

# Antwerp Junior/Senior High School



303 South Harrmann Road  
Antwerp, Ohio 45813  
419-258-5421

Mr. Mark Hartman, Superintendent  
Mr. Steve Arnold, Junior/Senior High School Principal

## Student Handbook 2008-2009

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## Welcome

Welcome to Antwerp Junior/Senior High School. The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping all students adjust to Antwerp Junior/Senior High School.

Many opportunities are available to you as a student at Antwerp Junior/Senior High School. The staff and administration provide you with a fine educational experience, a wide range of course offerings, extensive extracurricular programs, and valuable leadership activities. Antwerp places great value in the development of its students. The school provides the background and the discipline to assist students to achieve their goals and enable them to grow into productive adult citizens.

Students at Antwerp become part of a proud tradition. This tradition has led many successful students to rewarding and fulfilling lives. Hard work and commitment to education are ingredients of success, which breed confidence and self-respect. Self-respect translates into respect and appreciation for all members of the Antwerp Local School community. Together we can have fun and achieve great things.

As a student at Antwerp, we wish you the best of luck and want you to know that the staff and administration will do everything possible to help you be successful. Feel free to contact any of your teachers, counselors, and administrators with your questions and concerns. HAVE A GREAT YEAR!

### Mission Statement

Antwerp Local Schools will enable all students to become productive and resourceful members of an ever-changing world.

### Vision

Students, as lifelong learners, will be involved through the tools of technology in an interactive-collaborative learning process in a safe-accepting environment.

### Antwerp High School Alma Mater

Our strong bond can ne'er be broken  
Formed at Antwerp High  
Far surpassing wealth unspoken  
Sealed by friendship's tie

Alma Mater, Alma Mater  
Deep graven on each heart,  
Shall remain unwav'ring true  
When we from life shall part.

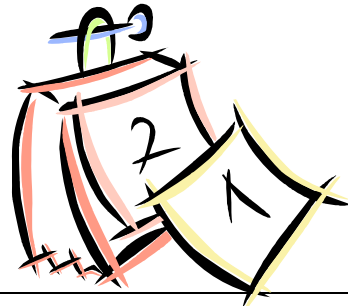
**School Colors – Blue & White**

**School Mascot - Archers**

## 2008 – 2009 School Calendar for Grades 7 – 12

Monday	August 18	Teacher Work Day
Tuesday	August 19	Classes Begin
Monday	September 1	Labor Day (No School)
Friday	September 19	First Grading Period Interim
Wednesday	September 24	In-Service Day (No School)
Friday	October 17	First Grading Period Ends (43 days)
Wednesday	November 19	Second Grading Period Interim
Monday	November 24	In-Service Day (No School)
Monday	November 24	P/T Conferences 4 p.m. – 8 p.m.
Tuesday	November 25	P/T Conferences 8 a.m. – 7 p.m. (No School)
Wednesday	November 26	No School
Thursday	November 27	Thanksgiving Day (No School)
Friday	November 28	No School
Friday	December 19	Second Grading Period Ends (43 days)
Mon.-Fri.	Dec. 22 – Jan. 2	Winter Break (No School)
Monday	January 5	Classes Resume
Monday	January 19	Martin Luther King Day (No School)
Friday	February 6	Third Grading Period Interim
Monday	February 16	Presidents' Day (No School)
Friday	March 6	Third Grading Period Ends (43 days)
Thursday	April 9	Fourth Grading Period Interim
Fri. / Mon.	April 10 & 13	Easter Break (No School)
Wednesday	May 20	Fourth Grading Period Ends (51 days)
Thursday	May 21	Teacher Work Day
Sunday	May 24	Graduation (2:00 p.m.)

Total Days of Instruction:	180
Teacher Work Days:	2
<b>TOTAL DAYS:</b>	<b>182</b>
Possible Make-Up Days:	Feb. 16 May 22, 26, 27, 28



# Bell Schedule



## Regular Bell Schedule

<u>Period</u>	<u>Time</u>
1st	7:50 – 8:35
2nd	8:38 – 9:20
3rd	9:23 – 10:05
4th	10:08 – 10:50
Academic Assist	10:50 – 11:13
MS Lunch	11:13 – 11:43
HS 5th	11:16 – 11:58
MS 5th	11:46 – 12:28
HS Lunch	11:58 – 12:28
6th	12:31 – 1:13
7th	1:16 – 1:58
8th	2:01 – 2:42 (MS) 2:01 – 2:44 (HS)

## Two Hour Delay Schedule

<u>Period</u>	<u>Time</u>
1st	9:50 – 10:20
2nd	10:24 – 10:53
3rd	10:57 – 11:26
MS Lunch	11:30 – 12:00
HS 5th	11:30 – 12:00
MS 5th	12:03 – 12:33
HS Lunch	12:03 – 12:33
4th	12:37 – 1:06
6th	1:10 – 1:39
7th	1:43 – 2:12
8th	2:16 – 2:42 (MS) 2:16 – 2:44 (HS)

## Extended Bell Schedule

<u>Period</u>	<u>Time</u>
1st & 5th	7:50 – 9:15
2nd & 6th	9:20 – 10:45
MS Lunch	10:45 – 11:15
HS SH (5th)	10:45 – 11:15
MS SH (5th)	11:15 – 11:45
HS Lunch	11:15 – 11:45
3rd & 7th	11:50 – 1:15
4th & 8th	1:20 – 2:45

# School Board Approved Grading Scales

93 – 100	A	4.00
90 – 92	A-	3.67
87 – 89	B+	3.33
83 – 86	B	3.00
80 – 82	B-	2.67
77 – 79	C+	2.33
73 – 76	C	2.00
70 – 72	C-	1.67
67 – 69	D+	1.33
63 – 65	D	1.00
60 – 62	D-	0.67
Below 60	F	0.00





## Junior/Senior High Fees for 2004-2005



### Science

Biology I – Lab Fee	\$25.00
Adv. Biology – Lab Fee	\$30.00
Anatomy – Lab Fee	\$10.00
Physics	\$25.00
Chemistry – Lab Fee	\$25.00
Advanced Chemistry – Lab Fee	\$25.00
Physical Science	\$20.00
Conservation – Lab Fee	\$10.00

### Math

Comp Math II Workbook	\$8.50
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### IEP Math

Pre-Algebra Workbook	\$10.00
OGT Prep Book	\$15.00

### English

English 10 – Paperback	\$5.15
English 11 – Paperback	\$4.50
Writer Inc. – Wkbk	\$16.75
English 12 – Poster Board	\$4.00

### IEP English 7 – 12

English Workbook	\$16.00
Life Skills – Lab Fee	\$20.00
Voyager Workbook	\$14.00

### Social Studies

Current Events – Newspaper	\$11.50
Economics -- Disc	\$4.00

### Art

Art I – Supplies	\$25.00
Art II – Supplies	\$25.00
Adv. Art – Supplies	\$28.00
Arts & Crafts	\$20.00
Portfolio	\$30.00

### Music

HS Band	\$20.00
JH Band	\$10.00
HS Chorus	\$10.00

### Business

Accounting	\$25.75
General Business	\$29.75

### Computers

Programming I – Supplies	\$10.00
Multimedia – Supplies	\$10.00
Adv. Multimedia – Supplies	\$10.00
Intro. Multimedia – Supplies	\$10.00
Yearbook	\$10.00

### Foreign Language

Spanish I	\$8.00
Spanish II & III	\$10.00

### Industrial Arts

Ind. Arts I – Lab Fee	\$15.00
Ind. Arts II – Lab Fee	\$18.00
Drafting – Supplies	\$10.00
Small Engines – Supplies	\$10.00

### Home Economics

Home Ec. I	\$20.00
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### Seventh Grade

Science Fee	\$12.00
Read Magazine	\$2.50
Writing Magazine	\$3.00
Physical Education Lock	\$4.00
Spelling Book	\$8.50

### Eighth Grade

Science Fee	\$12.00
Read Magazine	\$2.50
Writing Magazine	\$3.00
Washington Handbook	\$5.00
Exploratory – Art, IA, HE	\$22.00
Spelling Book	\$10.50

### General Fees for All Students

Student Handbook	\$3.00
Technology Fee	\$10.00
Hall Pass Booklet	\$1.00

## 2008 – 2009 Testing Dates and College Night

<u>What</u>	<u>When</u>	<u>Where</u>
Paulding County College Night 7:00-8:30	TBA	TBA
PSAT	October 15, 2008	Antwerp Local School
PLAN	November 12, 2008	Antwerp Local School
Ohio Graduation Tests	October 27-31, 2008 <small>(For students in the classes of 2009 and 2010 needing to pass one or more sections)</small>	Antwerp Local School
	March 16-20, 2009 <small>(For all students in the class of 2011 and for students in the classes of '09 and '10 needing to pass one or more sections)</small>	Antwerp Local School
Ohio Achievement Tests	April 20-24, 2009 <small>(For all Seventh and Eighth grade students)</small>	Antwerp Local School
ACT	October 25, 2008 December 13, 2008 February 7, 2009 April 4, 2009 June 13, 2009	Various Locations: See Guidance Counselor or register online at <a href="http://www.act.org">www.act.org</a>
SAT	October 4, 2008 November 1, 2008 December 6, 2008 January 24, 2009 March 14, 2009 May 2, 2009 June 6, 2009	Various Locations: See Guidance Counselor or register online at <a href="http://www.collegeboard.com">www.collegeboard.com</a>




## 7<sup>th</sup> –12<sup>th</sup> Grade Faculty and Staff

Drew Altimus  
Kayla Bagley  
Cathy Barnett  
Ava Burkheimer  
Shelia Caligiure  
Tim Clemens  
Marsha Cooper  
Jean Detmon  
Jodi Dunham  
Lisa Girlie-Jordan  
Josh Hoepfner  
Susan Jewell  
Hal Kemerer  
Donna Laker  
Dan Lehman  
Matt Lovell  
Mike McCullough  
Scott McMichael  
Marilyn Mills  
Pat Miesle  
Marsha Oberlin  
Michelle Porter  
Phil Rangel  
Rose Reinhart  
T.J. Schott  
Becky Schutt  
Jon Short  
Leslie Shugars  
Mary Smith  
Kurt Tempel  
Jeff Tomlinson  
Paige Zuber



P.E./Health and Athletic Director  
HS English  
District Technology Coordinator  
Resource Department  
Guidance Counselor  
HS Math  
MS Social Studies  
Media Center Specialist/Librarian  
Director of Student Services  
Art  
P. E./Health and Special Education  
HS Math and Technology  
Industrial Arts  
Resource Department  
HS Social Studies  
Band  
Spanish  
Physical Education  
HS Office Secretary  
HS Social Studies  
Home Economics and MS Reading  
Resource Department  
HS Science  
HS Science and Math  
HS English  
MS English, Reading, and P.E.  
HS / MS Math  
MS English and Computers  
Choir and Music  
MS Science  
Business  
Resource Department

 **National Honor Society** 

Students eligible for consideration are evaluated based on the National Honor Society ideals of scholarship, service, leadership, and character. The National Honor Society strives to recognize the total student: one who excels in all of these areas. No student is inducted simply because he/she meets the minimum grade point average requirement. Students selected must receive a majority vote of the five-member faculty council. The Antwerp Chapter of the National Honor Society evaluates candidates based on the following criteria:

Scholarship

- Maintain a cumulative GPA of 3.5 the first four semesters for juniors and the first six semesters for seniors
- Average 4 classes per year from the approved list of core classes
- Enroll in 7 classes each year from the date of the induction ceremony until graduation
- Pass all required sections of the Ohio proficiency tests

Service

- Participation in a variety of extracurricular activities and organizations at AHS
- Participation in service projects that benefit the community or school
- Participation in community organizations

Leadership

- Holds club or organizational leadership positions
- Demonstrates initiative in and out of the classroom
- Accepts and handles responsibility
- Is influential in the proper conduct of others

Character

- Displays integrity with no incidents of cheating, intentional dishonesty, or deception
- Demonstrates cooperation and works with others in a positive manner
- Exhibits maturity, has good ethics, and attempts to do what is “right” in all situations
- Demonstrates positive behavior with no record of skipping classes, excessive tardies or absences; no cases of knowingly violating school rules and regulations; and no record of civil or criminal offenses within the community
- Refrains from the use of alcohol, tobacco, and drugs and avoids situations where they are present
- Shows courtesy, concern, and respect for others

The five-member faculty council reserves the right to dismiss any student(s) who fails to maintain the standards as stated in each of the four above-mentioned areas.

**Graduation Requirements**

The Board of Education desires that its standards for graduation meet the minimum standards of the Ohio Department of Education, as well as those of the North Central Association of Colleges and Secondary Schools, and further, that our high school will compare favorably with the better high schools in the state.

The current minimum requirements for graduation from high school are as follows:

English	4 units
Social Studies	3 units
Science	3 units (1 physical and 1 biology)
Mathematics	3 units
Health and P.E.	1 unit
Electives	7 units
<b>TOTAL</b>	<b>21 units</b>



Beginning on September 15, 2001, the requirements for graduation include:

1. Student electives of at least 1 unit, or 2 half units, from the areas of business/technology, fine arts, and/or foreign language.
2. Units earned in English language arts, mathematics, science, and social studies, delivered through integrated academic and technical instruction.
3. As of 09/15/04, the 3 units of science must include 1 unit of biological science and 1 unit of physical science.

NOTE: All graduation requirements (including Career Passports) MUST be completed satisfactorily to participate in the Commencement exercise. Any "correspondence course" or "independent study" class work MUST be completed by May 1<sup>st</sup> of the year of graduation and grades received by May 15<sup>th</sup>.

### **Honor Roll**

The Honor Roll for grades 7-12 is compiled at the conclusion of each nine-week grading period. To be eligible for the Honor Roll, a student must have earned a grade point average of 3.00 or higher.

Students achieving a G.P.A. of 3.67-4.00 with no grades below a B- have qualified for the top category. Students achieving a G.P.A. of 3.33-3.66 with no grades below a C+ have qualified for the middle category. Students achieving a G.P.A. of 3.00-3.32 with no grades below a C have qualified for the third category.

### **Academic Pride Program**

The Academic Pride Incentive Program is based upon the grade point average from the preceding nine-week period. To be eligible for consideration, a student MUST have a minimum 3.33 grade point average or higher. Individuals who are involved with suspensions, Saturday School, etc., are not eligible for consideration and/or forfeit program incentives.

### **Criteria for Diploma with Honors**

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

Beginning September 15, 2001, the student who completes the college preparatory curriculum in high school must meet any eight of the following nine criteria:

- a) four units of English
- b) three units of mathematics that include Algebra I, Algebra II, and geometry or complete a three-year sequence of courses that contain equivalent content
- c) three units of science that develop concepts for physical, life, earth, and space sciences
- d) three units of social studies
- e) either three units of one foreign language of two units each or two foreign languages
- f) one unit of fine arts
- g) either one unit of business/technology and two additional units in (a) through (f) above or earn three additional units in (a) through (f) above
- h) maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
- i) obtain honors level score(s) on four of the twelfth-grade proficiency tests or obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score on the Scholastic Assessment Tests (SAT)

Beginning September 15, 2001, the student who completes an intensive career-technical education curriculum in the high school must meet any nine of the following ten criteria:

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

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

### **Non-Discrimination Statement**

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the classroom and extracurricular programs offered in this district, regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

### **Guidelines for Success**

Antwerp has always been proud of its high school and of its students. One reason for this pride has been the high standard of student conduct and good citizenship demonstrated by the students. For the benefit of the school and all its members, it is important to maintain this proud tradition.

### **Care of Property**

Antwerp Middle/High School requests that all students be responsible for their school property. The school will not assume responsibility for student book-bags, textbooks, money, jewelry, etc., left unattended. All valuables should be secured in a locked locker both in the hallway and/or locker room. Students using the locker room should not leave any articles of clothing or footwear unattended or in an unlocked locker. All valuables should be given to the teacher for safekeeping.

### **Changes in Student Handbook**

Students are responsible for any additions, deletions, or changes to the guidelines set forth in this handbook and are communicated to students either verbally or in writing (posted in the cafeteria, hallways, and/or offices.)

### **Student Classification**

Students having completed five (5) units of credit are classified as sophomores; completion of ten (10) units of credit denotes junior classification; and fifteen (15) units of credit are required for senior classification. Students will be assigned grade classification at the beginning of each year.

### **Entering the Building**

Suggested arrival time for students to enter the building is between 7:30-7:45. Students are to be out of the halls and in their first period class by 7:50. Students consistently arriving before 7:30 need to make prior arrangements through the office.

### **Announcements**

School announcements are made daily over the P.A. or television at 7:50 a.m. If you wish to have announcements that pertain to school activities made, turn them into a sponsoring teacher who can e-mail them to the STS department. If possible, turn in announcements the day before you wish them to be announced or by no later than 7:00 that morning. Afternoon announcements will be made at 2:40 if needed.

## **Vantage Career Center**

Students wishing to attend Vantage during their junior and senior years may do so. Students attending Vantage must abide by the rules as outlined in the student code of conduct while on school property, while attending school-sponsored activities, etc. Students wishing to attend Vantage may meet with the high school guidance counselor to discuss school policies regarding the return to Antwerp H.S. from Vantage.

### **Medication**

Antwerp Local Schools, as well as others across Ohio, have been required by legislation to change their manner of administering medications to students. The following steps have been approved by the Antwerp Board of Education and must be followed:

1. The parent, guardian, or other person having care or charge of the student must provide a written request for the drug to be administered to the student.
2. The physician must fill out a form provided by the school noting important information.
3. The parent, guardian, or other person having care of the student will submit a revised statement signed by the physician if there is a change in the important information.
4. The medication must be brought to the school nurse in the container supplied by the physician or licensed pharmacist.
5. Non-prescription medication will not be dispensed unless the same procedure is followed.
6. Students who react to bee stings should have the physician's and parent request form filled out immediately.
7. In case of self-medication for prescribed drugs, students need to follow the same procedure.

### **Clinic**

An area is provided adjacent to the elementary office to serve as an emergency aid area. Students must obtain a pass to enter the clinic from the high school office or a teacher.

### **Change of Address or Phone Number**

If a student's address or phone number changes during the course of the year, the student or parent should notify the office at the earliest convenience.

### **Freeze Command**

In the event a situation arises that requires the school to go to an inside lockdown, the principal or his designee will announce a freeze command over the P.A. The purpose of the freeze command is to get all students and staff behind a locked door in a quick but orderly manner.

When a freeze command is given, students will stay in classrooms and teachers will lock classroom doors. Students in the hallways will go to the nearest classroom and knock on the door. Students in the auditoria will go to the band, choir, and drafting and shop rooms. Students in the gyms will go to the locker rooms. Staff and students will remain behind locked doors until further instructions are given or the all-clear sound is given.

### **Free and Reduced Price Lunch**

To get free or reduced price meals, parents/guardians must complete an application and return it to the school. Applications cannot be approved unless they are completed. Applications are distributed to all students at the beginning of each school year and are available in the office (see policy 8531).

### **Visitors**

Students may not have personal visitors in the building or on the school grounds during the school day (including lunch periods), unless prior arrangements have been made with the office. Any visitors that come to the school for other reasons must sign in at the office before going into the hallways or classrooms.

### **Food and Beverages**

Students are permitted to possess and store food and beverages in the building during the school day. However, all food and beverages must be consumed in the auditoria. The only exceptions are with the special permission from the staff or office. No food is permitted to be delivered to the school grounds without approval from the office.

## **Fees Policy**

Payment of school fees, or arrangement for payment, is to be done by the end of the first grading period of the school year; students are to be current with school fees with no outstanding fees from the previous school year. Failure to comply will result in withholding of grades/credits, denial of participation in co-curricular activities, denial of driver education privileges, and other action deemed appropriate.

## **Cars and Parking Lot**

Parking for student drivers is available in the lot at the east side of the building. Students will properly park their vehicles between the designated lines and not use more than one space per vehicle. Drivers are to yield the right of way to buses at all times. Students may not leave the parking lot at the end of the school day until buses have left the parking lot, unless prior arrangements have been made through the office.

Student drivers must follow preplanned parking procedures, which include the following guidelines:

- a. The parking lot is off limits during school hours unless prior arrangements have been made through the office.
- b. The speed limit for all school parking lots is fifteen miles per hour.
- c. Students will at all times refrain from any driving considered reckless, including but not limited to spinning tires on school-owned parking and driving surfaces. This also includes all school events on school property as well as school events on other schools' property.
- d. The driveway to the field house is for students wishing to use the field house, football field, baseball field, or track and field areas. This driveway is not to be used as a street to get from the school to another part of town. See the building principal for exceptions.
- e. Student drivers wishing to park a vehicle on school property during school hours must register for a parking permit for the school year at a cost of two dollars. Students will be assigned one parking place. Any student who returns his/her parking permit at the end of the school year will get one of his/her two dollars back.
- f. Failure to observe any or all stated driving and parking rules may result in the following:
  1. First Offense:
    - Parking privileges revoked for a period of five school days.
    - A five dollar cost to the student for a new parking permit.
  2. Second Offense:
    - Parking privileges revoked for a period of twenty school days.
    - A five dollar cost to the student for a new parking permit.
  3. Third Offense:
    - Parking privileges revoked for the remainder of the school year with the possibility of losing privileges for a designated period of time for the following school year.

\*\*These above-mentioned consequences are strictly guidelines. The school administration reserves the right to revoke driving and/or parking privileges for a first or second violation (if offense is severe enough).\*\*

\*\*Antwerp Local School is not responsible for accidents between/among student drivers that may occur in the school parking lots. These matters will be turned over to the local police department for any necessary investigations. \*\*

Remember, driving to school is a privilege, not a right. Misuse may make it necessary to revoke this privilege.

## General Policy

The following guidelines are made for all. They are common sense rules that should be used in our everyday world.

1. Cleanliness – halls, rooms, lavatories, and cafeteria should be kept clean.
2. For safety reasons, no running is permitted.
3. Loud talking and shouting is not acceptable behavior inside the school.
4. Boy and girl affection is fine, but the place for it is not at school.
5. Transportation will not be provided for students kept after school.
6. If the principal or other staff members cannot justifiably identify a person wanting to pick up a student from school, the student will not be excused until further investigation properly identifies the person and permission is obtained from the parent or guardian.
7. Students do not charge purchases to the school or any class or club without the advisor's permission.
8. Inappropriate reading material will not be allowed.
9. Snowballing – NO snowballing is to take place on school property.
10. Disciplinary action may be taken against any student whose behavior is in any way disruptive.
11. Teachers may ask students not to chew gum in their classes.

## Student Attendance

### Philosophy:

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student's total participation, which is reflected in the attendance procedures that follow:

### Rationale:

- A. The laws in the state of Ohio require daily attendance of all students until age 18 (or 16 if approved to withdraw and work full-time) (Rev. Code 3321.04). Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed on an age and schooling certificate must send such child to a school that conforms to the minimum standards prescribed by the State Board of Education. The student must attend for the full time the school attended is in session, which shall, in no case, be less than thirty-two weeks, per school year. Such attendance must begin within the first week of the date at which the child begins to reside in the district, or within one week after his withdrawal date from employment.
- B. Daily attendance and punctuality are essential to success in school and are necessary habits for later success in life. Daily attendance affords a student the opportunity to reap benefits from the educational environment provided by the Antwerp Local Schools. Excessive absences and tardiness cannot be accepted.

### Absence From School

When a student is absent from school, parents need to report the absence by phoning the school office (258-5421). Upon returning to school, students are to report to the office prior to 7:50 a.m. and sign in. Students who come to the office to ask for an admission slip after the tardy bell has rung may receive an after-school detention for the first offense, two detentions for the second offense, and a Saturday School for the third offense. Further offenses will be handled on an individual basis.

If the absence is excused, an excused pass will be issued for the student to show to all of his/her teachers. If the absence is unexcused, an unexcused pass will be issued. Any absence not reported to the attendance office will be considered unexcused. An unexcused absence means that any work missed during the absence cannot be made up.

### Tests

Students absent on a day routinely scheduled testing takes place will be expected to take the test on the first day back, unless the absence has been for more than two (2) consecutive days.

### Regarding Absences

1. Parents need to write excuses or call the school for students to be excused. Written excuses should be presented to the office.
2. Work is to be made up as assigned by the instructor.

3. The school is responsible to parents for students' welfare and safety from the time students leave for school until the time they return home. If at all possible, parents should come to school to pick up students when needed. Antwerp Local Schools do not allow students to return home if no parent or guardian is there unless specific permission is received from the parent by phone or note. This policy applies to all students regardless of age unless approval has been granted by the building principal.
4. When it is known ahead of time that an absence will occur, arrangements should be made with teachers to make up work ahead of time. This is for such things as doctor or dentist appointments, vacations, or other similar events.
5. "Incomplete" grades due to absences should be removed as soon as possible. Normally two school days are granted for each day of absence to enable a student to make up work missed. It is the student's responsibility to see that the work is made up. An incomplete not removed within the prescribed time will become an "F" unless prior arrangements were made with the teacher for a short extension of time, and then only for extenuating circumstances.
6. Excessive absence will probably result in extra work being required to partially offset the contribution students did not make in class during their absence.
7. Parents of a student will be notified if it is known or suspected the student is out of school without the parents' knowledge or approval.

#### **Excused Absences**

1. Personal illness (must be verified by a doctor if for more than three (3) consecutive days)
2. Death in the family
3. Professional appointments (appointment slip needed)
4. Serious personal family problems
5. School-sponsored functions

#### **Unexcused Absences**

All day/half day (4 periods constitutes ½ day, 6 periods constitutes one day (1) day).

1. Truancy
2. Shopping trips
3. Hair appointments, etc.
4. Babysitting
5. Hunting (prearranged excepted)

#### **Attendance Policy**

A student MAY be denied credit for the semester if he or she accumulates ten (10) or more absences from school/class during the semester. Absences that fall into the following categories shall not be considered in the accumulated total:

1. Personal illness with a note signed by the treating physician. The treating physician's note is required if the absence is NOT to be counted in the total accumulated absences.
2. Medical appointments – Parents should make every effort to avoid dental and doctor appointments during school. A note signed by the treating physician or his designee is required if the absence is NOT to count in the total accumulated absences.
3. Court appointments
4. Death of a relative
5. School approved field trip or extra-curricular activity
6. Extenuating circumstances warranting individual consideration by the office

NOTE: Students are responsible for making up all work missed regardless of the reason for the absence.

Prior to the accumulation of ten (10) absences, administrative procedures to deal with the attendance problem shall be:

1. Within one week after a student accumulates five (5) absences from class/school:  
During a semester, the parent and student shall be given written notification of a potential problem and a copy of the attendance policy.
2. Within one week after a student accumulates eight (8) absences from class/school:  
During a semester, a conference will be suggested for the parents and the student to attend to inform them of the attendance problem. Parents shall receive written notice of this meeting. The attendance problem will be reviewed and the parent(s) presented a copy of the attendance policy, etc. A written summation of this meeting may be forwarded to the parent(s) and the juvenile court attendance officer.
3. Within one week after a student accumulates ten (10) absences from class/school:  
During a semester, a conference will be held for the parent(s) and the student to inform them that credit may be denied for the courses due to accumulated absences. The student will be informed that he/she shall remain in class and shall be required to complete all assigned class work. Notification in writing of this meeting shall be forwarded to the parent(s). A written summation of this meeting may also be forwarded to the parent(s) and the juvenile attendance officer.

4. Students will have the option to make up excessive absences through school-assigned Saturday Schools.

One Saturday School will make up for one half day over the ten-day limit for each semester.

At the conclusion of each semester, a Review Committee comprised of principal(s), counselor(s), and other persons as deemed appropriate by the high school principal, shall convene to determine the credit status of those students who accumulated ten (10) days or more absences from class/school during the semester. A parent may appeal to this Review Committee to hear extenuating circumstances of a student's absence. Parent(s) of students who have accumulated in excess of ten (10) days of absence in a semester will be notified of the date-time-place of the Review Committee's meeting. Parents who desire to address the Review Committee must contact the high school office to schedule a time to make their appeal to the Committee.

#### **Vacations**

Families are strongly encouraged to schedule vacations during the school's regular vacation times. A student who is going on a family vacation while school is in session **MUST** bring a note to the office and obtain a vacation form, which is to be signed by all of the student's teachers seven (7) school days before the dates of the absence. **Failure to do so may result in a student receiving unexcused absences for the school days missed while on vacation. Also, vacation days are counted toward the ten (10) day absence total.**

#### **Tardiness to Class**

Each student will be issued an I.D. card. This card is to be carried at all times. If you are tardy, the following steps apply:

- |  |                                    |
|--|------------------------------------|
| 1st – 3rd tardy  | Card signed by teacher             |
| ** Failure to produce an I.D. card may result in an assigned detention with a new card issued.** |                                    |
| 4th tardy  | Card signed and turned into office |
|  | One detention assigned             |
| 5th tardy  | Two detentions assigned            |
| ** Failure to produce an I.D. card may result in a Saturday School with a new card issued.**     |                                    |
| 6th tardy  | Saturday School assigned           |
| ** Failure to produce an I.D. card may result in two Saturday Schools with a new card issued.**  |                                    |

Additional tardies                      Possible suspension or additional Saturday Schools

Any student repeatedly tardy to different periods will be disciplined on an individual basis. Replacing lost ID cards can result in an additional assigned detention and cost of the card (\$2.00).

#### **Attendance-Athletics**

An athlete must be in attendance by the beginning of second period on the day of a contest as well as the school day after the contest. Exceptions may be approved ahead of time by the building principal. If an athlete does not abide by these procedures, he/she would be ineligible for the activity or practice on the given day of the unexcused absence.

All student athletes **MUST** maintain specific levels of academic achievement to be considered "eligible" for participation. Students who are not making satisfactory progress may be assigned to a "study table" after school.

#### **Weekly Eligibility**

Students in grades 7-12 who desire to participate in extracurricular activities must have maintained from the beginning of the nine week grading period passing grades (D-) or better in classes that total a minimum of five (5) units of credit (no more than one (1) F or I) or he/she will be declared ineligible to participate in extra-curricular activities for the following week.

- Teachers will receive an eligibility sheet each week to report those who receive an "F" or "I" in their class.
- Eligibility sheets are due Friday of each week from each teacher.
- The reported "F" or "I" will represent the accumulation of grades from the beginning of the present grading period.
- Eligibility sheets will be tabulated and students notified each Monday.
- Students receiving more than one "F" or "I" and **NOT** passing five units of credit will be denied participation for one week (Monday 3:00 p.m. to the following Monday at 3:00 p.m.).

When a student is declared ineligible, he/she is expected to attend team activities, travel with the team to away games, and sit with the team, but **NOT** in uniform.

## **Antwerp Local School District Student Discipline Code**

### **Philosophy**

The Antwerp Local School District believes that discipline is essential to the educational process. Recent local, state, and national surveys of students, parents, and teachers have made this more evident, and school administrators have identified discipline as the number one school concern. Although positive strategies to promote discipline are practiced daily by all Antwerp personnel, the following discipline code was devised so that all concerned parties will have a clear understanding of the type of behavior of students in our schools. Hopefully, an increased understanding will reduce the need to use punishment and will foster improved discipline in our school.

### **Student Conduct Guidelines and Scope of Jurisdiction**

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

In addition, this code of conduct includes misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

#### **1. Disruption of School**

A student shall not by use of force, violence, coercion, or other means, cause a disruption or obstruction of the regular operation of the school or school activities. Conduct, which materially and substantially interferes with the educational process, is prohibited. In the event of the creation of disorder at the school by any student or group of students, the administrator shall give the person or persons five (5) minutes to desist and return to classes. Failure to comply shall result in suspension and removal of the student or students from the premises.

#### **2. Damage or Theft of Property/Unauthorized Possession of School or Personal Property**

A student shall not steal or cause damage to, or attempt to steal or cause damage to, property (includes school property, staff property, and other students' property, etc.). This also includes accessing, altering, and/or using computer-generated documents.

#### **3. Fights**

No student shall intentionally make unwanted contact or use any other violent actions or verbally initiate a fight with another. In the event of a physical altercation between two or more students, all participants may be suspended, including those who use violent behavior as a form of retaliation.

#### **4. Assault or Attempted Assault**

No student shall physically or verbally attack another. Nor shall any student make an apparently violent attempt or willful offer with force or violence to do hurt to another, even though the act is not carried out.

#### **5. Extortion**

No student shall use force or intimidation to gain privileges, property, or money from another.

#### **6. Dangerous Weapons and Instruments**

A student shall not possess, handle, transmit, or conceal any object, including look-alike objects, which could be used as a dangerous weapon or cause injury to other persons. This prohibition includes chemicals, firearms, explosives, or fireworks of any type.

## **7. Tobacco**

A student shall not possess, use, or attempt to use tobacco of any type.

## **8. Narcotics, Alcoholic Beverages, Drugs, Drug Paraphernalia, and Look-Alike Drugs**

A student who has possession of or uses drugs, drug paraphernalia, look-alike drugs, hallucinogens, volatile chemicals, or alcohol shall be suspended from school. A student who is selling or distributing drugs, hallucinogens, volatile chemicals, or alcohol may be expelled from school. A complete report of all incidents involving narcotics, drugs, drug paraphernalia, or look-alike drugs shall be filed with the police department. Students who must have prescription drugs in their possession shall notify the office on entrance to school.

## **9. Degrading Acts**

A student shall not engage in an act that degrades himself/herself or others. Obscene gestures, actions, words, or circulation of pictures, writings, or publications, etc., that are degrading or obscene are prohibited.

## **10. Non-Compliance with Directions of Administrators, Teachers, and other School Personnel (Insubordination)**

Students shall obey all lawful instructions of administrators, teachers, substitute teachers, teacher aides, bus drivers, and all other school personnel who are authorized to give such instructions during any specified period of time when the students are subject to the authority of such personnel.

## **11. Transportation/Student Drivers**

Students riding buses shall abide by all guidelines set forth in the Antwerp Local School District Student Conduct Code for Transportation. Student drivers must wait for all buses to leave the parking lot before leaving the lot themselves unless prior arrangements are made through the office.

## **12. School Attendance**

All students enrolled in the Antwerp Local School District are required to attend school daily. Students are required to attend all regularly scheduled classes unless officially excused therefrom. (Students and parents need to be aware that Senate Bill 181 was signed by the Governor on June 2, 2000, and is now in effect. If you have any questions regarding this bill, please contact the school office.)

## **13. Appearance**

It is the school's responsibility to provide the best educational opportunity for the students. It is the parents'/ legal guardians' responsibility to see that students come to school in reasonable and acceptable attire. Students have very definite obligations and duties when attending. No student shall set for himself/herself a course of conduct that is detrimental to the equal opportunity of others to learn. Compliance with reasonable guidelines is a duty of every student. Any dress or appearance that clearly constitutes a threat to the health and safety of students or disrupts the educational process shall be prohibited.

## **14. School Publications**

Publications such as the student newspaper, literary magazine, and yearbook are connected to the overall school program and are subject to editorial control by the school's authorities.

## **15. Trespassing or Loitering**

Antwerp students shall not loiter on school grounds or enter school facilities unless participating in or attending a school-sponsored activity. This guideline applies also to hours in which school is not in session. During or after school hours, no student shall be present in an unauthorized place or on school property and refuse to leave when told to do so by school or law enforcement personnel.

## **16. Use of Profane or Abusive Language**

A student shall not use any profane or abusive language.

## **17. Unauthorized Use of Fire**

The intentional attempt to set a fire on school grounds, on school buses, or at school activities is prohibited. This includes any incendiary devices, not limited to lighting matches or lighters.

## **18. Arson**

Intentionally setting a fire is not permitted and shall result in suspension or expulsion and the filing of appropriate legal charges.

## **19. Threats to Staff**

No student shall threaten, intimidate, nor use obscene or profane language to a member of the staff. Staff is interpreted to be any employee of the Antwerp Board of Education.

## **20. Student Hazing and Student Harassment**

Hazing, as defined in Policy #5516, is the performing of any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Student harassment, including sexual harassment, by other students or any member of the staff, as defined in Policy #5517, is a violation of federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn.

## **21. Academic Integrity/Cheating**

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including, but not limited to, the removal and/or alteration of any school records.

## **22. False Alarm**

A student shall not give false alarm of fire, bomb, or other hazard or misuse the school's fire alarm system in any manner.

## **23. Food/Beverages in hallways or other non-designated eating areas**

Students may possess and store food/beverages in their lockers. However, students will consume all food/beverages in the auditoria unless given permission from administrative personnel.

## **24. Prohibited Articles/Cellular Phones**

Any object that in the judgment of the administration disrupts or interferes with the educational process or endangers the health, welfare, or safety of students or staff is prohibited. This includes, but is not limited to, gambling and gambling related items, radios of any kind, tape / CD players, personal pagers, TV sets, and other electronic communication devices. Cellular phones are to be kept off and in students' lockers in the school building during the regular school day (7:30-3:00). Students may use cell phones in the building to make necessary calls after 3:00.

## **25. Distribution or Sale of Unauthorized Materials**

A student shall not distribute or sell unauthorized materials on school property.

## **26. Misuse of Vehicles on School Property**

A student shall not violate the prescribed rules and regulations for use of vehicles on school property. See page 13 of this handbook for more details.

### **27. Repeated Offenses or Flagrant Violations**

Students shall not repeatedly or flagrantly violate school rules or acceptable standards of school behavior.

### **28. Misuse of a Computer**

Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program. Students must at all times be in the presence of a supervising staff member to use a school-owned computer unless prior arrangements have been made through the office.

### **29. Disruption of the Lunch Room**

Students must not fail to practice basic hygiene, such as returning trays and cleaning trash from the table and floor area around seat. Other common sense rules apply, such as:

- a. Students will refrain from cutting in front of other students while in the lunch line.
- b. Students will pay for all food and beverages before consuming any part of them.
- c. Students will remain off any part of the stage during lunch periods except in cases where permission from a staff member has been granted.
- d. Students will remain in the auditoria or the designated gymnasium during lunch time. Students are not permitted to congregate in the hallways during lunch without prior permission from a staff member.
- e. Students will get permission from a staff member before eating lunch in any area other than the auditoria. A member of the staff must be responsible for supervising any students eating lunch in any area of the building.

### **30. Forgery / Falsification**

A student shall not falsify any school-related information, which shall include, but is not limited to, writing the name of another person, times, dates, grades, addresses, or other data on forms of correspondence to or from school.

### **31. Truancy**

Students are to attend all classes and study halls they are assigned to on all days school is in session. Otherwise they will be considered truant. (See attendance policy for additional information.)

### **32. Unauthorized Touching**

A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to other students, school staff, or visitors while under the jurisdiction of the school.

### **Results of Violating the Code of Conduct**

**Violating the Code of Conduct may result in a verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, In-School Suspension, Saturday School, community service, emergency removal, referral to law enforcement agencies, alternative placement, suspension, or expulsion.**

### **Non-Discrimination**

The Antwerp Local School District is committed to non-discrimination in all policies and actions governing student behavior as well as in other aspects of the educational program and extra-curricular activities. Therefore, all students shall receive equal treatment, service, and opportunities, regardless of race, color, creed, national origin, or sex.

## Summary of Student Code of Discipline

These guidelines do not define all types and aspects of student behavior. However, the Board has the responsibility to set forth policies and/or administrative guidelines to help all students conduct themselves in a proper manner as good citizens of the school community.

The Board and Superintendent of Schools may establish written policies and/or administrative guidelines of general application governing student conduct in the school. In addition, the principal may establish certain administrative guidelines consistent with those established by the Board and Superintendent.

### **Student Conduct Code Grades 7 – 12 Discipline Control Program**

#### **“Minor” Misbehavior Management Schedule Grade Levels 7 – 12**

- 1st offense – Parent notification and student conference with the possible option of after-school detention or Saturday School
- 2nd offense – Saturday School or in- or out-of-school suspension
- 3rd offense – In- or out-of-school suspension
- 4th offense – 5 – 10 day suspension out-of-school

#### **“Major” Misbehavior Management Schedule Grade Levels 7 –12**

- 1st offense – Parent notification, Saturday School, or in- or out-of-school suspension
- 2nd offense – Parent notification and three to five days of suspension
- 3rd offense – Parent notification and five to ten days of suspension
- 4th offense – Parent notification and ten days out-of-school suspension with recommendation for expulsion

#### **“Zero Tolerance” Misbehavior Management Grade Levels 7 –12** **Possession of Dangerous Objects and Weapons (major offenses)**

- 1st offense – Expulsion from school and notification of appropriate law enforcement agency. Conference (mandatory) as soon as possible with student, parent, and principal. Any student who brings a firearm, as defined under Federal law, to school shall be expelled from school for at least one (1) year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident. Refer to Policy #5610.

1. In all cases (7-12) listed above, when circumstances warrant, the principal has the option to select another misbehavior management schedule and/or level of punishment.
2. Expulsion is the removal of a student for a period of up to eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place, whichever is greater. If at the time of the expulsion there are fewer school days than the number of days of expulsion, the Superintendent has the option to: apply the remaining period of expulsion to the following semester or school year or impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the next school year. However, community service as an alternative to expulsion cannot be used when a firearm is involved.
3. In all cases (7-12) listed above, a student can receive a period of social probation.
4. Student lockers and vehicles are subject to search in accordance with Policy #5771.
5. Suspension or expulsion of disabled students shall be in accordance with the law; refer to Policy #2465.

The minor and major misbehavior management schedules are guidelines for students and staff. Parents and students should be aware that the type of discipline that is used depends on the situation and the final decision of the administration.

For first time violations of the student code of conduct, generally the minor or major misbehavior management schedule will be followed. Some exceptions to the process include, but are not limited to: #8) Narcotics, Alcoholic Beverages, Drugs and Look-A-Like, #6) Dangerous Weapons and Instruments, #3) Fights, #4) Assault, #5) Extortion, #7) Tobacco, #18) Arson, and #22) False Alarm.

A student violating #8, #18, and #22 can be suspended for 10 days along with a possible recommendation for expulsion and notification of the proper law enforcement agency. A violation of #6 can result in expulsion from school and notification of the appropriate law enforcement agency. A violation of #3, #4, and #5 can result in a suspension up to 10 days, and a violation of #7 can result in a period of time in in- or out-of-school suspension.

For repeated offenses, the discipline issued can be more severe. For serious violations, alternative placement may also be considered.

### **Examples of Misbehavior for Grades 7 – 12**

#### 1. Disruption of School

##### Minor examples

- |                            |  |
|----------------------------|--|
| 1. Intentional loud noises | 4. Horseplay                             |
| 2. Non-verbal distractions | 5. Excessive noises                      |
| 3. Throwing objects        | 6. Being rude, discourteous, or annoying |

##### Major examples

1. Threats of serious physical harm to a student or staff member
2. Throwing an object that endangers someone
3. Serious misbehavior that stops the normal educational process
4. Student protests

#### 2. Damage or theft of property\*

##### Minor examples

1. Writing in a textbook or on school property
2. Damage to school property or personal property

\*Any minor infraction without restitution will be considered major.

##### Major examples

1. Theft
2. Broken windows, carved furniture, broken furniture, destruction of computers, etc. (Suspension can be used for first offense.)

#### 3. Fights

##### Major examples

1. Physical contact that could cause physical harm  
(Suspension can be used for 1st offense.)

#### 4. Assault or Attempted Assault

##### Major examples

1. A physical or verbal attack on another  
(Suspension can be used for 1st offense.)

#### 5. Extortion

##### Major example

1. The use of force or intimidation to gain privileges, property, or money  
(Suspension can be used for 1st offense.)

#### 6. Dangerous Weapons and Instruments

##### Major examples

1. Ammunition, firecrackers, knives, or any other dangerous materials or objects  
(Suspension and expulsion can be used for first offense.)

##### Zero Tolerance Misbehavior Management

1. Firearms, explosives

7. Tobacco  
Major examples
  1. Possession or use of tobacco products: snuff, cigarettes, chewing tobacco, pipes, matches, lighters, etc. (Suspension can be used for first offense.)
  
8. Narcotics, Alcoholic Beverages, and Drugs  
Major examples
  1. All infractions will follow the Major Misbehavior Management Schedule. (mandatory suspension infraction along with possible expulsion)
  
9. Degrading Acts  
Major examples
  1. Possession or circulation of obscene or inappropriate pictures, writings, or publications, etc.
  2. Inappropriate contact and/or exposure
  3. Obscene gestures, actions, words
  
10. Non-Compliance with Directions of Administrators, Teachers, and Other School Personnel  
Major examples
  1. All infractions will follow the Major Misbehavior Management Schedule.
  
11. Transportation  
Minor examples
  1. Students improperly parking vehicles in the parking lot
  2. Students riding bicycles on the sidewalks before and after schoolMajor examples
  1. Out of seat, talking at railroad crossing
  2. Fighting, harassment, obscene language
  3. Students drivers leaving the parking lot before all buses have been dismissed (without prior approval from the office)
  
12. School Attendance  
Refer to Antwerp Attendance Policy:
  1. Letters to parents
  2. Referral to county attendance officer
  3. Denial of credit  
Minor examples
  1. Unexcused late arrival or unexcused early dismissalMajor examples
  1. Truancy
  2. Leaving school without permission (including eighteen-year-old students)
  
13. Appearance  
Minor examples
  1. Wearing hats, sunglasses, bandanas, etc.
  2. Clothing with obscene, vulgar, or suggestive pictures or wording
  3. Unnatural hair coloring / Mohawk-style haircuts
  4. Revealing clothing/Clothes with holes (shorts too short, bare midriff, undergarments exposed, holes in pants, etc.)
  5. Wearing chains (not generally considered to be necklaces)Major Examples
  1. See-through clothing
  2. Footwear must be worn at all times
  3. Visible body piercing with objects placed through the pierce (except ears)
  4. Visible offensive tattoos are not permitted.
  
14. Publications  
All infractions will follow the Major Misbehavior Management Schedule.

15. **Trespassing or Loitering**  
Serious infractions will follow Major Misbehavior Management Schedule, including notification to appropriate law enforcement agency.
16. **Use of Profane or Abusive Language**  
Most infractions will follow the Major Misbehavior Management Schedule.
17. **Unauthorized use of Fire**  
All infractions will follow the Major Behavior Management Schedule.
18. **Arson**  
All infractions will follow the Major Misbehavior Management Schedule.  
(mandatory suspension infraction, along with possible expulsion and contacting of appropriate law enforcement agency)
19. **Threats to Staff**  
Threatening behavior toward staff members will follow the Major Misbehavior Management Schedule and can include suspension, expulsion, and contacting appropriate law enforcement agency.
20. **Student Hazing and Harassment**  
All infractions will follow the Major Misbehavior Management Schedule.
21. **Academic Integrity/Cheating**  
All infractions will follow the Major Misbehavior Management Schedule.
22. **False Alarm**  
All infractions will follow the Major Misbehavior Management Schedule.  
(mandatory suspension infraction, along with possible expulsion and law enforcement agency contact)
23. **Food/Beverages in hallways or other non-designated eating areas**  
First-time offenders will follow Minor Misbehavior Management Schedule. Repeat offenders may be subject to Major Misbehavior Management Schedule.
24. **Prohibited Articles/Cellular Phones**  
Students with visible or audible cellular phones or other electronic devices during the regular school day (7:30-3:00) may be subject to the following disciplinary code:
  - a. First offense – Cell phone confiscated by the building principal to be turned over to the student at the end of the day with the student being issued one after-school detention.
  - b. Second offense – Cell phone confiscated by the building principal to be turned over to a parent/guardian with student being issued one Saturday School.
  - c. Third offense – Cell phone confiscated by the building principal to be turned over to a parent/guardian with student being suspended from school for a period of three days.

See the building principal for exceptions.

25 – 32. Serious infractions will follow the Major Misbehavior Management Schedule.

### **Permanent Expulsion**

The Board may seek the permanent expulsion of a student sixteen years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of bulk amounts of a controlled substance, or the sale of a controlled substance.

2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual penetration, if the victim is a district employee of the Board.

In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at a school function, may also be the bases for permanent expulsion.

### **Anabolic Steroids**

Improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment.

### **Harassment, Intimidation, and Bullying**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Antwerp Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school (Policy #5517.01). "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic, or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

### **Reporting Student Harassment**

Parents and/or students wishing to bring harassment charges against another student or a member of the staff need to follow the proper procedures (Policy #5517). These procedures can be found on the school's NEOLA website @ [www.neola.com/antwerp-oh/search/policies](http://www.neola.com/antwerp-oh/search/policies).

### **Personal Appearance**

It is important for students to develop personal pride in their appearance and an understanding of what is appropriate at school. Consequently, teachers, counselors, and administrators will continue efforts to encourage students to take personal pride in their appearance to develop an understanding of appropriate dress and to avoid extremes. However, since appearance is primarily a personal responsibility, final decisions concerning dress and grooming will be left to the judgement of individual students and their parent(s). The only exception to this will be that the school will regulate students' appearance under the following conditions:

1. When dress or grooming conditions, including hair, disrupts the educational function of the classroom or school. (Example – bare-midribs, bare feet, controversial slogans, see-through blouses, halter-tops, obscenities or vulgarities, exposed undergarments.)
2. When dress or grooming conditions, including hair, presents a safety hazard to the student or others.
3. Student wearing apparel need not be expensive or elaborate but should be neat at all times.

To prevent misunderstandings and to insure continuity in the school, the following minimum standards are established:

1. All clothing should be neat and clean.
2. Visible piercings besides ears are not permitted. Students may use band-aids, tape, etc. to cover such piercings. Clear "caps", hair, or other forms of cover may not be permissible.
3. Cut-off t-shirts, tank tops, and shirts with spaghetti straps are not permitted.
4. Shorts, of an appropriate nature, may be worn (appropriate is defined as length equal to or greater than at wearer's fingertips when standing.)

5. Footwear must be worn at all times.
6. Students shall wear clothing that is free from chains. This includes chains that are connected from belts to wallets. Chains that are generally considered to be necklaces are appropriate for school.
7. Hair must be neat, clean, and well groomed. Hair styles that are deemed to cause an educational disruption will not be tolerated. This may include, but is not limited to, Mohawk-style haircuts.
8. Hats, jackets, and coats classified as “outdoor” clothing are to be kept in the student’s locker, as well as athletic neckbands, headbands, scarves, bandanas, caps, etc.
9. Pants, jeans, shorts, skirts, dresses, or any similar items with holes, tears, etc. above the knees are not permitted. Large holes, tears, etc. on the knees are not permitted. “Large” is defined as anything larger than a quarter. Exceptions may be made through the principal’s office. Parental contact is necessary.
10. All clothing must be in good taste and modestly worn. This prohibits such items as:
  - a. Shirts with slogans-logos representing alcohol, tobacco, sex, profanity/vulgarity, or comments that are gender or racially offensive.
  - b. Clothing that may cause injury to the wearer in class, shop, or lab.
  - c. Clothing, or lack thereof, that disrupts the educational function of the classroom or school. This may include bare midriffs and exposed undergarments.

### **Dropping Courses**

Any student wishing to drop a course may do so within the first ten school days of a new semester without penalty. Any student dropping a course after ten or more school days of a new semester will earn the grade of withdraw/fail. This mark of withdraw/fail will be reflected on a student’s transcript and will be figured into a student’s grade point average as an F.

Exception:

- 1.) Extenuating circumstances which may exist. In this case, a meeting including parent, student, teacher, building principal, and guidance counselor may be required to determine whether dropping a course is appropriate.

### **After-School and Lunch Detentions**

Students assigned to detention are expected to be present on the day(s) assigned unless prior arrangements are made ahead of time through the office. Teachers have the authority to assign detentions for minor infractions. Failure to attend assigned detentions may result in the following action:

- g. First offense – Student will serve missed detention and one additional detention.
- h. Second offense – Student will serve missed detention and one Saturday School.
- i. Third offense – Student will be assigned in-school or out-of-school suspension.

### **Alternative School**

A student may be assigned to attend school at the Alternative Center for Education (A.C.E.) in Paulding for a period of one to ten days. Students will be provided class assignments (provided by Antwerp teachers) and receive credit for them during their stay at the A.C.E. Academy. The school will provide transportation to and from the Academy. Students must abide by all policies and procedures while at the A.C.E. Academy.

### **Social Probation**

Any student can be denied the privilege to attend any or all of the school’s social events as a means of discipline and safety for any violation of the student code of conduct.

## **Saturday School**

Saturday School is a three-hour study hall that meets on Saturday morning from 8:30 a.m. to 11:30 a.m. It is intended to serve as a replacement for suspension from school for disciplinary reasons. It is hoped that Saturday School will eliminate suspension from school for most students. Because the concept of Saturday School is meant to be punitive, the regulations governing its operation are restrictive. Antwerp Schools have initiated the Saturday School program to help students stay in school and provide an opportunity for supervised study. It is very important that the parents and school work together to help the students learn appropriate behavior. (See Saturday School form on page 32 for more information.)

## **Auditeria & Lunchtime**

Antwerp Junior/High School has closed lunch periods. This means that students must remain on school grounds unless granted permission by the office. Pushing or moving up in line is not permitted. Students are not to hold a place in line for another student. Food is not to be taken out of the auditeria unless permission has been granted through the office. Beverages must be consumed in the auditeria. After finishing meals, students are to take their trays, utensils, waste paper and beverage containers to the proper area for disposal and cleaning. Tables should be left free of trash. No running, pushing, or horseplay is permitted during lunch. Lunchtime areas are the auditeria or at open gym. The parking lot is off limits. Students are not to congregate in the halls.

## **Beepers, Pagers, Radios, Tape/CD players, Etc.**

Students are not to possess visible or audible electronic items during school or at school activities unless they have received prior permission from the office. Valuable articles or objects brought to school for presentations should be left in the office for safe storage. The school will not be responsible for personal items that students bring to school.

## **Textbooks**

Textbooks are furnished to students by the Board of Education. All books must be returned at the end of the year or at the time of withdrawal. Students are responsible for the care of their books. Covers are recommended for books. These may be obtained at the school or made by the students. Restitution must be made for books abused or lost.

## **Lockers**

Student lockers, desks, cabinets, and similar property are the property of the Antwerp Board of Education, provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc., and their contents are subject to search by school authorities at any time and without warning.

Students should not leave money or other articles of value in school lockers or unattended anywhere. Please bring articles too large to carry to the office for safekeeping during the school day. Leaving valuable property unguarded is only an invitation to a weak and dishonest person to commit a crime.

Lockers are assigned to one student only. No trading of lockers is permitted. Any person caught tampering with another student's locker or in possession of another student's property will be subject to the student code of conduct disciplinary schedule. Likewise, students tampering with their own lockers will be subject to this same disciplinary schedule. Depending on the severity of the offense, students may be disciplined according to the "Major" Misbehavior Management Schedule.

## **Displaying Items on Lockers and in Hallways**

No adhesives (except magnets) may be used to display items on or in lockers as well as the building walls. In addition, all displays that are in plain view must be approved by the building principal. Display cases may be utilized by the students for special events upon receiving permission from the building principal.

## **Video Surveillance Equipment**

Antwerp Junior/High School reserves the right to utilize video surveillance equipment in all common areas on school property, both inside and outside of the building, to help maintain a safe and secure environment for students and staff.

If a student's action indicates a violation of the Code of Conduct, the administration and possibly the police will view the videotape. The information acquired using this type of technology will remain strictly confidential. Disciplinary and possible police action may follow as a result of the viewing of the tape by the administration, or its designee, and law enforcement agencies.

### **Use of Dogs**

In accordance with Policy 5571, the Board has authorized the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. Dogs, handled by law enforcement officers specially trained to safely and competently work with them, may come to the school and conduct a search without notice, except to the superintendent and building principal. The dogs will be allowed to examine a student's possessions, including vehicles. The dogs may also be allowed to examine school property, such as lockers as permitted by the building principal.

### **Assemblies**

Assemblies serve as a means of exploring various phases of school life, widening and deepening the interest of the student, and aiding in the development of appreciation. Assemblies are also a means of unifying the student body.

At Antwerp Junior/High School, we are proud of student behavior in assemblies, and we request that students display their best behavior and politeness for the speaker. Assemblies are a privilege provided by the school for the students, and we do not want to misuse this privilege. Books and other school-related items should be left in the classroom/lockers unless otherwise stated by the building principal.

### **Grievance Process**

Step 1: Any student (assisted by parent/guardian) with a complaint not resolved by informal conferences may communicate in writing this concern to the principal within ten days of the incident. (For public complaints, please refer to Policy 9130.)

Step 2: If the principal or his/her designee is unable to resolve the complaint to the student's satisfaction within ten days after the request, the student (assisted by a parent/guardian) may submit a letter of grievance to the superintendent, who will respond within ten days.

Step 3: If the student (or parent/guardian) filing the grievance letter is dissatisfied with the decision rendered by the superintendent, the student (or parent/guardian) may appeal the decision in writing to the Board of Education for review. Such appeals must be made within ten days following receipt to the decision of the Board. The decision of the Board shall be final.

Please note that a student who is eighteen (18) years of age or older may utilize the grievance process in his/her own right.

### **School Activities**

Athletic events, field trips, dances, plays, concerts, and other events/activities sponsored by the school all are under the jurisdiction of the school. Students who attend/participate in these school-sponsored activities are to comply with the Student Code of Conduct.

### **Dance Policy**

1. Antwerp High School dances, unless otherwise announced, are closed dances. Dances are open only to each Antwerp High School student and one (1) invited guest with approval. Guests are to be signed in through the office during the week of the dance.
2. Once a student enters the dance, he/she may not leave the building. If he/she does so, he/she may not return to the dance.
3. Antwerp School dress should be worn.
4. All contracts for bands, etc., must be approved and signed by the club advisor.
5. Dances are to run from 8:00 – 11:00 p.m. unless the principal grants special approval. The Junior-Senior prom is an exception. Dances following basketball games will end at 11:00 (for 6:30 game starts) or 10:30 (for 6:00 game starts).

## **Directory Information**

From time to time, school officials receive notice from outside sources wishing to obtain student data known as “directory information”. This data may include such items as 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; awards received; honor rolls; or scholarships. Parents and eligible students may refuse that school officials disclose any or all such “directory information” to outside sources by supplying written notification to the building-level office within five days after receipt of this information is made available to students and parents. If written notice is not received within these five days, then school officials have the permission of parents and eligible students to provide such information as listed above.

Also, the same rules apply for release of a student’s photograph to be used on the school-owned web-site, the school yearbook, and other such publications containing students’ pictures.

Directory information shall not be provided to any organization for profit-making purposes.

## **Student Computer Use Policy**

Computer use at Antwerp Local Schools is encouraged and made available to students for educational purposes. Computers, software, use privileges, and anything generated using school computers belong solely to the school and are therefore subject to review and inspection at any time without suspicion or cause. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school owned computers and/or disks.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff and/or school administrators.

1. Students must be in the direct presence of a supervising staff member in order to use any computers at school.
2. Student computer use is restricted to school-related assignments only as directed by the supervising staff member. Student files must be stored in the student’s home directory on the file server. Personal files may not be stored on school computers.
3. No games, Internet surfing, or online gaming is allowed on school computers.
4. All personally owned data diskettes, CDs, and/or DVDs must be inspected and approved by a technology staff member prior to being used on a school owned computer.
5. Network password security is the responsibility of the student. Students shall not use, share, or alter another person’s password, files, or directories.
6. Students shall not install, copy, damage, or alter any hardware or software. Destruction of computer-generated files without authorization or knowingly introducing a computer virus to any school program is prohibited.
7. Non-school owned software may not be used or installed on any school-owned computer.
8. Use of all telecommunications (Internet, email) is restricted to school-related projects and must be supervised by a staff member. Only assigned school email accounts may be used.
9. No students shall attempt to or establish computer contact into school district restricted computer networks or any other unauthorized databases.
10. No students shall use profanity or abusive, sexually explicit, or threatening language in any form while using the school’s computers.
11. In order to use school-owned technology, students will be required to present their handbooks containing the signed Student Computer/Internet Usage Agreement Form.
12. Personally owned computers/handhelds or other devices may not be brought to school or used on the district network.



## **K-12 Library/Media Center**

The K-12 Library/Media Center is a multi-group, multi-use environment. All students in grades K-12 are expected to respect the need for everyone to be able to work in a quiet space. No visiting, loud talking, or socializing will be permitted. Food, drinks, candy, suckers, or gum are not permitted.

### **Library Use Policies (2008-2009)**

In order for students to make the best use of their time, students are asked not to talk in the library. If discussion is necessary, students will ask permission from library staff, and if granted, then whisper. During periods when the library is used for class visits, student access will be limited.

Students may use the resources available in the Library/Media Center for research or to check out books or magazines. The Library is NOT to be used as a study hall. (Students are scheduled in study hall classrooms for that purpose.) Students visiting the library from any other location will have a limited pass signed by their classroom teacher.

All library materials used or borrowed must be scanned for circulation. Books and magazines may be checked out for two weeks with the exception of the most current magazine issues; they may be read only in the library. Borrowed materials may be renewed one time. Overdue fines will be in effect this year – five cents per day. Any student with excessive overdue materials or fines will be denied the use of the library and may have his/her grade card withheld until the library account is cleared. The only reference materials that can be checked out are the encyclopedias, and that is overnight only.

All library materials used or borrowed must be scanned for circulation. Books may be borrowed for four weeks; magazines are borrowed overnight and due back the next school day. Borrowed materials may be renewed once. No **reference materials** will leave the library. No overdue **fines** are charged. Students with excessive overdue materials will lose library visit/borrowing privileges and may have their grade cards withheld at grading period until library account is cleared.

### **Library Computer Use:**

Laptop computers are available for student use in the library. Computer-use log must be signed for each laptop use. **Laptops may NOT be removed from the library.** Before a library visit to use a computer, students must request a **Library Computer Pass** from the librarian to reserve a computer. Priority will be given to classes scheduled to use computers. Only schoolwork will be allowed; no Internet surfing is permitted. Personal diskettes and data CD's must be authorized before use. No music CD's are permitted.

### **Library Photocopier Use:**

**Only staff may operate the photocopier.** No student **personal** photocopying is permitted. Copying of library materials as required by a teacher must have permission from library staff.

## **Distance Learning Program**

Students wanting to take a foreign language using the distance learning program must first successfully complete a full year of foreign language offered in the school's regular curriculum. The school reserves the right to determine the number of students that can be in this program and the qualifications they must meet.

Dear Parents and Students,

It is very important that you read and review the Student Handbook together. Students are responsible for knowing and applying the information contained in this handbook.

After reviewing the book, students and parents should sign below, remove this page, and turn it in to the student's first period teacher by Friday, August 26, 2005.

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We have reviewed the student handbook and are knowledgeable as to the rules, regulations, and guidelines contained within.

Print Student's Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Grade of Student: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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The noblest search is the search for excellence.  
— Lyndon B. Johnson