms; hallways; gymnasiums; the cafeteria; and the auditorium. The school may use video cameras in public areas and on all school transportation vehicles.

Textbooks

Textbooks are the property of the school and loaned to students by the Board of Education, and due to their expense, should be given good care. Students are encouraged to keep book covers on their textbooks. Students are not to write in textbooks (except for their name inside the front cover) and make

sure that books are not misused and abused. The student is responsible for the books which are assigned to him/her and also responsible for any damage which occurs to those books during the time which they are used by the student. **Fines can be assigned for any damage which is reported to the office. If any book becomes lost or damaged and can no longer be used, the student will have to pay for a replacement.** Students should be informed by the teacher of any fines.

School Telephones

School telephones are for the main purpose of school business. Parents who need to leave messages for their children can call the office and leave a message with the secretary. Students who need to get a message to parents can leave the name of the person, the telephone number, and the message with the secretary, who will then make the call at a later time. Students are not to make personal calls. Students need permission to use the telephone in the office. **Cell phones are not to be turned on during the school day except at the request of a teacher for an in class assignment and at lunch.**

Student Arrival to and Dismissal from School

On regular school days, students are not to enter the building until 8:00 am. Before 8:00 am, high school students are to wait outside of the north or south entrance doors (#1 or #11). Students who ride busses or park in the west parking lot are to walk around the school to the north or south entrances. High school students are not to enter the doors on the west side of the building.

Students who have scheduled meetings may enter the building and go to the location of the meeting. Do not enter the school more than five minutes before the scheduled start of the meeting. Scheduled meetings are to last until 8:00, and students are to remain in that location until 8:00.

Any student who has supervised study time with a teacher may report to the teacher's room, and remain there until 8:00.

Students who violate this rule may be assigned deterrents.

Regular dismissal time is 3:10 pm. All students are to be out of the building by 3:15 pm unless participating in a supervised, after school activity. Students who drove or rode to school are to leave the parking lot and not loiter on school property.

Closed Campus

Anna High School has a "Closed Campus" policy. Students must remain at school for the entire day unless they have authorization from the office to leave.

Bus Transportation

It is a privilege to ride the bus to school. The student code of conduct applies for all students on the bus. It is the responsibility of the student to cooperate with the bus driver and to follow his/her directions. Students are to be on time to board the bus in the morning and need to be at the designated and approved stop. Students also need to be on time to board the bus following school dismissal each day. If a student is going to ride a bus which is different from his/her regular bus, he/she must have a

note of permission from the parent/guardian. This note must be brought to the high/middle school office and approved.

Students must follow the rules of the school and the bus driver whenever riding the bus. This is for the safety of all who ride the bus. Students who do not follow the rules and/or do not cooperate with the driver can be referred to the office for disciplinary action. This includes everything from verbal warnings and detentions to the loss of the privilege to ride the bus. If a student loses the privilege to ride the bus, he/she and the parent/guardian will be responsible for transporting the student to and from school. General rules include but are not limited to: *Do What Drivers Request The First Time and Follow These Rules:*

- 1) Students are to go directly to their assigned seats and must remain properly seated at all times.
- 2) Face Forward
- 3) Keep Aisles Clear of Feet and Personal Property.
- 4) Noise on the bus must be kept to a low level.
- 5) No screaming, shouting, or other loud noises.
- 6) Absolute quiet is needed at railroad crossings, stops and intersections.
- 7) Bad weather conditions require a lower noise level.
- 8) No Profanity or obscene language or gestures.
- 9) Keep yourself and all objects inside the bus.
- 10) No eating, gum chewing, or drinking on the bus at any time.

Study Trips

Anna Schools recognize the benefits of extending the school classroom with worthwhile study trips. All students taking part in study trips must have written permission from parents or guardian, and a copy of your Emergency Medical Authorization Form. The adopted Anna Student Conduct Code will be the standard for all participants. Anna Schools retains the option of luggage and/or room search. In the event of missing a class or classes, it is the student's responsibility to obtain and complete the assignments in advance. Study trip participation is a privilege and may be revoked for disciplinary reasons. Exclusion for students participating in study trips are at the discretion of the building principal.

Driving to School/Parking Lot

It is a privilege to be allowed to drive to school. Students who drive must follow the rules and regulations for driving and operate the vehicle in an appropriate and safe manner. Students who do not follow established rules and/or drive in an inappropriate/unsafe manner can be referred to the office for disciplinary action or to the Village of Anna police department. This can include verbal warnings and detentions to loss of privilege of being able to drive to school. A student may be denied his/her driver's license if he/she withdraws from school while still the age of compulsory school attendance. Habitual absenteeism and/or tardiness also fall in this category.

Once students arrive at school, they are to leave their vehicles and enter the school. It is suggested that vehicles be locked during the school day. Students are not to go to their cars or the parking lot during the day unless they have permission from school personnel in the office. Students are not to leave school property during the school day unless they have permission from the office. **Students are to use the designated crosswalks when going to and from the student parking lot.**

Students are not to drive inappropriate vehicles to school such as all-terrain (four-wheelers) or snowmobiles. Drive carefully and courteously at all times but especially during times of increased traffic (arrival in the morning and dismissal in the afternoon). Pay particular attention to weather & road conditions and younger students in the area of the school. During winter months, even if road conditions are good, the parking lot might still be icy.

Classes/Student Schedules

Students are expected to follow their class schedules at all times. Students are expected to be on time and be prepared for all classes. Students who are late for classes and/or not prepared for classes can be subject to disciplinary action. Students who skip class will receive a 0/F for all work which was assigned and/or collected for that class. Students who want to go to another place during an assigned class (restrooms, guidance office, etc.) must have permission from their teacher and the hall pass from the teacher, a signed planner, or a note. **Students who are in the halls during class time without a hall pass, signed planner, or note from a teacher or other member of the school staff may face disciplinary action.** Students are only to go to the place for which they have permission and return to class in a reasonable amount of time.

Home Tutoring

Students who will be out of school for 30 days or more may be eligible for home tutoring. Valid reasons for approved home tutoring may include extended hospitalization, recovery from serious accident or injury, or long-term illness. A written statement from a physician must be given to the principal. This documentation is to state the reason for the extended absence from school and the projected length of time that the student will be absent.

Instructional Media Center (IMC)

The Instructional Media Center is to be used for individuals and classes as a supplement for learning. Students who come to the IMC are expected to use the time for study, research, additional learning, and other educational activities. Students must follow the rules of the IMC and cooperate with the supervisor. Students who do not follow the rules of the IMC or misbehave can lose library privileges and/or face disciplinary action.

Library books can be checked out for overnight use or for two weeks and can be renewed for an additional two weeks unless someone else has requested the book. Reference materials are best when used in the IMC but can be checked out for overnight use. Students are responsible for any materials which they check out. Materials are to be returned on time and in the same condition. Students who have overdue materials for one week or longer may lose library privileges until everything is returned. Fines will be charged on all overdue materials. Do not try to mend or repair torn or damaged books but return them to the library for repair. Grade cards can be held until all overdue books are returned and all fines and fees have been paid. Students who damage materials can be fined for the damages. Students who lose materials can be assigned replacement costs. The IMC supervisor will compute charges for lost or damaged books.

Office/Imc/Teacher Aides And Yearbook Staff

Students who want to work as office, IMC, or teacher aides or be on the yearbook staff must be scheduled through the guidance office. Students who are approved in any of these positions must follow the rules and cooperate with the supervisor. Students who are approved for any of these positions are not to be in places other than that which is approved unless they have permission. FTA helpers are to arrive on time for their assignments.

Hallways – During and Between Classes

During classes, hallways are to be kept quiet and relatively free from traffic. Students who are in hallways when classes are in session must have a hall pass from a teacher or other member of the school staff. Students are not to go to their lockers except at assigned times. Student traffic in the halls during class should be kept at a minimum. There should be no more than one student out of a classroom at any time.

Between classes, students in the halls should move in an orderly manner. Noise should be kept at a reasonable level, and students should not yell, scream, or talk in a loud manner. Students are to walk (not run) at all times and not to push or shove others.

Students are to remain inside of the building during the school day, including the changing of classes. The exception is for those going to and from the ag annex for classes. Students going to and from the ag annex are to use the north door which enters the hallway to the office. There will be three minutes between classes. Students are not to go to cars in the parking lot unless they have permission from the office.

WEIGHT ROOM (RAC)

A student shall not enter the weight room without teacher or designated adult supervision for any reason.

Public Display of Affection

Public display of affection (PDA) can be inappropriate and can cause a negative reaction among students, staff, and visitors in the school. Students who engage in public displays of affection in the school, on school property, or at school events are subject to intervention by staff, and if necessary, disciplinary action.

Political Statements

All materials or activities proposed by outside political sources for display on school property or at school events or for student or staff use or participation shall be reviewed by the Superintendent and Principal related to educational contribution to part or all of the school program and benefit to students, and no such approval shall have the primary purpose of advancing the special interest of the proposing group.

Restricted Areas

Several areas are restricted during the school day. Students should not be there unless they have permission from school personnel. The areas are:

- 1) any custodial or maintenance area;
- 2) the kitchen and the cafeteria;
- 3) the teacher mailroom, lounge, and work area;
- 4) the middle school section of the building;
- 5) outside the building unless during the changing of classes;
- 6) the big gym or auxiliary gym unless there for a class or assembly;
- 7) Milliette Auditorium
- 8) the school parking lots;
- 9) any room or area not under the supervision of school personnel.

Lunch/Cafeteria

Personal lunch codes will be used to purchase food in the cafeteria. Students will deposit money into their individual accounts and assume responsibility to monitor the balance in order that they will not exceed their limit. Lunch codes may be used to purchase the tray lunch for the day or individual items from the a' la carte line.

When lining up in the a' la carte line for high school lunch, seniors and juniors can go first, with seniors allowed to go to the front of the line. After all juniors are through the lunch line, sophomores can go, followed by the freshmen.

Students are not to leave the school during lunch. Students are expected to follow the rules for the cafeteria and cooperate with the supervisors during lunch. Students can purchase lunch items and eat during their assigned time only. Lunch items – food and beverages - are not to be taken from the cafeteria. When students are finished with lunch, they are to carry trays to the window and put trash in the proper place. Trash or leftover food items should not be left on the table. **Students who misbehave during lunch may be assigned lunchroom duties (cleaning tables, picking up trash, etc.) or other consequences such as detentions.**

Food, Beverages, and Gum

Students are not to bring food (except a packed lunch) and beverages with them to school. Students are not to have soda pop during the school day. These items are not permitted and can be confiscated by school personnel during the school day. Students are not to have food or snacks in classes. A packed lunch may have a juice item, sports drink, or water as a beverage.

Gum chewing may be permitted in some classes with the permission of the teacher. Gum chewing is not permitted in science labs or rooms with carpeting. Students are to chew and dispose of gum in an appropriate manner.

Deliveries to School

Deliveries (flowers, etc.) made to the school for students are not encouraged, but if they are made, must be brought to the office. Any delivery which is made will be kept in the office until the end of the school day, and then given to the student to take home.

Fundraising

All fundraising activities by school groups must be approved by the principal. Proper forms as required by the treasurer's office must be completed and approved with at least a minimum of two weeks' notification before the planned fundraiser. Any group which is not school-affiliated must have

permission from the school to hold any fund-raiser on school property. Fundraising activities should not interfere with normal school learning activities.

Assemblies

Assemblies for groups of students or the entire student body are scheduled and held at times during the school year. Students are expected to treat guests of Anna High School with the highest respect, courtesy, and good behavior. Students are expected to pay attention and respond to the presentation with appropriate reactions. **Students who display inappropriate or disruptive behavior may be removed from the assembly and subject to disciplinary action.** The school will attempt to schedule assemblies either first thing in the morning or at the end of the day, and have all class periods meet during the day.

Athletics

Students who participate on any of the athletic teams at Anna High School are expected to represent our school well by displaying good effort and sportsmanship during competition. Our school abides by the rules of the Ohio High School Athletic Association and our athletes will receive an athletic handbook which covers all of the rules and contains the AHS/AMS Athletic Code. Student athletes must be academically eligible to participate and must follow the rules of the school and the coach. Anna Local Schools follow the rules for eligibility which are posted by the Ohio High School Athletic Association. Athletes must have a completed, approved physical form on file in the high school office in order to participate in sports (conditioning, practice, and contests). **For students to be eligible to participate on the day of a contest, they must be in school by 10:30 am and stay for the rest of the day. Any exceptions to this must be approved by the principal. Students participating in a college credit plus who are scheduled to arrive after 10:30 am at Anna High School must be on time to their first class, in the building, or shall not participate that day in extracurricular activities.**

Wednesday Night Activities

One of the beliefs and traditions of the Anna Schools is that a student receives education in and also away from school. We believe that the family is an important part of a child's development. In addition, we believe that a child benefits from religious and spiritual nurturing, as well. Therefore, in an effort to help encourage this belief and attitude, we require that all extra-curricular activities will end no later than 6:00 pm on Wednesday evenings. This gives students, as well as staff, the opportunity to take advantage of religious and/or family activities for the evening.

This applies to all extra-curricular activities, with the possible exception of OHSAA events (tournament contests, etc.), which are scheduled by OHSAA and beyond local control or by approval of the superintendent.

School Property and the Property of Others

Students will be held responsible for the proper care of school property including but not limited to textbooks, supplies, furniture, equipment, etc., owned and supplied by the school. Students who

disfigure, damage, destruct, deface, steal, and/or vandalize school property will be subject to disciplinary action and may have to pay for the repair or replacement of school items.

The above rule also applies to the property of others within the school and on school property.

Distribution of Advertisements/Literature

School authorities may regulate the time, manner, and place for distributing advertisements/literature on school property. A copy or sample of all advertisements/literature should be approved by the office before it is distributed and/or displayed in the school or on school property.

School Publications

Publications such as the school newspaper, yearbook, or video programs are a part of the school curriculum. Editorial control remains in the care of school personnel. Any audio, written, or video material which is inappropriate for school violates the rights of others, and/or causes disruption of school is prohibited.

School authorities reserve editorial control over any student speeches/presentations/written material for any school activity or function.

Signs

Students desiring to post signs must have the signs approved before posting them. When approved by the Principal, the sign may be posted in the designated area. Generally speaking, only signs promoting school or school-sponsored events may be posted.

Emergency Drills/Evacuations/Safe Schools

Drills for emergency evacuation of classrooms and the school are required by state law. Fire and tornado drills will be conducted on a regular basis. Students should become familiar with the procedures for evacuations from all locations in the school. During times of classroom and/or school evacuations, students should cooperate with and follow the instructions of school personnel and proceed to the assigned designated locations in a quiet, orderly manner. Procedures for evacuation due to an earthquake are similar to that for a fire drill, as the building would be evacuated after the report of tremors.

Safe school drills for an active shooter or other violent attack or threat will also be held. Staff members have received ALICE (Alert; Lockdown; Inform; Counter; Evacuate) training. Students are to cooperate with and follow the instructions of school personnel. If a student is aware of any dangerous situation or accident, he/she must notify a member of the staff immediately.

School Resource Officer (SRO) - Law Enforcement Officers & Children's Services

The School Resource Office is in school to assure the peaceful operation of school-related programs. The School Resource Officer is, first and foremost, a police officer and must fairly and consistently enforce laws. With regular attendance in schools, the officer may become more involved in student discipline and take legal action in incidents such as assaults, thefts, harassments, drug related offenses, etc. The net effect is a safer school environment but the punishment for misbehavior on certain offenses may increase with both the school officials and law enforcement officers taking action.

While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property. Any time the School Resource Officer questions a student, the parent is contacted to request their presence. If a parent cannot be reached, or refuses to come to the school to speak with the SRO, a school administrator will serve as the in loco parentis.

School Resource Officers may make presentations to classes and act as resources for administrators and teachers. The officers, while not professional counselors, may work with students showing signs of extreme stress, anger, and peer conflicts as officers will notify school officials and parents that danger signs are evident and the student needs some personal attention.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning. If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

Video Surveillance

All students, parents and staff are advised that as a public school facility, students, parents, staff and building visitors do not have to expect privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internally and externally, shall be subjected to video surveillance 24 hours a day, 7 days a week. The recordings of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct provisions by the school district and the law.

Electronic/Recreational Equipment

Students are not permitted to have or use any non-school issued electronic devices except calculators and cellular phones (only with teacher permission and during lunch). All other electronic devices must receive permission from the high school principal or designee. **Cell phones are to be turned off and put away during the school day. See Cell Phone section for more information..** The use of cell phones or any other electronic communication devices which contain built-in cameras in classrooms, restrooms, or locker rooms are strictly prohibited. Recreational items such as skateboards, collector cards (baseball, etc.), playing cards, "slam" books, laser lights, and similar items are not to be brought to school. In addition, students are not to have in their possession any type of permanent markers. Items which are not appropriate or permitted in school can be confiscated and brought to the office. Students who bring items such as these can be subject to disciplinary action. **The school assumes no responsibility if any of these items are lost, stolen, damaged, or vandalized when brought to school.**

Student Council

The Anna HS Student Council provides for student activities and serves as a training experience for young leaders. Elections for president and vice-president will be held (according to the council's constitution) in early spring. Elections for general membership will follow the elections for officers. The make-up of the Student Council and criteria for membership are included in the constitution, which is available from the advisor. Failure to attend meetings, meet obligations, or perform duties may result in dismissal from the Student Council.

Homecoming

Homecoming is organized and coordinated by the Student Council. Candidates for Homecoming court will be nominated by the student body and then selected through an open election supervised by the Student Council. The court for Homecoming will consist of the six senior boys and six senior girls with the highest number of votes. There will be one male and one female representative from the UVCC students.

Prom

King and Queen:

The senior class nominates candidates for prom king and queen. Juniors and seniors will have the opportunity to vote and elect the king and queen of the prom.

Other Rules:

There will be no re-entry to the prom. Once you and/or your guest enter the facility and relinquish your ticket(s) to the event, you and/or your guest are prohibited from leaving and re-entering the facility. Students and guests must be under 21 years of age. Unless special permission is given by the high school principal 10 days prior to the event. School dance rules apply to prom too.

School Dances

Dances sponsored by any group of the school and held at the school are to be scheduled with the high school office. School rules will be in effect during the dance. School personnel and adult chaperones must be on duty for supervision. A law enforcement officer will be on duty during high school dances. Anyone suspected of using alcoholic beverages or other drugs will not be admitted, and can face disciplinary action. If a student leaves the building during a dance, he/she will not be readmitted. Each student (high school dances only) can bring one guest to the dance but that student is responsible for the behavior of his/her guest. Students who display inappropriate or disruptive behavior can be requested to leave the dance and be subject to disciplinary action. **Middle school students may not attend high school dances, including Homecoming and prom.** Students and guests must be under 21 years of age. Unless special permission is given by the high school principal 10 days prior to the event. School dance rules apply to prom too.

Athletic/Other School Events

Students are encouraged to attend athletic and other school events such as concerts, plays, art shows, etc. Students must be in school by 10:30 am and stay for the rest of the day in order to attend and/or participate in any events which are after the school day. Attendance at these events can increase school spirit and show support for those students who are actively participating. Students who attend are expected to behave in an appropriate manner. Students who attend athletic contests are expected to

behave and demonstrate good sportsmanship. Students are expected to have shirts on at all times. **In addition, students who attend athletic events are to remain in the gym when the contest is being played, and not be loitering in the hall or lobby. Students who leave the building are not to be readmitted.** Remember, both our athletes and our student fans should reflect well on our school.

Visitors

Any visitor to the school during the school day must check and sign in at the high school office. This includes parents, former students and alumni, vocational students, etc. **Normally, visits will be limited to 30 minutes.** Arrangements will be made through the office for visitors to see whom they want. Visitors will not be permitted to just “roam the halls”. Visitors are expected to check in with the office and leave promptly when their business in school is completed. Visitors are not expected to interrupt teachers who have class or disrupt classes in session. **Students will not be permitted to have visitors at lunch or any other time during the school day, unless approved in advance by the principal.**

Student Progress

Students and parents can check academic progress using internet based Progress Book Parent Access. Usernames and passwords will be available at the beginning of the school year. Student academic progress is uploaded to Progress Book on a regular basis, paper midterm reports will not be completed by teachers and mailed unless requested. Parents who have questions about the academic progress of students should contact the school.

Report Cards

Report cards for the first three grading periods will be given to students at the school. Report cards for the final grading period of the school year may be picked up or will be mailed to the homes of the students. Report cards will be held by the school for any grading period if school fees are not paid. **If there are any questions about or errors on the report cards, please contact the high school office.**

NOTE: Students who receive an “I”, or incomplete, for a grading period have two weeks into the next quarter to complete missing work from the previous grading period. Work which is not completed will be counted as “O/F” and calculated into the grade.

Eligibility/Ineligibility for Extracurricular Activities

In order to be eligible for extracurricular activities, a high school student must be currently enrolled and receiving passing grades in a minimum of five one-credit courses or the equivalent, in the immediately preceding grading period. This is effective on the fifth day after the end of the grading period.

Two (or more) grades of “F” in classes at the conclusion of any nine-week grading period makes a student ineligible for the next grading period. Students with two or more failing grades for the fourth grading period will be ineligible for the first quarter of the next school year. This rule will apply to extracurricular activities such as: Academia, FTA, one-act plays, the pep band, the musical, and pit orchestra. Any exceptions to this rule will be made by the principal.

Students taking College Credit Plus classes are responsible for submitting their progress reports to the Athletic Director within two days of the quarter date as posted. For more information on state

eligibility requirements please see the Ohio High School Athletic Associations website. [A reference guide can be found here.](#)

Parent/Teacher Conferences

Parent/teacher conferences are scheduled on three evenings and one morning during the school year. Parents are encouraged to attend these conferences and meet with the teachers of their choice. Students can also attend these conferences with their parents. Appointments can be scheduled through the high school office.

Exams

Many classes include semester and final exams as a major part of the grade for the course. Semester or final exams which are given will count 1/7 of the grade for the semester. For the semester, each nine weeks grade will count as 3/7 of the grade. Final grades for year-long classes will be determined by averaging the first semester and second semester grades.

Grading Scale/Grade Point Average (GPA)

The grading scale used at Anna High School is as follows:

A	100 – 94	D	74 – 65
B	93 – 85	F	64 – 0
C	84 – 75		

Other grades may include:

S/U	Satisfactory/Unsatisfactory
E	Excessive Absences – No credit
P/F	Pass/Fail-Must have administrative approval prior to starting the

class

Audit Students who take Algebra I in the eighth grade may audit the class as a freshman. The better of the two grades will be included in the GPA and recorded in their transcript.

Grade point average is calculated on a 4.0 basis as follows:

A	4 points	D	1 point
B	3 points	F	0 point
C	2 points		

GPA is computed by dividing the total number of points earned by the total number of credits attempted. Normally, all courses (9 – 12) will be calculated in grade point average, class rank, and honor roll. Honor roll is achieved with a minimum of 3.0 GPA for a grading period with no grade below “C” or “incomplete” grade. Grade point average is listed on report cards for each grading period. **In addition, GPA is computed at the end of each semester on the semester average grade.** Grade point average and accumulative GPA are used for listing on the honor roll, determination of the senior valedictorian and salutatorian, establishing class rank, awarding some scholarships, gaining acceptance to some colleges and universities, as well as other functions. All courses taken through the Anna High School program of studies including Upper Valley Career Center, tech prep, distance learning (VHS), and college credit plus (CCP) will be counted in the student GPA. For questions about student grade point average, contact the guidance counselor.

Class Rank/Selection of Valedictorian and Salutatorian

The Board of Education authorizes a system of class ranking by grade point average for students in grades 9 through 12. The grades of students who transfer to Anna High School from a chartered school will be recognized. However, such students will have no established class rank for purposes of graduation honors such as valedictorian, etc., until they have completed a minimum of four semesters at AHS as a full-time student. Students who enroll at Anna High School from non-chartered or home-based schooling will have no established grade point average of class rank for graduation honors such as valedictorian, etc., until they have completed a minimum of four semesters at AHS as a full-time student. No student will be eligible for graduation honors, such as valedictorian, etc., unless they have been enrolled and completed three consecutive semesters prior to the final semester utilized for determining such honors.

All credits which are approved for graduation will be counted for a student's grade point average and class rank. Grades for the final grade point average and class rank will include the grades of the final grading period of the senior year.

Honor Roll and Perfect Attendance

High School students who earn honor roll status and/or have perfect attendance for grading periods 1, 2, and 3 will be recognized during the school year. At the end of each of the first three grading periods, honor roll and perfect attendance will be posted. Students who earn honor roll status and/or have perfect attendance during the school year will be recognized at a special program near the end of the school year.

To earn placement on honor roll, a student must have a minimum of a 3.0 grade point average, with no grade below "C", or any incomplete grades. Students who take any courses on college campuses cannot be included on honor roll for the first and third grading periods, as college course grades are not available until the end of the each semester.

National Honor Society

Membership in the Anna HS chapter of the National Honor Society is based on the four qualities of scholarship (minimum 3.25 GPA), leadership, character, and service. Students who meet the 3.25 accumulative minimum GPA will be notified and invited to complete the NHS Activities Sheet which must be returned to the advisor for further consideration for local membership. The Faculty Council will review information from the Activities Sheets as well as surveys from faculty when making the selection of new members.

Transfer students who were members of the National Honor Society at their previous school will be permitted to transfer their membership to the chapter of Anna High School.

Grade Placement/Credits

High school students (grades 9 through 12) will be classified by grade based on credits earned and year in high school. The following applies:

Freshmen	0 – 4.75 credits	first year of high school
Sophomore	5 – 9.75 credits	second year of high school
Junior	10 – 14.75 credits	third year of high school
Senior	15 & above	fourth year of high school

Classes and Credit Flexibility

To complete requirements for graduation and receive a diploma, students at Anna High School may choose from among the following:

1. Successful completion of regular traditional classes (including UVCC);
2. Successful completion of educational options such as dual enrollment courses, postsecondary enrollment options courses, online courses (such as VHS), etc;
3. Demonstration of mastery (including testing out) for AHS classes using such methods as taking course tests and exams, completing research papers and/or projects, lab activities (must be a part of a lab-based course), independent study, completing a portfolio, etc.; and/or
4. Creation and successful completion of new courses incorporating the appropriate Ohio Academic Content Standards and using such methods as mentorship, internship, service learning, educational travel, independent study, completing a portfolio, etc.

Students who want to participate in options 3 and/or 4 will need to see the high school principal for the guidelines and procedures, and will have to submit a proposal for each class which is involved.

Scheduling for Classes

All students will work with the guidance counselor for the scheduling of classes for grades 9 through 12. Students in grades 9, 10, and 11 will complete course requests for the next school year in February or March. Students in grade 8 and their parents will meet with the principal and guidance counselor to review graduation requirements and prepare course requests for grade 9. After course requests are received from all students, the tentative master schedule of classes and teachers will be developed.

It is important that course selections are carefully and thoughtfully completed. Students must schedule a minimum of seven classes (six if one is a lab class) per semester and have no more than one full time study hall. Students who are enrolled in non-traditional courses such as College Credit Plus, internships, and co-ops shall schedule a minimum of six credits or the equivalent. Students participating in College Credit Plus off site are responsible for all scheduling through the college or university. The guidance counselor will advise what classes are necessary to meet graduation requirements. Students shall schedule meetings with the counselor to ensure they are meeting these requirements.

Planning by teachers and administrators and purchases of supplies are based on schedules completed in the spring. Changes are seldom made and then only for extenuating circumstances with the approval of the principal and/or guidance counselor. **Please be sure of your selections!**

Any class changes which are made must be completed by the fifth day of school (or the fifth day of second semester for semester 2 classes) and approved by the guidance counselor and the principal.

Examples of reasons why classes may be changed include, but are not limited to:

- 1) A student failed a class the previous year.
- 2) A student is not scheduled for a class which is a requirement for graduation.
- 3) A student is scheduled into a class without having the required prerequisite.
- 4) A student wants to add a class for a study hall.
- 5) A student is scheduled into a class which was not requested.
- 6) A student could not be scheduled for a course which was requested.
- 7) A student has a medical condition (documented by a physician) which affects participation in a course.

Examples of reasons why classes may not be changed include, but are not limited to:

- 1) A student wants to be in a class with another student.
- 2) A student has a personality conflict with a teacher.
- 3) A student has had poor grades in a class or with a certain teacher.

In the rare occurrence that a class is dropped and not replaced by another course, a determination will be made by the principal as to whether the grade posted for the class will be W/P (Withdrawn/Passing) or W/F (Withdrawn/Failing). W/P will have no reflection in grade point average or credits, while W/F will be recorded into the student's course history as course attempted, no credit earned, with a grade of "F" entered into the student's cumulative grade point average. Any class which is dropped after ten days and not replaced by another course will not be eligible for Withdrawn/Passing. The student will receive Withdrawn/Failing for the course. Any extenuating circumstances for dropping a course must be reviewed and approved by the principal.

Course Retakes

Unless specifically stated in the course of study (i.e. Art), students may not take classes which they have taken previously and received a passing grade.

Make-Up/Recovery Classes and Credits

At times, students may fall behind in their progress towards classes and credits which are required to receive a diploma at graduation. This may be due to failing classes or other circumstances. Summer school, correspondence courses, and e-courses at the UVCC may be used for make-up/recovery classes and credits. **Before beginning any classes for make-up grades and credits, students must meet with the guidance counselor to review any classes which are being considered. Any options for make-up credit must be approved by the school in advance of taking the class.**

NOTE: The Ohio High School Athletic Association does not accept the grades and credits earned for make-up/recovery classes to restore the athletic eligibility for any student who has become ineligible to participate due to failing grades or deficiency of credits.

Summer School

Classes and credits may be made up through an accredited summer school program. The guidance counselor will have information about any summer school programs in the area which are available for students. Including but not limited to summer physical education. The student or parent/guardian would be responsible for any fees which would apply to summer school courses.

College Credit Plus Program

Ohio's College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Anna Local will provide information about the College Credit Plus

program to all students in grades 7-12. This is a required meeting and failure to attend may jeopardize your ability to participate. If you cannot attend, you must schedule an appointment with your school counselor. By April 1 the student and family notify your school counselor if you intend to participate in College Credit Plus the next year. Students failing to meet this deadline will relinquish a student's right to participate.

Upper Valley Career Center

Juniors and seniors have the opportunity to enter one- or two-year vocational training programs at the Upper Valley Career Center in Piqua. Credits from these programs are accepted as credits towards graduation at Anna High School. Students who decide to attend the UVCC can drive to school or ride a bus from Anna. Students who ride the bus must report to the high school each morning and stay in the hall near the auxiliary gym while waiting for the bus to leave. Students who ride the bus to school must ride the Anna bus to the UVCC. Students who drive to the UVCC are not to come to Anna High School unless they have permission. UVCC students are encouraged to stay involved in afterschool activities but are not to come to Anna High School during the school day unless they have permission from the office. Students who decide to enroll at the UVCC are not permitted to return to Anna High School as a part time or full time student at any time during the school year. Juniors who attend the UVCC can return as a student at Anna during their senior year.

Graduation Requirements

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

To receive the Honors diploma, students have to meet requirements as set forth by the Ohio Department of Education.

For the State of Ohio Graduation Requirements visit:

<http://education.ohio.gov/getattachment/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2014-2017/Criteria-for-Diploma-with-Honors/Honors-Diploma-Revised-Grid.pdf.aspx>

Participation in Graduation/Commencement Ceremony

The goal of Anna High School is that all seniors will complete all requirements for graduation and receive their diplomas at graduation. **Students who have not met all credit requirements for a diploma will not participate in the Graduation and Commencement Ceremony.** Students who have passed all of the requirements for graduation, but have not met the Ohio State graduation pathway requirements, will be permitted to participate in graduation, but will not receive a diploma. Diplomas will be held in the office until students meet all graduation requirements. Until this requirement is completed, any transcript issued by Anna High School will indicate that students are not graduates.

Students may be denied participation in the graduation and commencement ceremony for failure to meet requirements and/or disciplinary action. Diplomas may be withheld from students who have not paid all fees in full, failed to return any property of the school, or any other reasons (including disciplinary) as established by the Anna Local Board of Education.

Early Graduation Policy

Early graduation is an option for students who will complete all graduation requirements in less than four school years. If circumstances exist which seem to warrant early graduation, the principal, after careful consideration and discussions with the parents, the student, and the counselor, may grant permission for early graduation. The principal's decision is final.

- Requests for early graduation must be made in writing by the parents and student to the high school principal four months prior to the expected graduation date.
- Students' final rankings will not allow them to be eligible for academic honors such as valedictorian or salutation.
- Students who graduate early (met all requirements and have no outstanding fees) may receive their diplomas in the principal's office after their class has completed the commencement ceremony. If the Principal determines that the school should issue the students diploma early the student waives his or her right to participate in any school related graduation ceremony or other activities.

Foreign Exchange Students

Anna High School accepts foreign exchange students if there is room for them in the class for their age and educational level. Generally, exchange students are placed in either the 11th or 12th grades and attend classes at Anna High School with the other students. Foreign exchange students are not permitted to enroll in the College Credit Plus program. A foreign exchange student will not graduate from Anna High School, receive a diploma, or participate in the commencement ceremony unless **all** of the requirements for graduation as set forth by the Anna Local schools Board of Education are met.

Statement of Non-Discrimination

The Anna Local School District has dedicated itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex, handicap, or disability. In cases of alleged discrimination, a grievance procedure has been adopted which begins with the student presenting, in writing, his/her grievance to the appropriate compliance officer. A copy of the complete grievance procedure is available upon request in the high school office. The Anna Local School District is working on schedule to be in compliance with Title VI (non-discrimination on the basis of race, color, or national origin), Title IX (non-discrimination on the basis of sex), and Title II & Section 504 (handicap or disability) regulations. To carry out this policy statement, the person named below shall be responsible for compliance within the designated areas which have been named.

Title VI and Title IX

Andrew Bixler, Anna LSD, Telephone 394-2011

Title II and Section 504 Coordinator

Andrew Bixler, Anna LSD, Telephone 394-2011

STUDENT CODE of BEHAVIOR and CONDUCT

The items in this Code are applicable to all students when under the authority of all school personnel during regular school activities, events, and functions whether on property owned, rented, and/or maintained by the Board of Education, or on property owned, rented, and/or maintained by another party. Additionally, the provisions of this Code shall apply to all students if the prohibited act(s)

takes place on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the school.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, substitute teachers, librarians, teacher and school aides, monitors, school volunteers, tutors, secretaries, cooks, custodians, bus drivers, coaches, or any other authorized school personnel.

This Code is an attempt to list numerous inappropriate behaviors and violations of school rules. However, there may be other acts which could result in discipline if the act is disruptive to the educational process, hinders student learning, or is otherwise deemed inappropriate for a school setting. Students aiding or abetting other students in the commission of any inappropriate behavior or violation of rules may receive a penalty equal to those who are involved.

Violation by a student of any one or more of the following rules of behavior and conduct may result in disciplinary action(s) which may include, but not limited to: verbal warning, detention, Saturday School, parental contact by telephone, letter, or electronic mail, emergency/disciplinary removal from class, in-school suspension, out-of-school suspension, alternative school, referral to law enforcement and/or legal authorities, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings. All disciplinary consequences (except expulsion) which are administered through the office are at the discretion of the principal.

1. **Assault, assault and battery**, or any threat thereof to any school personnel, other student, or visitor;
2. **False alarms** including fire and/or **bomb threats** (making a bomb threat against a school building or any area of a school activity may result in expulsion for a period of up to one school year);
3. **Alcoholic beverages** – use, evidence of use, possession, concealment, transmitting, or being under the influence on school premises or property, during school activities, or school events off the grounds;
4. **Narcotic drug or other controlled substance and/or drug paraphernalia** – use, evidence of use, possession, concealment, buying, selling, transmitting, or being under the influence of these including, but not limited to marijuana, cocaine, as well as any counterfeit or “look alike” controlled substance or any prescription or non-prescription drug or medication, in accordance with school policy;
5. **Steroids or related drugs and/or drug paraphernalia** – use, evidence of use, possession, concealment, buying, selling or transmitting;
6. **Huffing or otherwise the inhaling of chemicals such as intoxicants, solvents, gasoline, mood-altering substances** or being under the influence of these chemicals due to huffing, on school premises or property, during school activities, or school events off the grounds;
7. **Tobacco/nicotine products** - use, possession, concealment, transmitting on school premises or property, during school activities, or school events off the grounds (this includes all items associated with tobacco use such as lighters, matches, e-cigarettes, vapes, non-tobacco products that contain nicotine etc.);

8. **Disruption of school** by use of violence, force, threat, harassment, noise, behavior, or disorderly conduct (this shall include the act to incite others towards acts of disruption);
9. **Arson or attempted arson**, and related offenses;
10. **Fireworks, explosives, and related items** – possession, concealment, use, or threatened use of these which are capable of disrupting the school and inflicting bodily injury;
11. **Weapons** – possession, concealment, use, or threatened use of any object which might be considered a dangerous weapon or instrument of violence (includes counterfeit or “look alike” weapons);
12. **Use of an object as a weapon** – any object which is used to threaten, harm, or harass another student may be considered a weapon (including but not limited to: pencils, pens, jewelry, etc.);
13. **Knife** – possession, concealment, use, or threatened use of this anywhere in the school, on any property of the district, or any school function (a student may be expelled for a period of up to one year for this violation);
14. **Firearm (as defined under Federal Law)** – possession, concealment, use, or threatened use of this anywhere in the school, on any property of the district, or any school function (a student may be expelled for a period of up to one year for this violation);
15. **Repeated offenses and/or flagrant violations** of school rules and standards of appropriate, acceptable behavior;
16. **Violation(s) of state or federal statutes** on school premises or involving school activities;
17. **Violation(s) of school discipline** including detentions, Saturday School, in-school and/or out-of-school suspensions, etc.;
18. **Damage, destruction, defacement, or vandalism** of any school property (including school buses), private property on school premises, or at another school;
19. **Profane, obscene, indecent, and/or inappropriate communication** – use of this in either verbal or written form including words, pictures, signs, gestures, etc. and possession of written materials which are inappropriate for school;
20. **Any speech or communication** which is reasonably likely to cause substantial disruption or material interference with school activities or is an invasion of the rights of others is prohibited;
21. **Possessing, taking, disseminating, or sharing** obscene, nude, pornographic, lewd, or otherwise illegal photographs or images via electronic means such as e-mail, texting, or sexting (this may be reported to appropriate law enforcement agencies);
22. **PDA and Sexual activity** of any nature or any contact which may be considered sexual in nature;
23. **Insubordination and/or disobedience** in refusing to comply with the directions, instructions, requests, etc. of any personnel of the school;
24. **Truancy** from school including scheduled classes, field trips or other planned school activities, exams, or other scheduled events during the school day without school authorization (that is, acceptable, approved, excused absences);
25. **Repeated tardiness** to school and/or to classes;

26. **Theft** of school property or equipment, of personal property of any school personnel, another student, or visitor (this includes property at school-sponsored activities);
27. **Fighting** among two or more students (this shall include inciting or encouraging others to fight);
28. **Verbally or physically threatening** another student or member of the staff or making threatening comments (this includes bullying or cyber-bullying);
29. **Misconduct against any employee of Anna Schools, regardless of where it occurs** including, but not limited to any type of harassment, vandalism, physical and verbal assault, and destruction of property;
30. **Treating others with disrespect** or causing embarrassment or humiliation to others, including but not limited to name-calling, put-downs, or similar acts (this includes bullying or cyber-bullying);
31. **Violating the space and possessions of others** (keep hands off others and their possessions, etc.);
32. **Violating the right to privacy of others** (example: having a camera or other device with picture-taking capabilities in a restroom, locker room, etc.);
33. **Extortion**, that is, taking something from someone else by force or intimidation;
34. **Gambling** for money, valuables, or other considerations;
35. **Falsely reporting incidents**, making false accusations, or giving false information to school personnel;
36. **Cheating** and related forms of dishonesty, including, but not limited to copying from another student or the teacher, allowing someone to copy material, cheat sheets or notes, using artificial Intelligence to generate responses, getting and giving answers during a quiz or test (for this reason, students should not talk at all during the time of a quiz or test);
37. **Plagiarism/academic dishonesty**, that is, the act of directly copying someone else's work (from magazines, books, the Internet, etc.) without proper citation; and or when students didn't use their own knowledge, skills, and resources when completing school work. Using Artificial Intelligence to complete assignments without prior approval from a teacher.
38. **Hazing and intimidation** by subjecting other students to pranks, humiliation, threats, initiation rites, etc.;
39. **Bullying and harassment** by subjecting other students with verbal, written, or physical acts which cause mental, emotional, or physical harm and feelings of being threatened, intimidated, etc.;
40. **Cyberbullying** - electronically transmitted acts (i.e., internet, email, social media, cellular telephone, or other device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students(s).

41. **Leaving the school, school event, or school property** prior to the specified dismissal time without official authorization;
42. **Trespassing** or being in a school facility when it is closed or when the student does not have authorization to be there (this also includes unauthorized access to school computers, computer files, servers, or network);
43. **Unauthorized throwing of any object** including, but not limited to snowballs;
44. **Misuse and or abuse** of school property, equipment, and supplies; This includes but not limited to using technological resources to search inappropriate content, communicating with strangers and other activities that are not related to academic learning..
45. **Harassment of others** on the basis of race, sex, color, national origin, ancestry, citizenship, religion, beliefs, handicap, age, and/or gender;
46. **Any action or behavior which is deemed inappropriate and detrimental** by school personnel for proper school or school activity atmosphere including, but not limited to, rules which are listed in this handbook.

NOTE: The superintendent of schools may prohibit a student from attending and/or participating in the graduation exercises of the district as a result of a student's suspension, expulsion, or removal from school.

Students Who Are 18 Years or Older

The rules of Anna High School apply to all students regardless of age. It is the policy of the school to notify parents of all students (including those 18 years of age or older) of any relevant and pertinent information. According to state law, students who are 18 years of age or older are not considered their own guardian for purposes of attendance and tuition.

Sexual Harassment

Sexual harassment is inappropriate and improper behavior. Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted verbal, visual, or physical conduct of a sexual nature. Sexual harassment may take place in the following manners:

- 1) Unwanted touching, holding, grabbing, hugging, patting, fondling, kissing, pinching, etc.;
- 2) "Accidental" collisions, brushing up against someone else, or blocking the movement of another;
- 3) Verbal conduct such as using derogatory comments including epithets, slurs, or jokes or making sexual comments about one's own or another person's body;
- 4) Non-verbal conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, picture, or cartoons;
- 5) Explicitly or implicitly offering benefits in exchange for sexual behavior;
- 6) Making threatening reprisals after a negative response to sexual statements or advances;
- 7) Verbal abuse of a sexual nature, graphic verbal sexual commentaries about an individual's body, sexually degrading words used to describe another person, sexually suggestive or obscene letters or notes.

When unwelcome situations like those described above occur, one should state that he/she is uncomfortable with the behavior and request that it cease. If the unwanted behavior does not end, report it to a teacher, school counselor, or administrator.

Bullying and Other Forms of Aggressive Behavior

Anna High School is committed to provide a safe, positive, productive, and nurturing educational environment for all of its students. Harassment, intimidation, and/or bullying towards any student by another student are prohibited and can result in disciplinary action. Harassment, intimidation, and/or bullying means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibits toward another student more than once and the behavior causes mental and/or physical harm to the student and is sufficiently severe, persistent, and/or pervasive that it creates an intimidating, threatening, and/or abusive educational environment for the other student. (Board Policy 5517.01)

Aggressive behavior is defined as inappropriate conduct which is repeated enough or serious enough to negatively impact one's educational, physical, or emotional well being. This behavior may include but not limited to: stalking; bullying/cyberbullying; intimidating; menacing; taunting; making threats; hazing; and name-calling.

Any situation which may involve bullying or aggressive behavior toward a student should be reported to the principal. Situations which are reported to the principal will be investigated.

Firearms

Federal law requires that any student who brings a firearm on any property of the school or to any school event is to be expelled for a period a one year. Under Federal law, a firearm is defined as:

- 1) Any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive;
- 2) The frame or receiver of any such weapon;
- 3) Any firearm muffler or firearm silencer;
- 4) Any destructive device;
- 5) Includes any unloaded firearm and any firearm which is inoperable but that can be made readily operable.

Cheating and Plagiarism

Note: This includes the sharing of answers to homework, copy information off internet sites and pasting into your work, texting pictures of tests and assignments, answers, and any other academic dishonesty.

1st Offense Student will receive a 0/F on the assignment, quiz, test, project, etc.,
a detention, and parents will be notified by the teacher.

2nd Offense Student will receive a 0/F on the assignment, quiz, test, project, etc.,
an Saturday School, and parents will be notified by the principal.

3rd Offense Student will receive a 0/F on the assignment, quiz, test, project, etc.,
an out-of-school suspension, and parents will be notified by the principal.

Fighting

- 1st Offense Student will receive a three- to five-day in-school or out-of-school suspension depending on the circumstances.
- 2nd Offense Student will receive a five-day out-of-school suspension.
- 3rd Offense Student will receive a ten-day out-of-school suspension with a recommendation for expulsion.

Tobacco Violations (includes items associated with tobacco, non-tobacco items that contain nicotine, vapes & e-cigarettes)

- 1st Offense Student will receive a three-day in-school or out-of-school suspension and/or tobacco education course. .
- 2nd Offense Student will receive a three-day in-school or out-of-school suspension.
- 3rd Offense Student will receive a five-day in-school or out-of-school suspension

Alcohol/Drug Violations

- 1st Offense Student will receive a ten-day in-school or out-of-school suspension (this penalty may be reduced if the student and parents agree to a professional consultation/evaluation of the student and/or the student and parents agree to professional counseling for the student).
- 2nd Offense Student will receive a ten-day out-of-school suspension and recommendation for expulsion. The student may be expelled.
- 3rd Offense Student will receive a ten-day out-of-school suspension and the Superintendent will initiate expulsion procedures. The student will be expelled from school.

For any violations involving alcohol or other drugs, law enforcement authorities (possible charges) and/or the Department of Motor Vehicles officials (possible suspension of driving privileges) may be contacted. The student may be referred to an assistance center. Emergency removal from classes will take place for any violations of school rules involving alcohol or other drugs.

Detention

Students who are assigned detention for rule(s) violations will serve them on Wednesdays (HS) from 3:15 until 4:15 pm. The rules for detention are as follows:

1. Be on time. You cannot leave until the detention period is over.
2. Bring school assignments and materials for study.
3. Bring paper, pencils, and other necessary materials.
4. Stay busy with school assignments the entire time.
5. Do not talk or cause any distractions or disruptions.
6. Make arrangements for transportation (if needed) from school in the afternoon on the day of the detention.
7. Cooperate with the supervisor of the detention period.
8. Failure to complete the assigned detention could mean Saturday School or other consequences

Notification of assigned detentions will be mailed to parents of students.

Saturday School

Students who are assigned Saturday School for rule(s) violations will serve them on Saturday mornings from 8:00 until 11:30 am. Enter door #1 (south entrance) at 7:55 am. The rules for Saturday School are as follows:

1. Be on time. You cannot leave until Saturday School is over.
2. Bring plenty of schoolwork. You will need assignments and review work to last the entire three and one-half hour time period.
3. Bring school materials including paper, pencils, books, and other necessary items. Do not bring candy, beverages, cell phones, radios, cards, magazines, or any other food, recreational, or inappropriate items.
4. Be ready to work. You will be in Saturday School three and one-half hours and will be allowed only one short break. You will not be allowed to put your head down on the desk/table and/or sleep.
5. Follow all rules, behave, and cooperate with the teacher in charge. Failure to do so can result in removal from Saturday School and other disciplinary action.
6. Students who do not complete their assigned Saturday School will be subject to additional Saturday Schools or other disciplinary action.

Notification of assigned Saturday Schools will be mailed to parents of the students.

Emergency/Disciplinary Removal

Students may be removed from regular classes for a school day or part of a school day for any one of the following reasons:

1. Posing a threat and/or danger to persons or property;
2. Causing a disruption of the academic teaching/learning process;
3. Inappropriate behavior, lack of cooperation, and/or insubordination;
4. Other reason(s) as determined by school administration.

Students who are removed for one or more of the reasons listed above will usually stay in the high school office or in-school suspension room for a period of time but not more than the rest of the school day. Parents may be contacted after a student has been removed from the classroom. In some cases, the superintendent of schools may be consulted or law enforcement authorities may be contacted.

In-School Suspension

Students may receive in-school suspension for the following offenses: tobacco violation; disruption of school and/or school events; failure to serve a Saturday School; hazing; bullying; threatening others; fighting; sexual harassment; misuse, abuse, or destruction of property (includes restitution); falsely reporting incidents; truancy; or other violations at the discretion of the principal.

Students who are assigned in-school suspension are to follow these procedures and rules:

1. The student will report to the office or the in-school suspension room (as instructed) at the beginning of each day of the suspension and be under the supervision of a substitute teacher the entire day.
2. The student will work on class assignments the entire time spent in suspension and/or complete work given by the supervisor.

3. The student will receive only 75% of the earned grade on completed work.
4. The student will not be permitted to be involved in any afterschool extracurricular activities.

A copy of the suspension papers will be mailed to the parents and parents may be contacted by telephone by the principal.

Out-of-School Suspension

Students may receive out-of-school suspensions for the following offenses: assault; false alarms; theft; tobacco, alcohol, or drug offenses; fighting; fireworks or other explosive device; arson or attempted arson; weapons offense; repeated offenses or flagrant violations; destruction of school property including computers and the computer network; or other violations at the discretion of the principal.

Students who are assigned out-of-school suspensions are to follow these procedures and rules:

1. The student is not permitted in school buildings or on school property.
2. The student is not permitted to attend any school functions.
3. The student is not permitted to be involved in any school activities including afterschool extracurricular activities.
4. The student will receive an unexcused absence for each day of the suspension.
5. The student will be permitted to complete and return classwork, but will receive only 60% (0% in some situations, at the discretion of the principal) of the earned grade on completed work.
6. Days missed due to the suspension count towards the maximum allowable for the grading period.
7. Parents are to assume total responsibility for the actions and behavior of the child during the suspension.

The principal will attempt to contact the parents by telephone when a student receives an out-of-school suspension and a copy of the suspension papers will be mailed to the parents.

Alternative School

Students who are placed in an alternative school setting, as a result of disciplinary action, will follow the rules and procedures as set forth by the administration and faculty of the alternative school.

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

- 2) Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of

plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

1. Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:
 2. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
 3. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
 4. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
 5. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
 6. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.
- 3) As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.
 1. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines. The Board designates the Superintendent and the Technology Coordinator as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

TECHNOLOGY and INTERNET POLICY

A policy governing the use of technology and the Internet is in effect. Copies of this policy must be signed prior to any student use of school technology equipment. Unless there is a change in these procedures for the district, the signed agreement is to remain in effect for the student's time at Anna Local Schools. **A copy of the Acceptable Use Policy for Electronic Telecommunication Services must be**

properly signed and on file for any student to use any computers of Anna Schools and for access to the Internet. Copies will be maintained in the office. Students and parents of minors will also need to sign a permission slip allowing Anna Local Schools to publish pictures of students on the ALS website in conjunction with curricular and extracurricular activities.

SCHOOL-WIDE STUDENT COMPUTER and INTERNET POLICIES

Student Usage of the Internet and Electronic Mail

- The use of the Internet is limited to students who have a pass from a teacher for a specific assignment or entire classes in the IMC or computer lab with their teacher.
- Any effort by students to access chat lines, sexual material, graphic violence, or any other material which is not related to their specific assignment or inappropriate for school may result in suspension from using the Internet.
- Attempts to log into another user's account, read other users' e-mail or files, or in any way attempt to interfere with other users' abilities to send or receive e-mail is prohibited.
- A student will not receive an external e-mail address unless they have a curricular project which is teacher-guided. This e-mail address will only be permitted for as long as the project is active.
- Teacher approval is needed to download any sound, graphics, or references from other sites to an individual's H: drive or disk.
- Schoolwork has priority over personal use during school hours.

Use of Software

- Use only appropriate software which is school-owned and legally licensed.
- No games, programs, or applications should be copied without approval from the Director of Technology. This is to protect our system of filters, preserve our protection against viruses, and prevent violation of copyright laws.
- Attempts to reproduce currency may result in referral to local law enforcement authorities and school discipline.
- Security on any computer is high priority, especially when the system involves other users.
- If any user believes that he/she can identify a security problem with any hardware or services owned and operated by Anna Local Schools, he/she is requested to notify the Director of Technology, member of the faculty or staff, or building administrator. This is an ethical responsibility.
- There is a summary of these procedures in the Acceptable Use Policy, which is available in the IMC or high school office.
- Data is always to be saved to a Google Drive. When students are transferring data from school to home, it is their responsibility to test any media for viruses before use.

Electronic Devices

- Penalties will be levied against any user misusing or abusing the equipment, programs, services, or conditions as outlined in this policy which governs the use of the computer systems for Anna Local Schools.
- **The user is responsible for any costs for repairs to computer equipment as a result of misuse, abuse, vandalism, or carelessness. Costs include materials and labor.**

- Students of Anna HighSchool are provided a school-owned device to use for school purposes. Students may take them home (provided all forms have been completed). Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of a building principal. A student’s use of their non-disruptive personal electronic device on school property is a privilege, not a right. Students may be denied access at any time.
- Students must connect to the school network only. Passwords to the network change often.
- Students/families are responsible for the safekeeping of the device and are responsible for the cost of any required repairs or replacement. An “electronic device” includes any wireless communication devices that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Students will be permitted to use their electronic devices during the following times:

- Before and after school

Students are prohibited from the following:

- Using an electronic device to capture, record or transmit words, audio, and/or images (i.e. pictures/video) of any student, staff member, or another person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images.
- Using an electronic device in any way that may reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.
- Using an electronic device, including but not limited to those with cameras, at any time during the school day where a reasonable expectation of personal privacy exists. These locations include but are not limited to, locker rooms, restrooms, and any other area where students or others may change clothes.
- Electronic Devices may be used for educational and instructional purposes in the classroom ONLY with teacher permission and supervision. Teachers may permit student use of electronic devices in their classrooms as they feel it is appropriate for educational use. Students will be expected to follow the electronic policy established in each classroom.

Consequences for violating the electronics policy will result in confiscation of the device (will be returned at the end of the day) along with the following possibilities:

- Parent/Guardian Pick-Up, After School Detention, Saturday School, In-school Assignment, Out of School Suspension or Expulsion based on the severity of the offense. Repeat offenders will be dealt with using a progressive discipline approach.

Please note – Any violation that is deemed illegal will also be referred to law enforcement. In addition, more severe violations may result in an immediate out-of-school suspension.

- Students are solely responsible for the care and security of their electronic devices. Anna Local Schools assume no responsibility for theft, loss, damage, or vandalism to electronic devices brought on its property, or the unauthorized use of such devices. Students who take unauthorized pictures or videos of other students, school employees (including volunteers), visitors, etc. are subject to possible disciplinary consequences.
- Students may use **office phones** for emergency reasons only during the school day. Student cell

phone use is not allowed during the school day. Parent/Guardian should not call/text students on their cell phones during school hours. If a parent/guardian needs to contact their student, they MUST do so by calling the school office.

Student Cell Phone

- To support school environments in which students can fully engage with their classmates, their teachers, and instruction, Anna Local Schools has determined the use of cell phones by students during school hours should be limited. The objective of this rule is to strengthen Anna's focus on learning, in alignment with our purpose to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.
- Students are prohibited to use their cell phones during school hours unless they are given approval or direction by the building principal. Cell phones must be powered off and stored out of sight (book bag, locker, in the student's car, etc.). Students found in violation of this rule may face disciplinary action including;
- Confiscation of their personal communication device (including wireless headphones). Daily turn into the office when the students arrive at school, detention, Saturday school, and or other deterrents as the building principal deems appropriate.
- Students will pick up their cell phone from the office as they are departing from the building daily.

State Testing:

Anna Local Schools will administer all required state tests each school year. Students are required to participate in the required tests at their grade level. Some tests are tied to grade level passage or graduation requirements. State tests (both paper materials and online content) are to remain secure and not be accessed by students except during administration of the assessment by a licensed teacher/test administrator. Students are to practice ethical behavior before, during, and after the administration of any state test. Cheating, taking photographs of test materials, or discussing the test with anyone is strictly prohibited. These behaviors could result in the invalidation of the test and/or disciplinary measures.

Consent to Use Material on Anna Local Schools Website

The undersigned parent/guardian hereby consents for Anna Local Schools to use, reproduce, and display any creative works made or authored by the student who is named below as part of his/her school activities including, but not limited to, pictures, sketches, essays, short stories, and poems, as well as the student's first name and last name's initial and his/her grade level for identification purposes and display on the school's website. As a safety precaution, if a picture of a student or class is displayed on the website, there will be no reference to students' names, initials, or any other personal information relating to the student. We understand that the school has no control over who may access the school's website. We also understand that at any time we wish to revoke this consent, we may do so by giving the school written notice. Upon receipt of such revocation, the school will remove all of the student's work from the website, if any is currently displayed, as soon as is practical.

Signatures have been moved to Final Forms for the 2024-2025 school year.

Disclosure: This handbook is subject to change as local policy, law, or school procedures change.