

# **Yellow Springs High School and McKinney Middle School**

2021-2022 Student Handbook



Yellow Springs High School  
McKinney Middle School  
420 E. Enon Road, Yellow Springs, OH 45387  
937.767.7224 Telephone 937.767.6154 Fax  
[www.ysschools.org](http://www.ysschools.org)

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**Mission Statement of McKinney Middle School** - McKinney Middle School provides a safe and challenging educational environment in which each student is valued as an individual and given the opportunity to develop as socially responsible, self-directed, life-long learners.

**Mission Statement of Yellow Springs High School** - Yellow Springs High School provides dynamic educational experiences, skills, passion and knowledge needed for students to reach their fullest potential as individuals and as responsible members of the world community.

Welcome to YSHS/MMS!

Whether this is your first year or your graduating year, we are excited about your presence, the contributions you will make, and the growth you will achieve. The purpose of the handbook is to inform and serve as a resource and guide in support of many goals, including:

1. To maintain a safe school environment that promotes learning and individual flexibility.
2. To ensure that members of the school community understand their obligation to actively respect others' rights and responsibilities with regard to their feelings, opinions, personal safety, personal property, and independent thoughts.

This handbook is a shared responsibility involving, but not limited to students, school personnel, and the Yellow Springs Board of Education members. By doing so, we can build a partnership and relationship that fosters and develops a sense of community within our school.

*All members of the school community are responsible for understanding the expectations and abiding by the rules and guidelines set forth in this handbook.* In the event that this handbook does not give you the information you need, you should contact your teacher, guidance counselor, Student Review Board member or administrator to assist you.

On behalf of the faculty, staff, Student Review Board, and administration of McKinney Middle School & Yellow Springs High School, we wish you nothing but the best for the 2020-2021 school year. It will be a great one – GO BULLDOGS!

**This handbook belongs to:**

**Name** \_\_\_\_\_

## 2021-2022 YELLOW SPRINGS SCHOOL DISTRICT CALENDAR

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### 1st Quarter 8/19/21 (42)

Aug 16 Professional Development Day  
 Aug 17 Professional Development Day  
 Aug 18 Professional Development Day  
 Aug 19 Professional Development Day  
 Aug 20 Professional Development Day  
 Aug 23 First Day for Students  
 Aug 23 Kindergarten Staggered Start  
 Aug 24 Kindergarten Staggered Start  
 Sep 6 No School: Labor Day  
 Sep 24 No Students: Professional Development Day  
 Oct 8 No Students: WOECA Day  
**Oct 22 End of 1st Quarter**

### 2nd Quarter 10/25/21 (43)

Oct 28 Regular School Day: P/T Evening Conferences K-12  
 Oct 29 No Students: P/T Conferences K-12  
 Nov 1 No Students: Professional Development Day  
 Nov 24 No School  
 Nov 25 No School: Thanksgiving  
 Nov 26 No School  
 Dec 20-31 No School: Winter Break  
 Jan 3 No School: Conference Exchange Day  
 Jan 4 First Day Back from Winter Break  
**Jan 12 End of 2nd Quarter**

### 3rd Quarter 1/12/22 (42)

Jan 17 No School: Martin Luther King Jr Day  
 Jan 28 No Students: Professional Development Day  
 Feb 18 No Students: Professional Development Day  
 Feb 21 No School: President's Day  
 Mar 16 Regular School Day: P/T Evening Conferences K-12  
 Mar 17 No Students: P/T Conferences K-12  
**Mar 17 End of 3rd Quarter**  
 Mar 18 No School: Conference Exchange Day  
 Mar 21-25 No School: Spring Break

### 4th Quarter 3/28/2022 (43)

Apr 22 No Students: Professional Development Day  
 Apr 27 All District Exhibition Night  
 Apr 28 All District Exhibition Night  
 May 23 Last Day for Seniors  
 May 26 Last Day for Students/2 Hr Early Release/ Graduation  
**May 26 End of 4th Quarter**  
 May 27 Last Day for Teachers

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- No School - Professional Development Day
- First and Last Day for Students
- No School for Students or Staff
- No School - Conference Exchange Day
- No School - Last Day for Teachers
- No School - Parent/Teacher Conferences
- Regular School Day - Evening Parent/Teacher Conferences
- Exhibition Nights

Teacher Days: 182 + 2  
 Student Days: 170  
 Kindergarten Hours: 1014  
 K-6 Hours: 1020  
 7-12 Hours: 1105



Revised April 27, 2021  
 Board Approved May 13, 2021

### Daily Schedules YSHS/MMS

High School		High School 2-Hour Delay	
8:30-9:18	1st (48 min)	10:30-11:05	1st (35 min)
9:22-10:09	2nd (47 min)	11:09-11:44	2nd (35 min)
10:13-11:00	3rd (47 min)	11:46-12:16	Lunch 10th-12th
11:04-11:51	4th (47 min)	12:18-12:53	3rd (35 min)
11:53-12:23	Lunch 10th-12th	12:57-1:32	4th (35 min)
12:25-1:12	5th (47 min)	1:36-2:11	5th (35 min)
1:16-1:47	Advisory (31 min)	2:15-2:50	6th (35 min)
1:51-2:38	6th (47 min)	2:54-3:30	7th (36 min)
2:42-3:30	7th (48 min)		

Middle School		Middle School 2-Hour Delay	
8:30-9:18	1st (48 min)	10:30-11:05	1st (35 min)
9:22-10:09	2nd (47 min)	11:09-11:44	2nd (35 min)
10:13-11:00	3rd (47 min)	11:48-12:23	3rd (35 min)
11:02-11:32	Lunch 7th-9th	12:25-12:55	Lunch 7th-9th
11:34-12:21	4th (47 min)	12:57-1:32	4th (35 min)
12:25-1:12	5th (47 min)	1:36-2:11	5th (35 min)
1:16-1:47	Advisory (31 min)	2:15-2:50	6th (35 min)
1:51-2:38	6th (47 min)	2:54-3:30	7th (36 min)
2:42-3:30	7th (48 min)		

For information on school delays, please do not call the school, but check the following locations: **WDTN TV CH-2, WHIO TV CH-7, WKEF/WRGT TV – CH 22 and CH 45, WYSO**, <http://www.ysschools.org>.

## 2021-2022 SCHOOL FEES

### **High School Only:**

- AP Biology, Calculus, Chemistry, Ecology, Physics \$15
- AP Seminar and AP Research Exams \$144 (Subject to Change)
- All Other AP Exams \$96/each (Subject to Change)
- Anatomy \$25
- Art \$35
- Graduation \$70
- Video Production, Visual Creation \$35
- Digital Photography \$35
- Sculpture/Ceramics \$35

### **High School and McKinney:**

Technology Fee \$30

Musical Instrument rental fee \$40

**ALL Fees are due one (1) week before the midterm of 1st quarter**

*(Failure to pay fees may result in student being dropped from class by the drop/add deadline)*

## AFTER SCHOOL HOURS

Students are expected to leave the building daily by 3:45 pm unless under the direct supervision of a district or school employee or an approved volunteer.

## ATTENDANCE PROCEDURE

**Excused Absences:** State law requires attendance at school for children between the ages of six and eighteen. **According to the Ohio Administrative Code of the State Department of Education (3301-69- 02) and/or the Yellow Springs Board of Education the following are considered valid reasons for being absent from school:**

1. *Illness of child.* The school may require a written statement of a physician/mental health professional if it is deemed appropriate.
2. *Illness in the family necessitating the presence of the child.* The school may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate.
3. *Quarantine of the home.* The absence is limited to the length of quarantine as determined by the proper health officials.
4. *Death of a relative.* Absence is limited to a period of three days unless a reasonable cause may be shown for a longer absence.
5. *Medical or dental appointment.* The school may require the written statement of a physician or dentist if it's deemed appropriate.
6. *Observance of religious holidays.* Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
7. *College visitation.* Upon return from the college visit, please bring verification of the visit on college/university/technical letterhead. Up to three visits will be permitted each of the junior and senior years.
8. *Emergency or other set of circumstances.* Absences not listed above but deemed appropriate and approved by the Supt. or his/her designee (principal)

**Unexcused Absence:** Any absence from school which has the approval of the parent or guardian, but which is not authorized by the regulations of the State Board of Education and/or the policies of the Yellow Springs Board of Education. Senior skip day is not a school-sanctioned event. Any student participating will be issued an unexcused admit slip.

**Returning from an Absence:** Students are required to submit an excuse from parent or caregiver a written

note or documentation, telephone call, email, or fax (767-6154) – and report to the office for an admit slip. Students are to show the admit slip to each of their teachers.

If absent from school for more than one class during the day, you will not be permitted to participate in or attend any school activities that evening. For any pre-planned absences (for example: college visits, in school restriction, field trips, vacations) you must make arrangements with your teacher before you leave regarding completion of assignments missed and have it ready on the agreed date. You are responsible for any work covered in class those days.

If you are not in school you may not practice or play unless the absence was an approved doctor's appointment, school field trips, college visitation, excused for religious reasons, or family emergency (i.e. a funeral or court appearance). This includes athletic events, practices, school plays, and rehearsals. Should you fail to follow this procedure, your absence will be considered unexcused and the consequence for unexcused absence will apply.

Early Dismissals: A written request from your parent or guardian, which includes the purpose of your early dismissal and the time you will need to leave school, must be submitted to the office before the school day starts.

Tardies and Late Entry to School: All students who are tardy to school must enter through the front doors and report to the main office to sign in. Students who have an excused tardy will be given an admit slip from the front office. Tardies may be excused with a note from a parent/guardian if they fall under the categories of excused absences. Students tardy to school will be subject to the following discipline procedures:

- Tardy #1, #2, and #3: Warning
- Tardy #4: Administrative meeting and parent phone call
- Tardy #5+: Wednesday School, or community service in lieu of Wednesday School

If tardy to other class periods, teachers may assign a detention and request that a student serve the detention with the teacher at lunch or after school.

- At the 1<sup>st</sup> tardy, teachers will issue a verbal warning.
- At the 2<sup>nd</sup> tardy, teachers will phone home to tell a guardian that future tardies will result in a teacher- or office-assigned detention.
- At the 3<sup>rd</sup> tardy, teachers can assign a detention during lunch with them or after school (in general detention room).
- For each ensuing tardy, a student may be assigned another detention (as in the step above)
- Chronic tardiness/detentions can be referred to office for additional consequences or follow-up.

Excessive Absences and Habitual Truancy:

In accordance with HB410, student attendance will be calculated in hours. Hours of excused and unexcused absence count toward the student being identified as excessively absent. A student is considered excessively absent after missing 38 hours in a month or 65 hours in a school year. Once a student has exceeded 35 hours of absence during the first semester, a note from a licensed medical professional is required to excuse absences for the remainder of the semester. Once a student has exceeded 65 hours of absence, a note from a licensed medical professional is required to excuse absences for the remainder of the school year. Hours of unexcused absence also count toward the student being identified as habitually truant. A student is considered habitually truant after having unexcused absence for 30 consecutive hours, 42 hours in a month, or 72 hours in a year. Students who are habitually truant are required to meet with the Absence Improvement Team (AIT) to develop an Attendance Improvement Plan.

### SIGNING OUT/LEAVING SCHOOL GROUNDS

Students cannot sign out at lunch or study hall. In case of illness, a student cannot be allowed to leave the building until parents are notified (Emergency cases will be dealt with accordingly). Students who are eighteen years old may call the school themselves and/or write their own excuse notes for a legally defined absence (OHIO REVISED CODE) **if prior approval** has been given by the parents and the principal via a conference. Eighteen-year olds cannot arbitrarily sign out at any time. Leaving school without signing out in the office violates Yellow Springs Board of Education Policy.

### LATE ARRIVAL AND EARLY DISMISSAL

Senior students who are in good standing at Yellow Spring High School may be granted a Late Arrival *or* Early Dismissal privilege. The Late Entry and Early Release option is a privilege for senior students only. Students must remain in good standing in the following areas: academic, attendance, and behavior to maintain this privilege. Students may not have any F's, must be on track to graduate, must have a minimum grade point average of 1.5 in the previous nine weeks grading period and maintain good attendance to school.

A student will not be granted both Late Arrival and Early Dismissal. Schedule changes will not be made to facilitate Late Arrival or Early Dismissal after the midterm of the first quarter. Yellow Springs Schools will not provide transportation for students granted Late Arrival/Early Dismissal. Students with Late Arrival or Early Dismissal are required to sign in or sign out at the main office each day.

The administration maintains the right to revoke this privilege temporarily or permanently at any time for failure to meet any of the criteria listed above or for any violation of the rules, regulations, and Code of Conduct for Yellow Springs High School. Students whose privileges are revoked will be placed in a study hall.

### STUDY HALL

Study hall is reserved for junior and senior students only. Students are only permitted to schedule one study hall per year. Appeals to this policy should be made to the Principal.

### HOME-SCHOOL COMMUNICATIONS

When a student is going to be absent from school, parents are asked to call the school (767-7224) between 8:00am & 9:30am to inform the school about the absence. If a parent does not call, the school will attempt to notify parents of a student's absence.

### MAKE-UP WORK FOLLOWING AN EXCUSED ABSENCE/TARDY

It is the student's responsibility to find out what work was missed and to make up the work promptly. **The length of time allowed for make-up work will equal the number of school days absent.** In the case of pre-planned field trips, college visits, in school restrictions, or vacations the student must make arrangements with the teacher regarding completion of assignments missed and have it ready on the agreed date. The student is responsible for any work covered in class those days. If the absence or tardiness is unexcused, the student cannot get credit for assignments due on the day of the unexcused absence. If an assignment is made when the student is unexcused and the student turns it in on the day it is due, then the assignment will earn a grade. In the event a student is absent during final exams, the student will have until the end of the final teacher workday to make up the missed exams for credit. Should you fail to make up work in the required time, an "F" for the incomplete work will be recorded. In some cases, an "I" (incomplete) will be recorded on the grade card. An "I" will revert to an "F" grade unless satisfactory arrangements for make-up are made. If you have an extended illness, special arrangements may be made through the principal or counselor to see that a reasonable amount of time is given for you to make up work missed.



### MAKE-UP TIME FOR UNEXCUSED ABSENCE/TARDY AND OUT-OF-SCHOOL SUSPENSION

A student whose absence is unexcused or is due to out-of-school suspension will receive credit for make-up work if they complete the work satisfactorily within timelines established by the teacher and serve make-up time as assigned by administration. Make-up time may be assigned during the time of suspension, outside of the normal school day.

#### **Procedure to complete make-up time and receive credit for make-up work due to unexcused absence or out-of-school suspension:**

1. Make-up time (if available) must be requested to the assistant principal following an unexcused absence or will be assigned by the principal, or designee, at the time of suspension.
2. Obtaining make-up work for make-up time after an unexcused absence or suspension is the student's responsibility. Work should be requested from the teacher immediately upon return from suspension.
3. Failure to serve make-up time as assigned will result in loss of option to receive credit for make-up work completed.

### VACATIONS/COLLEGE VISITS

Even though vacations can be educational, some classroom activities cannot be duplicated through an alternative assignment. **It is strongly recommended that vacations be scheduled during scheduled school vacation days.** Prior to a vacation requiring the student to miss more than two school days, the student must obtain a leave of absence form from the Front Office, which requires parent/student signatures. The student is required to communicate with their teachers for needed assignments while they are absent. This leave of absence form must be completed, returned to the office, and approved by the principal before departure. Failure to comply with this procedure will result in an unexcused absence. By law, vacation days are not excused absences.

### SCHOOL VISITORS

Student visitors are permitted only with prior approval from the principal or designee.

### MILITARY RECRUITERS

Seniors and Juniors: Unless parent/guardian or student requests information to be withheld, the school is required to release student information to the United States Military Recruiters. Forms are available through the *Yellow Springs Board of Education (YSBOE) Policy 8330 F13* to have this information withheld.

## GRADUATION REQUIREMENTS

Minimum requirements for graduation include twenty-one (21) units earned in grades nine through twelve, which shall be distributed as follows:

**English:** 4 credits

**Mathematics:** 4 credits, including Algebra II

**Science:** 3 credits, including:  
1 physical science  
1 life science or biological science

### **Social**

**Studies:** 3 credits, including:  
1 credit of U.S. History  
½ credit of U.S. Government  
½ credit of World History (beginning with class of 2021)

### **Physical**

**Education:** ½ credit\*

**Health:** ½ credit

**Electives:** 5 credits\*\*, which must include 1 of Business, Art, Foreign Language, or Technology.  
(Note: electives can be courses in any subject area, whether academic or other)

*\*Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons with at least a 95% attendance rate at practices and games/matches as defined in the YSHS Athletic Handbook, while enrolled in grades 9-12 and as documented by the Athletic Director, may be excused from the high school PE requirement (YS Policy 5460).*

*\*\*2 credits of foreign language and 1 credit of art are customary college prep requirements.*

*\*\*\*Fifteen hours of community service are required for each year a student attends Yellow Springs High School, not including the senior year (45 total) (YSBOE Policy 2575). During the senior year, no community service is required, but a senior project must be completed and presented (YSBOE Policy 5462). Information regarding community service and the senior project can be obtained from the guidance office.*

In addition to receiving the credits as outlined previously, a student must meet one graduation pathway approved by the Ohio Department of Education. Please see the Ohio Department of Education website for information on the graduation pathways and diploma seals.

Students completing 45 hours of community service will be awarded the Community Service Diploma Seal. Students participating in and completing six years/seasons of approved co- and extra-curricular activities will be awarded the Student Engagement Diploma Seal. Students earning four credits in fine and/or performing arts will be awarded the Fine/Performing Arts Diploma Seal. All other diploma seal criteria can be found on the Ohio Department of Education website.

**Note:** If a student would like to be considered as a three-year graduate, the student must notify the guidance counselor by the end of their sophomore year.

Students will be recognized using the Latin honor system based on their GPAs at the end of the first semester of the year they graduate. Students earning a 3.65 GPA will be honored with the *cum laude* distinction. Students earning a 3.8 GPA will be honored with the *magna cum laude* distinction. Students earning a 3.95 GPA will be honored with the *summa cum laude* distinction.

### ADVANCED PLACEMENT

Advanced Placement (AP) is a high school academic program administered by the College Board. Exams are graded on a scale of one to five, with a score of three or higher considered successful and eligible for credit or advanced standing at most colleges and universities. YSHS may offer courses in AP Biology, AP Chemistry, AP Physics, AP US History, AP Art, AP English Literature, AP Seminar, AP Research, and AP Calculus. Students taking an AP course must take the AP exam. Students missing the exam will not be issued a refund.

### CREDIT FLEXIBILITY

An effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs, and the use of multiple measures of learning by shifting the focus from seat-time to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation and the demands of the 21<sup>st</sup> Century. Proposals should be submitted by September 30<sup>th</sup> to be considered. Courses able to be taken at Yellow Springs High School may not be taken through credit flex. Additional information about Yellow Springs' credit flexibility options can be obtained on the school website and through the Guidance Office.

### COLLEGE CREDIT PLUS

Ohio's College Credit Plus (CCP) program can help students earn both college and high school credits at the same time by taking college courses from community colleges or universities, or within the YSHS classroom itself. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options for college-ready students. Our school will have agreements with local colleges for specific courses; some online courses may be included. Students must notify the school of their intent to participate in the CCP program by April 1<sup>st</sup> of the preceding year and meet the admission criteria for the colleges.

### DIPLOMA WITH HONORS

Students who complete graduation requirements and wish to earn a diploma with honors must meet all but one of the following criteria unless it is a minimum graduation requirement:

Mathematics	Students must take algebra I, geometry, algebra II (or equivalent), and one other higher level course OR a four-course sequence that contains equivalent or higher content
English	4 units
Science	4 units; including 2 units of advanced science
Social Studies	4 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	1 unit
Grade point average	3.5 on a 4.0 scale
ACT/SAT Score	ACT: 27 or higher/SAT: 1280 or higher

### NATIONAL HONOR SOCIETY (NHS)

Juniors with 3.0 GPA at end of 5<sup>th</sup> semester and Seniors with 3.0 GPA at end of 7<sup>th</sup> semester may apply for consideration for induction. Inducted students are those who have demonstrated the qualities of scholarship, leadership, service and character throughout high school.

Students who have met the GPA requirements above will receive an application to be considered for induction. A selection committee of five teachers appointed by the principal will meet to review each student's application for induction into the Yellow Springs High School chapter of the National Honor Society. The chapter advisor coordinates the selection process but is not a voting member. A majority vote of the five committee members is needed for a student to be chosen for induction. The committee will evaluate the student application for demonstration of scholarship, leadership, service and character:

**Scholarship:** Initially determined by cumulative GPA of 3.7 for juniors at end of 5<sup>th</sup> semester, or 3.5 for seniors at end of 7<sup>th</sup> semester. 3-year graduates must meet the criteria for juniors. Students will have demonstrated a high degree of scholarship in high school. Teachers will provide input to the committee to help evaluate scholarship.

**Leadership:** Students will have demonstrated a high degree of leadership in high school. The student will provide the committee with elected or leadership positions they have held in high school. Teachers will also give input to the committee to help evaluate leadership.

**Service:** The student will have demonstrated a high degree of service in high school. The student will provide the committee with service activities in which they have participated, and teachers will also give input to the committee.

**Character:** The student will show evidence of good character throughout high school. Input will also come from faculty and administration of YSHS .

Students will write an essay addressing the significance of character, leadership and service in their lives. \*Please note that students inducted into the NHS may be subsequently removed if future performance warrants such re-evaluation.

### GRADING SCALE

A = 90–100 B = 80–89 C = 70–79 D = 60-69 F = 59–below

### APPEAL AND CHANGING OF GRADES

In the event a student appeals a quarter, semester or yearly grade, the appeal must be received within 15 school/business days from the conclusion of the academic quarter, semester or yearly academic term.

The appeal must be made in writing to the teacher. The teacher is the final authority in terms of the issuance of a grade. In the event the end of the academic quarter, semester or yearly academic term is followed by a break, (ie. spring break, summer break) in which case the teacher may be absent from the building, the appeal then must be brought to the attention of the building administrator or his designee (Principal, Assistant to the Principal, or Guidance Counselor).

### ADD-DROP POLICY

Any add/drop of classes must go through guidance to be official. Students will not be permitted to drop a class after midterm of the first quarter. A course dropped after that point will result in a withdrawal/fail, meaning the student will receive an F for the entire course and receive no credit. This grade will be calculated into the student's GPA. Any change in schedule will require a signature from a parent/guardian. Students can add a class through the first 10 school days of the first quarter with approval by the principal or his/her designee. Courses required for graduation or with end-of-course exams cannot be dropped.

## HOME EDUCATION

The YS Board of Education Policy states home education students are permitted to enroll in the equivalent of one (1) course per year. Applications are to be received by April 1st for the following year. Home education students must submit immunization and emergency medical record forms prior to attendance.

## RECOGNITION OF ACHIEVEMENTS

**Honor Roll:** A student must have a 3.5 or higher for the quarter and with no grades below "C"

**Academic Letters:** Academic letters will be awarded in the high school for students earning grade point averages of 3.5 or above for the first three quarters. Pins will be given for successive years.

**Principal's Community Service Award:** Those students who earn 150 or more hours of community service will receive special recognition at the graduation ceremony.

## REQUIREMENTS FOR CO-CURRICULAR ACTIVITIES

**Eligibility:** In order to be eligible for sports and theatre extra-curricular activities in grades 7-12, a student must have received passing grades in a minimum of 5 one-credit classes with at least a 1.5 GPA.

If you are enrolled in a physical education class, you must participate in that class on the day of a co-curricular event or practice. In addition, you are expected to be in attendance at school on the day of a co-curricular event/rehearsal/performance. **If you have more than one period of absence on the day of the event (practices included), you will not be able to participate in the co-curricular that day.** The only exceptions would be: Dr./Counseling visit which will require written notice at sign out/in, funeral (with prior notice), college visits (with prior notice), approved school field trips, and religious holidays.

**Ineligibility:** If you do not meet the eligibility requirements you are not permitted to practice/rehearse or perform/travel with the cast/team. With all passing grades at midterm of the next quarter, you will be allowed to audition/rehearse/practice with the team/show. In all cases, a student does not gain or lose eligibility until grades are posted one week past the end of grading period.

## YSHS/MMS ORGANIZATIONS AND CO-CURRICULARS

Students who participate in and complete at least six seasons/years of any of the following activities during high school will earn a Student Engagement Diploma Seal: Band, Orchestra, SPIDEE, GPS, Power of the Pen, School Forest, MMS Student Council, Student Review Board, National Honor Society, Gender-Sexuality Alliance, Junior Council of World Affairs, United Student Society, Swimming, Debate Team, Charlotte Drake Committee, Drama/Thespians #4671, Golf, Soccer, Cross-Country, Girls Volleyball, Cheerleading, Bowling, Basketball, Tennis, Track, Baseball, and Softball.

## STUDENT REVIEW BOARD (SRB)

Membership of the SRB is open to all interested students, but will consist of at least twelve enrolled students, ideally two from each grade (MMS & YSHS), and a minimum of one faculty member. Its primary goals include assisting with disciplinary appeals, mediating and mending relationships among students and/or staff, maintaining community, and providing school wide leadership. The SRB will facilitate collection of teacher feedback from students at the end of each quarter. The SRB will work with a committee to create a staff feedback tool by the end of October. Yellow Springs High School Student Review Board and McKinney Middle School Student Council have a commitment towards the idea of Restorative Justice and will further explore and experiment with RJ options. In instances in which a school community member does not abide by the Student Code of Conduct, a Restorative Justice option may be available under the discretion of the staff. Restorative Justice practices are always voluntary and may be presented as an option.

## PROCEDURE TO CHANGE THE HANDBOOK

The handbook will be reviewed every year during March or April by the SRB and MMS Student Council with the addition of a member from the Yellow Springs Board of Education, and the principal. Amendments to the handbook will be made to conform to changes in state law or YSBOE policy. The teachers and principal, before presentation to the YSBOE, will review these recommendations. If during the course of the year, the Principal feels it is necessary to make changes, he/she is given the right to do so.

### EATING/LUNCH

These are common-sense rules based upon consideration for others and a desire to have a clean school building. The consumption of food and beverages during class is prohibited, except when it is part of a recognized class activity under the direct supervision of a teacher or is a medical necessity. Students will eat lunch only in the cafeteria and, when permitted, designated outside areas. Students are not permitted to place telephone delivery food orders from school or to make such arrangements whereby such orders are delivered at school by commercial food operated delivery services or by other persons. Water can be consumed in classrooms at the discretion of the teacher.

### SPECIAL SPACES

YSHS/MMS houses a makerspace in the bus barn. The tools and equipment in the makerspace are specialized tools that must remain in the makerspace unless checked out by a teacher. The tools must be used for their intended purposes only.

The elevator and elevator room are provided for students who are unable to use the stairs. These spaces should be used only by the student(s) with signed agreements and keys checked out from the office.

There is one gender-neutral restroom available for student use in the McKinney hallway.

### ACCEPTABLE TECHNOLOGY USE

In addition to the Yellow Springs Schools Student Acceptable Use Policy, student code of conduct, board policies, building policies and administrative guidelines already in place, there are additional guidelines / policies all technology users should be aware of:

1. All devices should -- by default -- be set to mute/silent. Headphones should be removed by students upon entering classrooms.
2. Students are prohibited from using electronic devices to capture, record, or transmit the audio or images (i.e. pictures / video), of any student, staff member, or other person on school property or while attending a school-related activity without the express prior notice and explicit consent for the capture, recording or transmission of such audio or images. Using an electronic device to capture, record or transmit audio or images of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. Special attention to this rule will apply to restrooms, locker rooms, and areas where privacy is needed. Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their device confiscated and held until the end of the school year. Additional consequences may apply at the discretion of the principal, or designee.
3. Student use of any electronic device and/or headphones while in class, while participating in school activities (e.g. extra-curricular activities) and while participating in school-related functions is restricted to academic or instructional purposes only, as determined by the instructor. During these times, the use of such devices for personal, business or entertainment purposes is prohibited (e.g., no games).
4. The Yellow Springs Exempted Village School District will not provide access to our internal resources or servers to any personally owned devices.

5. The Yellow Springs Exempted Village School District will not provide access to our copiers or printers to any personally owned devices.
6. The Yellow Springs Exempted Village School District or its staff will not provide any technical assistance on personally owned devices. Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.
7. The Yellow Springs Exempted Village School District will not provide the opportunity to charge any personal device, unless it is being used for project work. It is the responsibility of the user to have a properly charged device before school.
8. Students are expected to manage their own devices in a way that does not distract the student, teacher, or others. Students may be asked to put away their devices unless granted permission by the instructor to use them for educational purposes. Students will not be permitted to use their own computers or laptops at school.

**Personal Device Use**

Area / Time of Use	Use Permitted?
Classrooms	No, unless requested/permitted by staff
Restrooms / Locker Rooms	No
Cafeteria / Lunch	Yes

Privileges and Rights: Use of technology at school is a privilege, not a right, intended to enhance teaching and learning. Users may be denied access at any time, for any reason. Students should not have the expectation of privacy on any device they bring into the Yellow Springs Exempted Village School District. **Device use should align with the common expectations of a professional work environment.** If staff members suspect improper use and/or abuse of this or related policies, they have the right to require the device be powered off before being turned over to the staff member for pickup by a parent/guardian.

**1:1 Chromebook Program**

YSHS's 1:1 Chromebook Program affords our students with access to technology and learning opportunities that may otherwise not have been available. The 1:1 program assigns each YSHS/MMS student with a Chromebook and charger to use throughout the school year. The assigned Chromebook becomes the responsibility of the student and should be taken home, charged, and cared for as if it is theirs. Each student will be assigned the same Chromebook throughout their school career. In addition to the guidelines for use mentioned in this Acceptable Technology Use section of the handbook, in the Student Acceptable Use Policy, and in the student code of conduct, the following guidelines apply to the 1:1 Chromebook Program:

1. Repossession: If you do not comply with all terms of acceptable use, including those listed below, the District shall be entitled to declare you in default and take possession of this school property.
2. Student Responsibility: Do not leave the device or charger unattended. Bring the device to school each day, charged up, and ready to use. Students are responsible for all damage. Be very careful when transporting your device and leaving it in places where it could easily be damaged.
3. Borrowing/Loaning Devices: Do not loan your device to other students, and do not borrow devices from other students.

4. Loaner Devices: There are a limited number of devices that can be borrowed while your device is being repaired or worked on. Loaners are checked out per day and must be returned before the student leaves the last period.
5. Theft, Loss, or Damages: If a device or charger is lost or believed stolen, the student **must** report the incident to the main office by the next school day. If a device or charger is lost, stolen, or has sustained damages, the student will be responsible for any associated costs. The student will be charged the full replacement price of the device if damaged beyond reasonable repair, lost, or stolen. The principal, or designee, has the authority to determine the difference between repairs resulting from normal wear and tear (repaired at the expense of the District) and repairs that are required due to carelessness and/or intentional abuse of the computer (repaired at the expense of student).
6. The district self-insures the student Chromebooks. Repeated breakage and abuse of student Chromebooks may result in cancellation of insurance coverage and all subsequent cost(s) shall be the student and/or family's responsibility. The administration reserves the right to cancel coverage at any time for excessive Chromebook abuse and may do so annually or upon excessive repairs required. Any additional fees/costs shall be added to the student fees and must be paid per the normal student fee policy.
7. All Chromebooks and chargers are required to be returned to the school at the conclusion of each school year. Chromebooks will be checked, cleaned, inventoried, and stored. Students will be issued the same Chromebook the following school year. If a student withdraws from the district, the Chromebook must be returned at that time. Chromebooks intentionally not returned to the district when required and/or after a reasonable amount of communication from the district will result in the Chromebook being considered stolen and a police report will be filed.

#### PRIVACY, LOCKERS, SCHOOL PROPERTY AND SEARCH AND SEIZURE

The administration and board of education recognizes and acknowledges the need for in-school storage of student's possessions and shall provide storage places, including desks and lockers, for that purpose. The administration and board also recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that a student may be searched with reasonable suspicion and in a reasonable manner. The authorization to search shall apply to all situations in which the student is under the jurisdiction of the Board of Education.

Lockers and such spaces remain the property of the Board of Education and in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such place shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the student in their care. In the discharge of that responsibility, the school authorities may search the person or property, including vehicles, of a student with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction. The board may authorize the use of canines, trained in detecting the presence of drugs or devices. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities.

#### PEPPER SPRAY POLICY



Pepper Spray: Students wishing to possess pepper spray at school must have prior permission from a guardian and approval from the school administration. Students and guardians should complete the required permission form. After returning the form to Mr. McCoy, the student will meet with Mr. McCoy to get formal approval prior to carrying pepper spray at school or to school events.

### BUILDING SECURITY

**Security Cameras:** have been installed in certain hallway locations for student security and protection. They are not to be tampered with.

**Doorbell Entry System:** has been installed for student and staff safety.

**Student Visitors:** All student visitors must sign in at the office. Any visit beyond a lunch period requires permission from a building administrator.

**Lockdown Levels:** For any level, all doors & windows closed & locked.

*In an emergency situation where there is a threat of a potentially dangerous person(s), the following scenarios will need to be understood:*

1. **Outside Threat:** This is a situation where the dangerous person(s) is outside of the school building and may be in the area or immediate vicinity. This situation requires a specific set of procedures that will be shared by teachers.

2. **Inside Threat:** This is a situation where the dangerous person(s) is inside the school building. This situation requires a specific set of procedures that will be shared by teachers.

### STAY SAFE. SPEAK UP! STUDENT SAFETY REPORTING SYSTEM (Anonymous)

Yellow Springs Schools is fully committed to your safety and well-being. That's why we're using the **Stay Safe. Speak Up! Student Safety Reporting System** that allows students, parents, and staff to submit safety concerns to school officials.



If you, or someone you know, is being bullied, harassed, considering suicide, bringing a weapon to school, or has any other safety concern, you can easily submit a report in one of three ways:

1. **Mobile App.** Download the **Stay Safe. Speak Up!** mobile app and enter our unique District Code to submit reports directly from your smartphone. **DISTRICT CODE: YSS**
2. **Phone.** Call **1-866-547-8362** to leave a voice message or speak with a trained, live attendant. Attendants can initiate contact with various national crisis hotlines if a student needs help in dealing with a personal emergency.
3. **Online.** Go to the district's website and click on the **Stay Safe. Speak Up!** button to access the online form from a desktop computer or laptop.

Students may access the **Stay Safe. Speak Up!** Reporting System 24/7/365 to report harassment, threats, suspicious behavior or other concerns which may jeopardize the safety of students, employees or school facilities. Concerns may include weapons, drugs/alcohol abuse, suspicious behavior, suicide/self abuse, problem relationships, sexual assault, fights/violence/abuse, bullying/harassment/threats, theft/vandalism, health concerns/HIV/AIDS.

Your voice matters, and we are counting on you to help us make Yellow Springs Schools a positive environment for all students.

### RULES OF EXPECTED BEHAVIOR

Appropriate behavior is expected of members of the school community in any classroom, school building, school grounds, district property, and/or at any school-related activity -- which can include any school-sponsored event, field trip, curricular and/or extracurricular activity. Such a scope applies to any student conduct code listed below. Teachers may establish additional rules for specific classrooms. This

approach allows for the individual differences of teachers and classes.

### DISCIPLINARY ACTION

The principal (or designee) may use the following guidelines at their discretion. If an alternative behavior modification is more appropriate, it will be used. Restitution will be required in cases of theft or vandalism. Within the investigation of any incident/situation (rumor or truth) the parent, student, and other authorities will be informed when deemed necessary, or required by law. **\*Consequences of violation of the district drug policy are explained elsewhere in this handbook.**

The following level system is aligned to the conduct code to guide administration:

- **Level 1:** Warning or Detention
- **Level 2:** Wednesday School, In-School Restriction, or Out-of-School Suspension
- **Level 3:** Two to Ten days Out-of-School Suspension
- **Level 4:** Expulsion

Note: The school will treat "in-room" minor offenses "in-room". Persistent violation may result in more severe punishment; parents will be notified regarding student behavior.

### DISCIPLINARY APPEAL

Any student wishing to appeal a detention or Wednesday School must notify the principal by the end of the following school day after receiving the consequence. The appeal will be reviewed by members of the Student Review Board, Restorative Justice Committee (as available) and an administrator.

### STUDENT CONDUCT CODE:

1. **Disruption in School:** A student will not, by use of violence, force, coercion, threat, harassment, insubordination, or failure to comply with school rules, cause disruption or obstruction to the educational process. **Level I-IV**
2. **Damage of School or Private Property:** A student will not cause or attempt to cause willful destruction or defacement of school or private property or items (including vehicles owned by the Board). **Level I-IV**
3. **Fighting, Assault and/or Threat:** A student will not physically attack or threaten to attack any person including self. A student will not promote a fight or the participation of another in a fight. **Level III-IV**
4. **Serious Bodily Injury:** A student will not cause serious bodily injury to any person. **Level III-IV**
5. **Dangerous Weapons, Instruments and Objects:** A student will not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon (including but not limited to fake weapons and squirt guns). A student will not use any object in a way that could harm another person. **III-IV**
6. **Drugs and Narcotics:** A student shall not knowingly possess (includes, but not limited to, purses, wallets, lockers, desks, cars, etc.), consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, nonprescription or prescription drug (except when under the direction of a physician/parent and within school procedure), intoxicant, solvent, gas or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind or related paraphernalia. **Level III-IV\***  
*\*Whenever a student of compulsory school age is expelled from school in accordance with State law for the possession of drugs, the school will notify the Registrar of Motor Vehicles and the county juvenile judge. After receiving such notification, current State law requires the Registrar of Motor Vehicles to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited by current law from issuing a temporary permit or license.*
7. **Alcoholic Beverages:** A student shall not knowingly possess (includes, but not limited to, purses, wallets, lockers, desks, cars, etc.), consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply or be under the influence of any alcoholic beverage or any counterfeit-alcoholic substance of any kind or related paraphernalia. **Level III-IV\***

*\*Whenever a student of compulsory school age is expelled from school in accordance with State law for the possession of alcohol, the school will notify the Registrar of Motor Vehicles and the county juvenile judge. After receiving such notification, current State law requires the Registrar of Motor Vehicles to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited by current law from issuing a temporary permit or license.*

8. **Smoking:** Students are not permitted to possess, smoke, use a tobacco or vaping product, or carry any smoking or vaping materials or related paraphernalia in any form, including simulated smoking devices. **Level III-IV**
9. **Profanity and/or Obscenity:** A student will not, by written, verbal, gestural, or other means, disrupt the educational process or school environment by using profanity, obscenity, or verbal abuse. **Level I-IV**
10. **Truancy and Tardiness:** A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is considered a serious problem. **Level I-IV\***
11. **Insubordination and Disrespect:** A student will comply with directions of authorized school personnel, volunteers, and chaperones during any period of time the student is properly under the authority of the school. A student will not use any form of disrespect to others or fail to abide by rules that may be established. **Level I-IV**
12. **Frightening, Intimidating, Degrading, Profane or Disgraceful Acts:** A student shall not engage in any act which frightens, degrades, profanes, disgraces or intends to frighten, degrade, profane or disgrace any person by written, verbal, electronic or gestural means. **Level I-IV**
13. **Dangerous Behavior:** Students will not engage in any behavior or actions that could bring harm to self or others. Including but not limited to running in the hallways, jumping off desks, etc. **Level I-IV**
14. **Theft:** Students will not take or attempt to take into their possession the public property or equipment of the District or the personal property of another. **Level II-IV**
15. **Extortion:** A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat. **Level III-IV**
16. **Forgery:** A student will not falsify in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school. **Level II-IV**
17. **Trespassing or Loitering:** A student will not be present in a school building or on school grounds unless under the supervision of school personnel or authorized volunteers or chaperones. **Level I-IV**
18. **False Identification:** A student will not use or attempt to use false identification to mislead school personnel. **Level II-IV**
19. **Breaking and Entering:** A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds. **Level III-IV**
20. **Setting Fires:** A student shall not ignite or attempt to ignite fires, or possess any ignition or acceleration devices. **Level III-IV**
21. **Bomb and Fire Scares:** A student shall not communicate to a school or to school authorities by any means a false alarm regarding bombs or initiate a false fire alarm. **Level III-IV**
22. **Motor Vehicles:** Students may park in the back parking lot near the track. Students may not park in the front or on the south side of the school. These lots are designated for faculty and staff only. Yellow Springs High School is not responsible for any loss or damage to vehicles while on school property. Please lock all car doors to help prevent possible theft. Cars on school property are subject to searches in accordance with state law and school board policies. Students are not permitted to sit in their cars or loiter in the parking lots when they arrive or leave school. Any student who needs to retrieve something from a car once school has begun should first gain permission from the main office personnel. When entering or leaving the school, maintain a maximum driving speed of 10 miles per hour. Students who do not abide by these rules may have their parking privileges suspended and/or face other consequences. **Level I-III**
23. **Dress Code and Hygiene:** Students' dress, hygiene, and appearance reflect in both a positive and negative way upon the school and the student body. The goal of the dress code is to promote a professional atmosphere in our school while remaining inclusive of a diverse range of identities.
  - Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully and

securely covered with opaque fabric.

- Students must wear a shirt with fabric in the front, back, on the sides under the arms, and securing the shirt on the shoulders AND pants/jeans or the equivalent AND shoes.
- Students may wear hats and hoods that allow the face to be visible to staff and do not interfere with the line of sight of any student or staff.
- Students cannot wear clothing that contains any reference to drugs, alcohol, tobacco, or makes statements that are sexual in nature, nor display any statements or pictures that can be classified as racially, ethnically, or sexually insensitive, or of a violent nature. Students cannot wear swimsuits, clothing that reveals visible undergarments (visible straps are allowed), or any item that obscures the face.
- Hygiene should not interfere with the learning environment.

Teachers and administrators will use discretion and sensitivity in notifying students of dress code issues. Administration will make the final decision on what is or is not appropriate. Students in violation of the dress code will be provided three options to be dressed more to code during the day:

- Students will be asked to put on their own alternative clothing.
- Students will be provided with temporary school clothing.
- If necessary, students' parents may be called to bring alternative clothing.

Severe or repeated violations of the dress code may result in disciplinary consequences. **Level I-IV**

**24. Displays of Affection:** Unacceptable public displays of affection are defined as those physical activities that are contrary to good judgment and public decency. Students who engage in inappropriate displays of affection are subject to the intervention by staff and administration, including disciplinary action. Holding hands and "reasonable hugs" are not considered inappropriate. **Level I-IV**

**25. Violations of the Law:** A student shall not violate any law or ordinance when the student is properly under the authority of school personnel, e.g., theft of property of other students, of staff or of the District; gambling; dangerous operation of a motor vehicle while on school property. **Level III-IV**

**26. Failure to Serve Assigned Consequence:** A student shall not fail to fulfill the punishment prescribed by the school official. **Level I-IV**

**27. Repeated Offenses:** A student shall not repeatedly violate the Student Code of Conduct. **Level I-IV**

**28. Bullying, Intimidation, Harassment, and Hazing:** Bullying, intimidation, and harassment in any form of any member or guest of the school community is strictly forbidden. Any person who has been subjected to or observed acts of bullying, intimidation, and/or harassment is strongly encouraged to report to any teacher, counselor, staff, parent, or the principal. Off-campus activities that have a negative affect or that are transferred into the school will be dealt with as such. In accordance with *YSBOE Policy 5517.01*, bullying is an intentional written, verbal or physical act that occurs more than once and causes either mental or physical harm to the student victim and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the student victim. A student shall not engage in any act of bullying, intimidation, harassment, or hazing, or coerce another (including the victim) to engage in any act of initiation, harassment, or intimidation of any student or organization, which act causes or creates a risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to bullying, harassment, or hazing does not lessen the prohibition. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal, digital, or physical contact of a sexual nature, which interfere with school-related performance or creates an intimidating, hostile, or offensive learning environment. Bullying, harassment, and hazing activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. All bullying incidents are reported to the Superintendent by the building administrator for semi-annual Board of Education reports. **Level I-IV**

**29. Unwanted Sexual Conduct:** A student shall not engage in any unwanted sexual conduct, including but not limited to sexual harassment, all unwelcome sexual advances, requests for sexual favors, and verbal, digital, or physical contact of a sexual nature. **Level I-IV**

**30. Electronic Devices:** Cameras, cellular telephones, iPods, and any other electronic devices may be used, but only in accordance with the Acceptable Technology Use section of this handbook on pages 17 – 19. Students are responsible for the security of these devices at all times. In cases violating the

Acceptable Technology Use, devices will be taken and returned only to parent/guardian. The use of cellular telephones and other electronic devices that contain built-in cameras is prohibited at all times in locker rooms, bathrooms and/or locations in which inappropriate or privacy violating images may be obtained. No laser pointers at any time. Repeated offenses may warrant a higher level consequence.

**Level I-IV**

*Level 1:* Warning and device is taken and returned only to the student by the teacher or office at the end of the day.

*Level 2:* Device is taken and returned only to a parent/guardian and administrative detention issued.

*Level 3:* Device is taken and returned only to a parent/guardian and administrative Wednesday School issued.

*Level 4:* Student loses privilege to possess and use electronic devices during school hours.

-Any insubordination based on a request for a student's cell phone will result in a Level II consequence

31. **Technology Misuse:** Upon receiving your signed Acceptable Use Policy Form, you will be granted network and Internet access. This form will be handed out to all new students and will be available in the main office. Forms need to be signed only once. Parents/Guardians who would like to change their child's status may amend the form at any time by contacting the designated administrator.

If you -- or anyone you allow to access your account -- violate this policy, your access will be denied or withdrawn. If you are asked to exit a site or turn off the computer, you must comply with that request. In addition to being denied your access to the network, you may be subject to disciplinary action for any violation of the acceptable usage policy.

1. Personal Responsibility

By accepting your account password and related information, you agree to adhere to this policy. You also agree to report any misuse to teachers. Misuse includes violations that harm another person, another individual's files or property.

2. Term of Permitted Use

The school may suspend access at any time for technical reasons, policy violations, or other concerns.

3. Purpose and Use

a. Access is for educational purposes only

b. Personal computers not supported. Bring work on a flash drive.

4. Netiquette and Cyber bullying

Users must adhere to the rules of network etiquette, or Netiquette. Respect the privacy of others; do not trespass in their server space. Cyber bullying is a form of bullying and/or harassment. Off-campus activities that have a negative effect or are transferred into the school will be dealt with as such. See *YSBOE Policy 5517.01* and Intimidation/Harassment section in this handbook

5. Banned Activities

a. Do not load or install shareware, freeware, or other software. No downloading or transmitting executable programs. Do not log on or pass on proxies.

b. Do not view, send, or display inappropriate language, abusive/offensive messages or pictures of persons based on their race, color, sex, age, religion, national origin, sexual orientation, or physical characteristics, or anything that would be perceived as harassing or threatening.

c. Do not visit chat rooms.

d. Do not engage in illegal activities or encourage others to do so.

e. Do not upload a virus.

f. Do not give out your password or access to your account.

g. Do not save downloaded files or print without permission.

h. Do not attempt to deactivate, evade, or circumvent the school's security.

6. Privacy

The school has the legal right to monitor usage of the network and the Internet and can examine your files at any time. **Level I-IV**

**32. Academic Dishonesty/Lying:** A student will not take part in the copying, duplication, or exchanging of any assignment. A student will not share answers, give hints, and/or unfairly provide aid to another student(s) on any form of assignment. A student will not claim the work of another as one's own. A student will not cheat or plagiarize in any way. This includes, but is not limited to, turning in the work of another as one's own, failing to properly recognize the original author, failing to properly cite sources, and inappropriately sharing documents. The correct protocol for sharing a document for collaborative purposes is:

-Checking the boxes labeled:

*Prevent editors from changing access and adding new people*

*Disable options to download, print, and copy for commenters and viewers*

-Before sharing you have to add a message in the sharing box stating the purpose for sharing the document.

**Acceptable** sharing purposes include, *but are not limited to* collaborative work for a project and study resources.

**Unacceptable** sharing purposes include, *but are not limited to* explicit plagiarism of work and academic referencing.

### **Level I-III**

*Consequences for cheating/plagiarism:* When cheating is not an individual activity, all parties involved are equally at fault and will be subject to the same consequences. Consequences may include:

- Re-instruction or review of proper research strategies and citations in order to avoid future occurrences
- A grade of zero ("0") on the assignment, test, quiz, or project (The teacher has the option to grant a re-write or a re-take of the item.)
- A disciplinary referral submitted to the office
- Parental notification (email, report card comments, telephone call, etc.)
- A grade of zero ("0") for the quarter and/or course for repeat/continued offenses

**33. COVID Safety Violation:** A student shall not disregard COVID-related safety expectations, including but not limited to proper mask wearing, social distancing, and mask etiquette. **Level I-IV**

### GUIDELINES FOR OFFENSE

#### **AFTER-SCHOOL DETENTION**

After-school detentions are to be served on Mondays, Wednesdays, or Fridays from 3:45 – 4:15. Detentions will be used as a study period and/or work service time. Teachers are responsible for notifying students of the detention **in writing or electronically**. Failure to serve a detention at the assigned date (or within one week if no assigned date was specified) will result in additional consequences.

#### **WEDNESDAY SCHOOL**

Wednesday School serves as an extended detention from 3:45-6:00 PM in a designated room each Wednesday. Students are expected to bring enough study materials to utilize the time effectively (books, notebooks, pens, etc.). **Wednesday School will take precedence over social, extracurricular, or work commitments.** Failure to serve Wednesday School at the assigned time will result in additional consequences.

#### **IN-SCHOOL RESTRICTION**

Normal academic work can be completed for credit during an In-School Restriction (ISR). Students who are assigned an ISR may be required to perform community service, contingent upon parental approval, and agreement from outside agencies.

#### **OUT-OF-SCHOOL SUSPENSION**

Out-of-School Suspension proceedings will be carried out according to the existing due process set forth

in the YSBOE policy. Parents will be notified and meet with the Principal. Parents may appeal the suspension to the Superintendent within 5 days. Students suspended out-of-school are not permitted on school premises and may not participate in school-sponsored events during the term of suspension. Schoolwork assigned during the term of suspension can be completed for credit if make-up time is also served as assigned by the principal, or designee. The student will be responsible for contacting the teacher for work and will have an equal number of days to submit assignments or take tests and quizzes. Failing grades may be given for any classroom work that cannot be replicated. Students may be required to perform community service, contingent upon parental approval and agreement from outside agencies.

## **EXPULSION**

Expulsion proceedings will be carried out according to the existing due process set out in YSBOE policy. During this time, the students are encouraged to continue with their studies. Parents or guardians must request work from the teachers with the understanding that credit may not be received. The student may be expelled from 10 days to one year depending on the violation.

## **SUBSTANCE ABUSE POLICY**

The Yellow Springs Board of Education is cognizant that substance abuse extends beyond the schools and that the most effective response to this problem must include students, parents, staff, administrators, and community resources. For the purposes of this policy, substances that people can abuse include, but are not limited, to the following:

- all dangerous controlled substances as so designated and prohibited by Ohio statute
- all chemicals which release toxic vapors
- all alcoholic beverages
- tobacco and tobacco products (*YSBOE Policy 5512*)
- any prescription, or over the counter drug, except those for which permission to use in school has been granted pursuant to YSBOE policy
- any substance that is a "look-alike" to any of the above (designed to copy, imitate, or mimic an illegal substance or prescription medicine)

A student shall not possess (including, but not limited to containment in purses, wallets, backpacks, lockers, cars, vehicles on school grounds, desks); buy, sell, use, transmit, apply, or be under the influence of any drug or alcohol; ingest, inject, or inhale substances (including tobacco and tobacco products), as defined above; or buy, sell, use, or transmit paraphernalia or electronic equipment related to the use and/or sale of substances.

"Sale" is defined as delivery, barter, exchange, transfer, gift, or the offer of the same.

Use of a drug authorized by medical prescription from a licensed prescriber will not be considered a violation of this policy as long as a parent's statement, signed Health Care Provider statement, and/or prescription label shall be filed in the front office. Such medication shall be kept and dispensed in accordance with existing prescription drug policies. Prescription drugs illegally obtained, used, or possessed are a violation of rules pertaining to student conduct.

This policy shall apply at school and/or school-sponsored activities, on school grounds, on the school bus, at the school bus stop, in transit by bus to and from school, and at any other time when the school is being used by school groups, or off the school grounds at any school-sponsored activity, function, or event. Any violations will be cumulative throughout the career of the student at Yellow Springs High School/McKinney Middle School.

Any student who self-refers will be given assistance in assessment, support and recovery. This does not, however, excuse a student from subsequent violations of the Substance Abuse Policy.

The following procedures shall be followed when a student applies, is under the influence of, ingests, injects, inhales, possesses, buys, sells, uses, or transmits substances, paraphernalia, or electronic equipment as defined in this policy:

**First Offense:**

1. A student's first offense of the substance abuse policy at school, in the district, and/or their respective scopes, **will be** treated as a third offense unless student participates in school-provided or school-approved drug counseling (details outlined elsewhere)
2. Parents will be contacted and the student will be removed by the principal or his/her designee from school for the remainder of the school day.
3. The principal or his/her designee will consult with the parent(s) and the student emphasizing available counseling services and possible disciplinary action.
4. The police **will be notified** of the incident in compliance with all Federal and State regulations for reporting substance abuse by minors. Ohio Revised Code (ORC 2151.87).
5. In the case of tobacco products (using or possessing), the principal will suspend the student for five (5) days that can be reduced to two (2) days if the student enrolls and completes an approved smoking cessation class. (*YSBOE Policy 5512*).

In the case of substance abuse, the principal will suspend the student for ten (10) days in compliance with all requirements of law. The suspension may be reduced to a minimum of three (3) days if they follow the recommendations below:

- The student agrees to follow the recommendations of the Principal, or designee(s).
- The student will have an immediate drug screen, urinalysis, and/or breathalyzer test at a local hospital or other facility which will be shared with the school.
- The student is evaluated by a chemical dependency professional. The student agrees to follow any appropriate treatment, which may include, but not be limited to required attendance at support groups and the professional notifies the Principal (or designee) of the progress.

**Second Offense:**

1. A student's second offense of the substance abuse policy at school, in the district, and/or their respective scopes, **will be** treated as a third offense unless student participates in school-provided or school-approved drug counseling (details outlined elsewhere)
2. Parents will be contacted and the student will be removed by the principal or his/her designee from school for the remainder of the school day.
3. The principal or his/her designee will consult with the parent(s) and the student emphasizing available counseling services and possible disciplinary action.
4. The police **will be notified** of the incident in compliance with all Federal and State regulations for reporting substance abuse by minors. Ohio Revised Code (ORC 2151.87)
5. In the case of tobacco products (using or possessing), the principal will suspend the student for ten (10) days that can be reduced to four (4) days if the student enrolls and completes an approved smoking cessation class (*YSBOE Policy 5512*). The student will also be referred to the Yellow Springs Police Department and may be charged with a misdemeanor pursuant of Ohio Revised Code (ORC 2151.87.)

In the case of substance abuse, the principal will suspend the student for ten (10) days in compliance with all requirements of law. The suspension may be reduced to a minimum of six (6) days if they follow the recommendations below:

- The student agrees to follow the recommendations of the Principal, or designee(s).
- The student will have an immediate drug screen, urinalysis, or breathalyzer test at a local hospital or other facility which will be shared with the school.
- The student is evaluated by a chemical dependency professional. The student agrees to follow any appropriate treatment, which may include, but not be limited to required attendance at support groups and the professional notifies the Principal (or designee) of the progress.

**Third Offense or more:**



- Parents will be contacted and the student will be removed by the principal or his/her designee from school for the remainder of the school day.
- The police **will be notified** of the incident in compliance with all federal and state regulations for reporting substance abuse by minors. Ohio Revised Code (ORC 2151.87)
- The principal will suspend the student for ten (10) days and recommend the student be expelled (**Level IV**).

#### INFORMATION DISCLOSURE & DIRECTORY INFORMATION

The Yellow Springs Schools may disclose directory information unless the school principal receives a written objection from the parent/guardian or eligible student to disclosure within 20 days of the date of the notice. The parent/guardian or eligible student may object to all or part of the directory information.

Directory information may include school record information that is not considered an invasion of privacy. This includes: Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

(Directory information is found in Student Records Policy 8330)

#### EQUAL EDUCATION OPPORTUNITY

The board does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its program, activities, or employment.

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

The district provides an equal educational opportunity for all students. Any person who believes that they have been discriminated against while at school or a school activity should immediately contact the School District's Compliance Officer. To file a complaint or to report incidents suspected to be sexual harassment and/or discrimination on the basis of gender or sexual orientation please contact the District's Title IX Coordinator by mail, phone or email using the contact information listed below:

**Donna First**

*Title IX Coordinator/Compliance Officer*

*& Director of Student Services*

201 S. Walnut St.

Yellow Springs, OH 45387

(937) 767-7381x1007

[dfirst@ysschools.org](mailto:dfirst@ysschools.org)

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.