

**ANNA HIGH SCHOOL
ANNA LOCAL SCHOOL DISTRICT**

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STUDENT HANDBOOK 2018-19

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STUDENT HANDBOOK – POLICIES, RULES, and INFORMATION

Welcome

Welcome to Anna High School. We hope that you find that this school year is filled with many positive learning opportunities, good interaction with others, and pleasant memories when it is completed. As we start this year we will experience obstacles in relation to the renovation project. Communication between AHS and families is going to be very important. We pledge to provide you with the opportunity to learn and grow as a student and young adult, prepare for your future, and to provide assistance with this process. In return, we request that you make a sincere effort in obtaining your education, and treat all others in our school with respect and courtesy. We expect you to conduct yourself in an appropriate manner at all times, and accept responsibility for your behavior and actions. This booklet provides you with the policies, rules, guidelines, and information needed for expected behavior and academic success.

Calendar for the 2018-2019 School Year

First Nine Weeks

Wednesday	August 22	First day of school
Monday	September 3	No school
Monday	October 1	No school (Waiver Day)
Friday	October 19	Last day of quarter 1

Second Nine Weeks

Monday	October 22	First day of quarter 2
Friday	November 9	No school (PTC)
Wednesday	November 21	First day of Thanksgiving vacation
Monday	November 26	Return to school
Thursday	December 20	Early Dismissal
Friday	December 21	First day of Christmas vacation
Thursday	January 3	Return to school
Friday	January 11	Last day of quarter 2, semester 1

Third Nine Weeks

Monday	January 14	First day of quarter 3, semester 2
Monday	January 21	No school
Monday	February 18	No school
Thursday	March 14	Last day of quarter 3
Friday	March 15	No School

Fourth Nine Weeks

Monday	March 18	First day of quarter 4
Friday	April 19	No school
Monday	April 22	No school
Thursday	May 23	Last Day of School
Sunday	May 26	Graduation

Parent/Teacher Conferences

Thursday	November 8	4:30 until 7:30 pm
Friday	November 9	8:00 until 12:30 am
Thursday	November 15	4:30 until 7:30 pm
Thursday	February 14	4:30 until 7:30 pm

Daily Bell Schedules

<u>Regular</u>	<u>1 Hour Delay</u>	<u>2 Hour Delay</u>
First Bell 8:00	First Bell 9:00	First Bell 10:00
1 8:07 – 8:55	1 9:07 – 9:48	1 10:07 – 10:45
2 8:58 – 9:43	2 9:51 – 10:26	2 10:48 – 11:19
3 9:46 – 10:31	3 10:29 – 11:04	5* 11:22 – 12:47
4 10:34 – 11:19	4 11:07 – 11:42	3 12:50 – 1:15
5* 11:22 – 12:47	5* 11:45 – 1:15	4 1:18 – 1:43
6 12:50 – 1:35	6 1:18 – 1:53	6 1:46 – 2:11
7 1:38 – 2:23	7 1:56 – 2:31	7 2:14 – 2:39
8 2:26 – 3:10	8 2:34 – 3:10	8 2:42 – 3:10
5A 11:19 – 11:49	5A 11:45 – 12:15	5A 11:19 – 11:49
5B 11:49 – 12:19	5B 12:15 – 12:45	5B 11:49 – 12:19
5C 12:20 – 12:50	5C 12:45 – 1:15	5C 12:20 – 12:50

STUDENT ENROLLMENT AND ACCOUNTING

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

Withdrawing from School

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

ATTENDANCE POLICY

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

of academic difficulties and failure of classes. In addition, school attendance is mandated by law for all children until the age of 18.

Notification/Verification of Absences

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

Marking Attendance of Students

The halfway point of the school day is the end of period 4. A student must stay until the end of period 4 to be counted as present for the first half of the day. To be counted as present for the second half of the day, a student must sign-in by the beginning of period 5. A student who misses more than 90 minutes of the school day will be counted as one-half day absent. A student who misses more than 4 hours of a school day will be counted as absent for the entire day. **Students must be at school by 10:30 am and attend at least five periods in order to attend and/or participate in any events which are after the school day.** Any exceptions must be approved by the principal. Teachers are also to keep attendance for all students in their classes.

Students participating in college credit plus must arrive no later than three minutes before the start of class. If a student taking college credit plus classes and Anna High school classes the students must remain at the high in between high school classes unless approval is granted from the high school principal.

Types of Absences

The Ohio Department of Education has a definite, stated policy regarding school absences. In brief, the policy is as follows. Absences from school for any reason other than those which are listed below and recommended by the State Department are not acceptable and may carry disadvantages for the student. Those reasons which are acceptable by the Ohio Department of Education and Anna High School are listed below.

Absent with School Approval

Religious holidays and all absences from class when they are the result of participation in an approved, authorized school activity are included here. This would include field trips authorized by a teacher, college visits authorized by the guidance office, or other school activities authorized and supervised by school personnel. These days which are approved will not be counted as school absences for the student. **However, the student is responsible for any assignments and class work whenever absent from classes for any reason.**

NOTE: Visits to college/university campuses for juniors and seniors are limited to two days which are to be taken during the second semester of the junior year (but not during May), or during the first semester of the senior year. College visits may be arranged by the student and his/her parents, or the guidance counselor. **A note from the college must be returned to the office after the visit is completed.**

Excused Absences

1. Personal illness verified by a parent or guardian with a telephone call or in a **written note** brought to the office upon the student's return. (A written statement from a physician verifying the illness may be required.)
2. Medical, dental, or optical appointments verified by the doctor in a **written note (original note from the doctor's office OR faxed directly from the doctor's office)** brought to the office upon the student's return.
3. Death in the family verified by a parent or guardian with a telephone call or in a **written note** brought to the office upon the student's return.
4. Quarantine of the home verified by a doctor in a **written note (original note from the doctor's office OR faxed directly from the doctor's office)** brought to the office upon the student's return.
5. Emergency work (not to exceed two days per school year) at home in which the parent can work out no other solution and verified with a telephone call or in a **written note** brought to the office upon the student's return.
6. Service as a precinct officer at a general, primary, or special election
7. A pre-approved absence via the high school principal (must be requested 10 school days in advance).

NOTE: Students who accumulate multiple absences due to a health/medical condition may be required to provide the principal with an explanation of the condition from a registered physician.

NOTE: When family trips (**limit of five days**) during school days are unavoidable, the school should be notified at least one (1) week in advance. The student and parent will need to complete a form which is to be returned to the office. When the days are approved, the student can then contact teachers for assignments prior to leaving.

NOTE: Absences due to the military (testing, physicals, etc.) are to be limited to three days to be excused. Any additional days must be approved by the principal.

NOTE: Students may receive an excused absence for the first day of deer hunting season (usually the Monday after Thanksgiving) if they bring a note from their parent or guardian and a copy of their hunting license. This is considered a vacation day and athletes will not be permitted to participate in a practice or games if they take this absence.

Unexcused Absences

1. Absences due to reasons which are not listed above.
2. Absences due to truancy.
3. Absences due to out-of-school suspensions or expulsions.
4. Absences in which the school has not received verification of student absences in the form of telephone calls or documentation (notes).

NOTE: Students who have an unexcused absence are to be permitted to complete or make up any work or assignments (this includes quizzes or tests) missed in classes

during the time of the absence but will receive only 60% of the earned grade on completed work. Three days is the maximum time allowed to complete missed work. **Students who have unexcused absences due to truancy (skipping school or class) will receive a 0/F for all work which was assigned during those times.**

Returning to School after an Absence

When returning to school after any absence, the student is to report to the office first thing in the morning, or immediately when arriving at school during the day. Any notes from parents, guardians, or physicians should be turned in at that time.

Excessive Absences and “E” Marks

The Ohio Department of Education standard for school attendance is 93% and this standard is one of the requirements for the state report card. As a result of this state requirement, and the belief that good school attendance promotes academic success and good work ethic, Anna High School has a **minimum** goal of 90% attendance for school and all classes of the student. When students fall below this goal for any grading period, their absences will be reviewed by the principal. Information about the use of “E” marks is given below.

1. A mark of “E” given for any grading period (quarter, semester, year) indicates that a student has too many absences for credit to be given for that grading period.
2. A mark of “E” will **not** be a factor in grade point average or class rank, but is merely a statement that there is no credit given for those classes taken during that grading period.
3. If a student receives an “E” mark for a quarter (1, 2, 3) or semester (1), he/she may regain credit for classes simply by improving attendance (at least 90%) during the next grading period.
4. If a student receives an “E” mark for the final grade of a class, he/she will not receive credit for the class, nor will they fail the class. He/she would have to retake the class to earn credit. Final grades of “E” may have implications for grade level placement, class choices for scheduling purposes, and athletic/extracurricular eligibility.
5. The attendance record of any student with 10% or more absences will be reviewed by the principal to determine if “E” marks will be assigned to the student for the grading period in question. Medical notes (for treatment of illness or injury) and extenuating circumstances (such as confinement to home or a hospital for an extended illness or injury, including treatment, recovery, etc.) will be considered. **Notes turned in on time from parents/guardians and/or physicians aid the process; unexcused absences from no notes (or any parental contact) or out-of-school suspensions hinder the process.**
6. Students with 10% or more absences with no supporting circumstances may be assigned “E” marks or may be issued a warning with expectations for improved attendance (at least 90%) for the next grading period.

Truancy and Unexcused Absences

Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with

students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to: • Notification of student absence to parent or guardian; • Development and implementation of an absence intervention plan, which may include supportive services for students and families; • Counseling; • Parent education and parenting programs; • Mediation; • Intervention programs available through juvenile authorities; and • Referral for truancy if applicable.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES Definition of habitual truant: a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one month without a legitimate excuse; c. Absent 72 or more hours in one year without a legitimate excuse. 3. Includes 'excessive absences': a. Absent 38 or more hours in one school month with or without a legitimate excuse; b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Absences and Missed Assignments

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

Arriving or Leaving during the School Day

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

Students who leave the school during the school day before the end of period 8 are required to come to the office and sign out. Students who leave during the school day must have parental permission and permission/approval from the office. Students who have approved work programs also have to come to the office and sign out. Students who have signed out must leave the building and school grounds immediately. **Students who leave the school without permission/approval and signing out will be subject to disciplinary action and will be issued a deterrent such as Saturday school or suspension.**

Tardiness – to School and Classes

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

One Tardy No Consequences

Second Tardy No Consequences

Third Tardy Detention assigned

Fourth Tardy Detention assigned

Fifth Tardy Saturday School assigned

Additional tardies Referral to the principal for disciplinary action

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

School Delays and Closings

In times of poor or possibly hazardous weather conditions, listen for relevant information over the following radio station: WMVR in Sidney (HITS 105.5 FM). In addition, the following local television station in Dayton is contacted: Channel 7, WHIO, Channel 2 WDTN. Information is also posted on the website of WHIO-TV. **“One Call Now” will also be activated to make calls to homes/phones of AHS students and parents.** To aid in the success of **One Call Now**, please make sure that telephone numbers are kept current with the school. Please get information from these sources. **DO NOT CALL THE SCHOOL or SCHOOL OFFICIALS.**

DRESS and ACCESSORY CODE; STUDENT APPEARANCE

The main responsibility for the dress and grooming of a student rests with the parents or guardian. However, it is necessary to establish rules which protect the health, safety, and welfare of all students and which are reasonable to maintain order and a proper learning climate. Proper dress is a definite part of an education and as such requires that all students be dressed and groomed neatly and appropriately at all times. It is expected that shoes are to be worn at all times.

The following clothing is not allowed:

- 1) Brief and revealing clothing - Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments with spaghetti straps, or strapless garments. Straps must be a minimum of 2” wide. Garments that are “see through,” cut low, or expose one’s midriff or back are not acceptable. Garments must have a sleeve. Undergarments must be worn but must not be visible.
- 2) Jewelry and other decorative items that are hazardous are not permitted (spike wristband, chains, including wallets on chains, etc.)
- 3) Pants/shorts must not hang below the hips.
- 4) Advertisement of alcoholic beverages, drugs, and tobacco or obscene, vulgar, gang related, or suggestive sayings or pictures are not to be worn on clothing.
- 5) Shorts may be worn the entire school year. Shorts/skirts of students must equal or extend in length below the middle knuckle (proximal inter-phalangeal joint) of the student’s middle finger when arm is hanging at rest. No boxer shorts or spandex shorts may be worn.
- 6) Cut-offs, torn, and ragged clothing are not to be worn.
- 7) Students are not to wear hats or other head covering in the building.
- 8) Non-Prescription dark glasses are not permitted in the building
- 9) Pajama Pants
- 10) If yoga pants or leggings are worn, the shirt must equal or extend in length below the tip of the student’s knuckles when made into a fist AND hanging at rest.

11) Pants with holes in them are permitted as long as the holes in the garments are below the length requirement for shorts. It is preferred that students do not have holes in their pants. Holes in pants are not permitted in lab classes.

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

Immunizations

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

Medication Policy

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

1. The appropriate person appointed by the principal will supervise the secure and proper storage and dispensation of any medications. The drug must be received at school in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
2. Written permission must be received from the parent or guardian for administration of the medication. The following information is to be included: name of the student; name of the medication; the dosage of the medication; the daily time(s) when the medication is to be given to the student; the dates when the administration of the drug is to begin and end; any severe adverse reactions to the medication which is to be reported; and emergency telephone number(s) of the prescribing physician.
3. The parent or guardian of the student agrees to submit a revised statement signed by the prescribing physician, if any information about the medication changes.
4. The designated individual must receive and retain a statement, which complies with ORC 3313.713, and is signed by the physician who prescribes the drug.
5. No employee who is authorized by the school to administer a prescribed medication, and who has a copy of the most recent statement from the prescribing physician, would be liable in civil damages for administering or failing to administer a drug, unless he/she acted in a manner that would constitute gross negligence or wanton or reckless misconduct.
6. No person employed by Anna Local Schools will be required to administer any medication to a student except pursuant to the requirements established by this policy. The Board of Education

will not require an employee to administer any drug to a student if the employee objects, on the basis of religious convictions.

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

Emergency Medical Care

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

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

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

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

School Fees

A list of school fees will be attached to student schedules at the beginning of the school year. Fees are required in courses where materials must be purchased to complete projects and lab activities. Fees are also required for workbooks in some classes. These fees are strictly for materials and workbooks (at cost) used by the students. Payment of school fees should be completed as early as possible in the school year, and no later than November 1. **Grades and credits for classes may be withheld from students who do not pay their school fees. Diplomas of graduating seniors will be withheld until all fees are paid.** Students who have paid a fee for a course may be eligible for a refund if a course is not taken.

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

Directory Information

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

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

Student Handbook/Planner

All students at Anna High School are required to possess the school student handbook/planner. Their handbook/planner is to be in the possession of the students at all times during the school day. The reasons for this are as follows:

- 1) the handbook/planner contains a great deal of information about the school including rules and guidelines;
- 2) the handbook/planner contains a calendar of the days in the school year and this can (should) be used to record assignments and other noteworthy items from classes (this may be used as a grade requirement in some classes);
- 3) the handbook/planner contains the computer acceptable use and internet safety policy which must be signed by both students and parents (students must have this in order to use the school computers).

Students should have their names printed on the cover, on the front page, and on the hall pass pages. Students are to use their own handbook/planner, are not to give theirs to other students, and are not to ask other students for the use of theirs. Students who lose or destroy their planners will be required to purchase a new one. **Students and parents are to be responsible for all of the rules and guidelines printed in the handbook/planner**

General Reminders

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

Daily Announcements

Announcements will be collected in the high school office during each school day. To be included, announcements must be given to the high school secretary by 7:30

am of each day. Each teacher will have access to a copy of the daily announcements. The daily announcements will be given each day over the PA system at the beginning of period 1, Monday through Friday. The announcements will be posted outside of the office and will also be posted on the school website. Daily announcements are e-mailed to the Upper Valley Career Center, the Opportunity School, and the Alternative School. **Students are to be aware of and responsible for the information contained in the daily announcements.** Students who are not present when announcements are made are still responsible for the content. Personal announcements (such as birthdays, etc.) will not be made.

Lockers

Lockers may be available to students as a service for the storage of books, jackets, and other personal property. All lockers are the property of the school and are subject to search at any time for any reason. Contents of lockers are also subject to search and seizure at any time for any reason. Students must be aware that contraband of any kind must not be brought to school or stored in a locker at any time. There is no expectation of privacy in the use of student lockers. Students are responsible for securing their possessions in their locker and the school is not responsible for lost, stolen, or damaged belongings. Students will be assessed for any damages, writing on lockers, or graffiti placed on their locker. Promptly report any problems with your locker to the office. Physical Education lockers need to be secured and locked to avoid loss of personal belongings.

Locks

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

Search and Seizure

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

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

Textbooks

Textbooks are the property of the school and loaned to students by the Board of Education, and due to their expense, should be given good care. Students are encouraged to keep book covers on their textbooks. Students are not to write in textbooks (except for their name inside the front cover) and make sure that books are not misused and abused. The student is responsible for the books which are assigned to him/her and also responsible for any damage which occurs to those books during the time which they are used by the student. **Fines can be assigned for any damage which is reported to the office. If any book becomes lost or damaged and can no longer be used, the student will have to pay for a replacement.** Students should be informed by the teacher of any fines.

School Telephones

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

Student Arrival to and Dismissal from School

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

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

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

Students who violate this rule may be assigned deterrents.

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

Closed Campus

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

Bus Transportation

It is a privilege to ride the bus to school. It is the responsibility of the student to cooperate with the bus driver and to follow his/her directions. Students are to be on time to board the bus in the morning and need to be at the designated and approved stop. Students also need to be on time to board the bus following school dismissal each day. If a student is going to ride a bus which is different from his/her regular

bus, he/she must have a note of permission from the parent/guardian. This note must be brought to the high/middle school office and approved.

Students must follow the rules of the school and the bus driver whenever riding the bus. This is for the safety of all who ride the bus. Students who do not follow the rules and/or do not cooperate with the driver can be referred to the office for disciplinary action. This includes everything from verbal warnings and detentions to the loss of the privilege to ride the bus. If a student loses the privilege to ride the bus, he/she and the parent/guardian will be responsible for transporting the student to and from school.

Study Trips

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

Driving to School/Parking Lot

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

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

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

Classes/Student Schedules

Students are expected to follow their class schedules at all times. Students are expected to be on time and be prepared for all classes. Students who are late for classes and/or not prepared for classes can be subject to disciplinary action. Students

who skip class will receive a 0/F for all work which was assigned and/or collected for that class. Students who want to go to another place during an assigned class (restrooms, guidance office, etc.) must have permission from their teacher and the hall pass from the teacher, a signed planner, or a note. **Students who are in the halls during class time without a hall pass, signed planner, or note from a teacher or other member of the school staff may face disciplinary action.** Students are only to go to the place for which they have permission and return to class in a reasonable amount of time.

Home Tutoring

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

Study Hall

Students who are in study hall must have work to do or material to read. Books and assignments must be out during the time of the study hall. Students must follow the rules of the study hall and cooperate with the supervisor. Students who want to go to another place (library, restrooms, etc.) must have permission from the study hall supervisor, and the approved pass.

Instructional Media Center (IMC)

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

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

Students who use the computers in the IMC must have their handbook/planner with a signed computer acceptable use policy.

Office/IMC/Teacher Aides and Yearbook Staff

Students who want to work as office, IMC, or teacher aides or be on the yearbook staff must be scheduled through the guidance office. Students who are approved in

any of these positions must follow the rules and cooperate with the supervisor. **Students who are approved for any of these positions are not to be in places other than that which is approved unless they have permission. FTA helpers are to arrive on time for their assignments.**

Hallways – During and Between Classes

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

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

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

WEIGHT ROOM

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

Public Display of Affection

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

Restricted Areas

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

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

Lunch/Cafeteria

Personal lunch codes will be used to purchase food in the cafeteria. Students will deposit money into their individual accounts and assume responsibility to monitor the

balance in order that they will not exceed their limit. Lunch codes may be used to purchase the tray lunch for the day or individual items from the a' la carte line.

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

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

Vending Machines

There are vending machines in the cafeteria which hold bottled water, juice, and sports drinks. The FCCLA also sponsors a machine which contains healthy snacks. Students may purchase items from any of the machines before or after school or during lunch. **During the school day, students are to have only bottled water with them.** Empty bottles and wrappers from food items/snacks should be placed in the recycling or trash cans.

Food, Beverages, and Gum

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

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

Deliveries to School

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

Fundraising

All fundraising activities by school groups must be approved by the principal. Proper forms as required by the treasurer's office must be completed and approved with at least a minimum of two weeks notification before the planned fundraiser. Any group which is not school-affiliated must have permission from the school to hold any fund-raiser on school property. Fund raising activities should not interfere with normal school learning activities.

Assemblies

Assemblies for groups of students or the entire student body are scheduled and held at times during the school year. Students are expected to treat guests of Anna High

School with the highest respect, courtesy, and good behavior. Students are expected to pay attention and respond to the presentation with appropriate reactions. **Students who display inappropriate or disruptive behavior may be removed from the assembly and subject to disciplinary action.** The school will attempt to schedule assemblies either first thing in the morning or at the end of the day, and have all class periods meet during the day.

Athletics

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

Wednesday Night Activities

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

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

School Property and the Property of Others

Students will be held responsible for the proper care of school property including but not limited to textbooks, supplies, furniture, equipment, etc., owned and supplied by the school. Students who disfigure, damage, destruct, deface, steal, and/or vandalize school property will be subject to disciplinary action and may have to pay for the repair or replacement of school items.

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

Distribution of Advertisements/Literature

School authorities may regulate the time, manner, and place for distributing advertisements/literature on school property. A copy or sample of all

advertisements/literature should be approved by the office before it is distributed and/or displayed in the school or on school property.

School Publications

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

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

Signs

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

Emergency Drills/Evacuations/Safe Schools

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

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

Electronic/Recreational Equipment

Students are not permitted to have or use any non-school issued electronic devices except calculators and cellular phones (only with teacher permission and during lunch). All other electronic devices must receive permission from the high school principal or designee. **Cell phones are to be turned off and put away during the school day. They are not to be used for calls or texting. Students who are caught with cell phones will face disciplinary consequences and confiscation of the phone (minimum for the rest of the school day).** The use of cell phones or any other electronic communication devices which contain built-in cameras in classrooms, restrooms, or locker rooms are strictly prohibited. Recreational items such as skateboards, collector cards (baseball, etc.), playing cards, “slam” books, laser lights, and similar items are not to be brought to school. In addition, students are not to have in their possession any type of permanent markers. Items which are not appropriate or permitted in school can be confiscated and brought to the office. Students who bring items such as these can be subject to disciplinary action. **The**

school assumes no responsibility if any of these items are lost, stolen, damaged, or vandalized when brought to school.

Student Council

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

Homecoming

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

Prom

King and Queen:

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

Other Rules:

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

School Dances

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

Athletic/Other School Events

Students are encouraged to attend athletic and other school events such as concerts, plays, art shows, etc. Students must be in school by 10:30 am and stay for the rest of the day in order to attend and/or participate in any events which are after the school

day. Attendance at these events can increase school spirit and show support for those students who are actively participating. Students who attend are expected to behave in an appropriate manner. Students who attend athletic contests are expected to behave and demonstrate good sportsmanship. Students are expected to have shirts on at all times. **In addition, students who attend athletic events are to remain in the gym when the contest is being played, and not be loitering in the hall or lobby. Students who leave the building are not to be readmitted.** Remember, both our athletes and our student fans should reflect well on our school.

Visitors

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

Student Progress

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

Report Cards

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

NOTE: Students who receive an “I”, or incomplete, for a grading period have two weeks into the next quarter to complete missing work from the previous grading period. Work which is not completed will be counted as “0/F” and calculated into the grade.

Eligibility/Ineligibility for Extracurricular Activities

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

Two (or more) grades of “F” in classes at the conclusion of any nine-week grading period makes a student ineligible for the next grading period. Students with two or more failing grades for the fourth grading period will be ineligible for the first quarter of the next school year. This rule will apply to extracurricular activities such as:

Academia, FTA, one-act plays, the pep band, the musical, and pit orchestra. Any exceptions to this rule will be made by the principal.

Students taking College Credit Plus classes are responsible for submitting their progress reports to the Athletic Director within two days of the quarter date as posted. For more information on state eligibility requirements please see the Ohio High School Athletic Association's website.

Parent/Teacher Conferences

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

Exams

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

Grading Scale/Grade Point Average (GPA)

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

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

Other grades may include:

S/U Satisfactory/Unsatisfactory

E Excessive Absences – No credit

P/F Pass/Fail Must have administrative approval prior to starting the class

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

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

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

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

Class Rank/Selection of Valedictorian and Salutatorian

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

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

Honor Roll and Perfect Attendance

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

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

National Honor Society

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

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

Grade Placement/Credits

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

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

Classes and Credit Flexibility

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

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

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

Scheduling for Classes

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

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

Planning by teachers and administrators and purchases of supplies are based on schedules completed in the spring. **There will be no schedule change days, either during the summer or the school year.** Changes are seldom made and then only for extenuating circumstances with the approval of the principal and/or guidance counselor. **Please be sure of your selections!**

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

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

- 1) A student failed a class the previous year.
- 2) A student is not scheduled for a class which is a requirement for graduation.
- 3) A student is scheduled into a class without having the required prerequisite.

- 4) A student wants to add a class for a study hall.
- 5) A student is scheduled into a class which was not requested.
- 6) A student could not be scheduled for a course which was requested.
- 7) A student has a medical condition (documented by a physician) which affects participation in a course.

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

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

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

Course Retakes

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

Make-Up/Recovery Classes and Credits

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

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

Summer School

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

College Credit Plus Program

Ohio's College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Anna Local will provide information about the College Credit Plus program to all students in grades 7-12. This is a required meeting and failure to attend may jeopardize your ability to participate. If you cannot attend, you must schedule an appointment with your school counselor. By April 1 the student and family notify your school counselor if you intend to participate in College Credit Plus the next year. Students failing to meet this deadline will relinquish a student's right to participate.

Upper Valley Career Center

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

Graduation Requirements

Subject Areas	Credits	Tests
English	4	Students must meet one of the following three graduation pathways: Ohio State's Test requirements, Industry credential and workforce readiness, or College and Career Readiness tests
Mathematics	4	
Algebra II or Equivalent	(1)	
Science	3	
Biological/Life	(1)	
Physical	(1)	
Social Studies	3	
American History	(.5)	
American Government	(.5)	
Heath	.5	
Physical Education	.5	
Electives	6	
Fine Arts	(1)	

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

For the State of Ohio Graduation Requirements for 2018 and beyond be visit: <http://education.ohio.gov/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2018-and-Beyond>

Participation in Graduation/Commencement Ceremony

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

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

Early Graduation Policy

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

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

Foreign Exchange Students

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

Statement of Non-Discrimination

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

Title VI and Title IX

Andrew Bixler, Anna LSD, Telephone 394-2011, Ext. 106

Title II and Section 504 Coordinator

Andrew Bixler, Anna LSD, Telephone 394-2011, Ext. 106

STUDENT CODE of BEHAVIOR and CONDUCT

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

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

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

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

1. **Assault, assault and battery**, or any threat thereof to any school personnel, other student, or visitor;

2. **False alarms** including fire and/or **bomb threats** (making a bomb threat against a school building or any area of a school activity may result in expulsion for a period of up to one school year);
3. **Alcoholic beverages** – use, evidence of use, possession, concealment, transmitting, or being under the influence on school premises or property, during school activities, or school events off the grounds;
4. **Narcotic drug or other controlled substance and/or drug paraphernalia** – use, evidence of use, possession, concealment, buying, selling, transmitting, or being under the influence of these including, but not limited to marijuana, cocaine, as well as any counterfeit or “look alike” controlled substance or any prescription or non-prescription drug or medication, in accordance with school policy;
5. **Steroids or related drugs and/or drug paraphernalia** – use, evidence of use, possession, concealment, buying, selling or transmitting;
6. **Huffing or otherwise the inhaling of chemicals such as intoxicants, solvents, gasoline, mood-altering substances** or being under the influence of these chemicals due to huffing, on school premises or property, during school activities, or school events off the grounds;
7. **Tobacco products** - use, possession, concealment, transmitting on school premises or property, during school activities, or school events off the grounds (this includes all items associated with tobacco use such as lighters, matches, e-cigarettes, etc.);
8. **Disruption of school** by use of violence, force, threat, harassment, noise, behavior, or disorderly conduct (this shall include the act to incite others towards acts of disruption);
9. **Arson or attempted arson**, and related offenses;
10. **Fireworks, explosives, and related items** – possession, concealment, use, or threatened use of these which are capable of disrupting the school and inflicting bodily injury;
11. **Weapons** – possession, concealment, use, or threatened use of any object which might be considered a dangerous weapon or instrument of violence (includes counterfeit or “look alike” weapons);
12. **Use of an object as a weapon** – any object which is used to threaten, harm, or harass another student may be considered a weapon (including but not limited to: pencils, pens, jewelry, etc.);
13. **Knife** – possession, concealment, use, or threatened use of this anywhere in the school, on any property of the district, or any school function (a student may be expelled for a period of up to one year for this violation);
14. **Firearm (as defined under Federal Law)** – possession, concealment, use, or threatened use of this anywhere in the school, on any property of the district, or any school function (a student may be expelled for a period of up to one year for this violation);

15. **Repeated offenses and/or flagrant violations** of school rules and standards of appropriate, acceptable behavior;
16. **Violation(s) of state or federal statutes** on school premises or involving school activities;
17. **Violation(s) of school discipline** including detentions, Saturday School, in-school and/or out-of-school suspensions, etc.;
18. **Damage, destruction, defacement, or vandalism** of any school property (including school buses), private property on school premises, or at another school;
19. **Profane, obscene, indecent, and/or inappropriate communication** – use of this in either verbal or written form including words, pictures, signs, gestures, etc. and possession of written materials which are inappropriate for school;
20. **Any speech or communication** which is reasonably likely to cause substantial disruption or material interference with school activities or is an invasion of the rights of others is prohibited;
21. **Possessing, taking, disseminating, or sharing** obscene, nude, pornographic, lewd, or otherwise illegal photographs or images via electronic means such as e-mail, texting, or sexting (this may be reported to appropriate law enforcement agencies);
22. **PDA and Sexual activity** of any nature or any contact which may be considered sexual in nature;
23. **Insubordination and/or disobedience** in refusing to comply with the directions, instructions, requests, etc. of any personnel of the school;
24. **Truancy** from school including scheduled classes, field trips or other planned school activities, exams, or other scheduled events during the school day without school authorization (that is, acceptable, approved, excused absences);
25. **Repeated tardiness** to school and/or to classes;
26. **Theft** of school property or equipment, of personal property of any school personnel, another student, or visitor (this includes property at school-sponsored activities);
27. **Fighting** among two or more students (this shall include inciting or encouraging others to fight);
28. **Verbally or physically threatening** another student or member of the staff or making threatening comments (this includes bullying or cyber-bullying);
29. **Misconduct against any employee of Anna Schools, regardless of where it occurs** including, but not limited to any type of harassment, vandalism, physical and verbal assault, and destruction of property;
30. **Treating others with disrespect** or causing embarrassment or humiliation to others, including but not limited to name-calling, put-downs, or similar acts (this includes bullying or cyber-bullying);
31. **Violating the space and possessions of others** (keep hands off others and their possessions, etc.);

32. **Violating the right to privacy of others** (example: having a camera or other device with picture-taking capabilities in a rest room, locker room, etc.);
33. **Extortion**, that is, taking something from someone else by force or intimidation;
34. **Gambling** for money, valuables, or other considerations;
35. **Falsely reporting incidents**, making false accusations, or giving false information to school personnel;
36. **Cheating** and related forms of dishonesty, including, but not limited to copying from another student or the teacher, allowing someone to copy material, cheat sheets or notes, getting and giving answers during a quiz or test (for this reason, students should not talk at all during the time of a quiz or test);
37. **Plagiarism**, that is, the act of directly copying someone else's work (from magazines, books, the Internet, etc.) without proper citation;
38. **Hazing and intimidation** by subjecting other students to pranks, humiliation, threats, initiation rites, etc.;
39. **Bullying and harassment** by subjecting other students with verbal, written, or physical acts which cause mental, emotional, or physical harm and feelings of being threatened, intimidated, etc.;
40. **Leaving the school, school event, or school property** prior to the specified dismissal time without official authorization;
41. **Trespassing** or being in a school facility when it is closed or when the student does not have authorization to be there (this also includes unauthorized access to school computers, computer files, servers, or network);
42. **Unauthorized throwing of any object** including, but not limited to snowballs;
43. **Misuse and abuse** of school property, equipment, and supplies;
44. **Harassment of others** on the basis of race, sex, color, national origin, ancestry, citizenship, religion, beliefs, handicap, age, and/or gender;
45. **Any action or behavior which is deemed inappropriate and detrimental** by school personnel for proper school or school activity atmosphere including, but not limited to, rules which are listed in this handbook.

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

Students Who Are 18 Years or Older

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

Sexual Harassment

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

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

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

Bullying and Other Forms of Aggressive Behavior

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

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

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

Firearms

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

- 1) Any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive;
- 2) The frame or receiver of any such weapon;

- 3) Any firearm muffler or firearm silencer;
- 4) Any destructive device;
- 5) Includes any unloaded firearm and any firearm which is inoperable but that can be made readily operable.

Cheating and Plagiarism

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

- 1st Offense Student will receive a 0/F on the assignment, quiz, test, project, etc., a detention, and parents will be notified by the teacher.
- 2nd Offense Student will receive a 0/F on the assignment, quiz, test, project, etc., an Saturday School, and parents will be notified by the principal.
- 3rd Offense Student will receive a 0/F on the assignment, quiz, test, project, etc., an out-of-school suspension, and parents will be notified by the principal.

Fighting

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

Tobacco Violations (includes items associated with tobacco & e-cigarettes)

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

Alcohol/Drug Violations

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

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

Detention

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

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

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

Saturday School

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

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

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

Emergency/Disciplinary Removal

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

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

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

In-School Suspension

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

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

1. The student will report to the office or the in-school suspension room (as instructed) at the beginning of each day of the suspension and be under the supervision of a substitute teacher the entire day.
2. The student will work on class assignments the entire time spent in suspension and/or complete work given by the supervisor.
3. The student will receive only 75% of the earned grade on completed work.
4. The student will not be permitted to be involved in any afterschool extracurricular activities.

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

Out-of-School Suspension

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

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

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

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

Alternative School

Students who are placed in alternative school as a result of disciplinary action will follow the rules and procedures as set forth by the administration and faculty of the alternative school. A parent or guardian of a student who is placed in the alternative school will be expected to attend an intake meeting at the alternative school. Students will not be permitted to return to Anna High School unless approval is granted by the administration of both the alternative school and Anna High School.

TECHNOLOGY and INTERNET POLICY

A policy governing the use of technology and the Internet is in effect. Copies of this policy must be signed prior to any student use of school technology equipment. Unless there is a change in these procedures for the district, the signed agreement is to remain in effect for the student's time at Anna Local Schools. **A copy of the Acceptable Use Policy for Electronic Telecommunication Services must be properly signed and on file for any student to use any computers of Anna Schools and for access to the Internet.** Copies will be maintained in the office. Students and parents of minors will also need to sign a permission slip allowing Anna Local Schools to publish pictures of students on the ALS website in conjunction with curricular and extracurricular activities.

SCHOOL-WIDE STUDENT COMPUTER and INTERNET POLICIES

Student Usage of the Internet and Electronic Mail

- The use of the Internet is limited to students who have a pass from a teacher for a specific assignment or entire classes in the IMC or computer lab with their teacher.
- Any effort by students to access chat lines, sexual material, graphic violence, or any other material which is not related to their specific assignment or inappropriate for school may result in suspension from using the Internet.
- Attempts to log into another user's account, read other users' e-mail or files, or in any way attempt to interfere with other users' abilities to send or receive e-mail is prohibited.
- A student will not receive an external e-mail address unless they have a curricular project which is teacher-guided. This e-mail address will only be permitted for as long as the project is active.
- No information is to be downloaded to the C: drive.
- Teacher approval is needed to download any sound, graphics, or references from other sites to an individual's H: drive or disk.
- Schoolwork has priority over personal use during school hours.

Use of Software

- Use only appropriate software which is school-owned and legally licensed.
- No games, programs, or applications should be copied without approval from the Director of Technology. This is to protect our system of filters, preserve our protection against viruses, and prevent violation of copyright laws.
- Attempts to reproduce currency may result in referral to local law enforcement authorities and school discipline.

Security

- Security on any computer is high priority, especially when the system involves other users.
- If any user believes that he/she can identify a security problem with any hardware or services owned and operated by Anna Local Schools, he/she is requested to notify the Director of Technology, member of the faculty or staff, or building administrator. This is an ethical responsibility.
- There is a summary of these procedures in the Acceptable Use Policy, which is available in the IMC or high school office.

Data Storage

- Data is always to be saved to the H: drive or a Google Drive. The C: drive (hard drive) is for application storage and not data storage.
- When students are transferring data from school to home, it is their responsibility to test any media for viruses before use.

Failure to Follow Policy and Disciplinary Action

- Penalties will be levied against any user misusing or abusing the equipment, programs, services, or conditions as outlined in this policy which governs the use of the computer systems for Anna Local Schools.
- Any penalty for minor infractions may be applied as determined by the administration of Anna Local Schools. In general, the following will apply:
1st Offense 10 to 30 school days loss of computer privileges
2nd Offense 30 to 60 school days loss of computer privileges
3rd Offense 60 to 90 school days loss of computer privileges
If a loss of computer privileges cannot be completed by the end of the current school year, the remainder of the penalty may be carried over to the following school year.
- Any serious infraction or violation of the user policy may result in immediate loss of computer privileges. The user would be denied all computer privileges and the incident will be investigated by the school administration. The final penalty will be determined by the school administration.
- Notification of parents will be made for any violations of this policy and loss of privileges by any student.
- **The user is responsible for any costs for repairs to computer equipment as a result of misuse, abuse, vandalism, or carelessness. Costs include materials and labor.**

If you have any questions or comments, please contact the Director of Technology by phone at (937) 394-2011 Ext. 104, or by email at blittlefield@annaschools.org.

State Testing:

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

Consent to Use Material on Anna Local Schools Website

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

Signatures of students and parents are required below.

Please check one of the statements below and sign.

Yes, I give consent for my child's individual work and/or picture to be displayed on the school's website.

No, I do not give consent for my child's individual work and/or picture to be displayed on the school's website. I understand that club/team/group pictures may be posted on the school website with no personal reference to the student.

Name of Student (please print): _____

Grade _____

Signature of Parent/Guardian: _____

Statement of Understanding

We have read and understand the rules, policies, and regulations of Anna High School and any legal ramifications as stated in this student handbook/planner. We realize the responsibility of the student (and the parents/guardians, in some situations) for knowing and following these rules, policies, and regulations.

Signature of Student: _____

Please print name: _____

Signature of Parent/Guardian: _____

Please print name: _____

Date: _____