

TRIAD HIGH SCHOOL

STUDENT/PARENT HANDBOOK



Vision Statement:

Triad schools will support, inspire and challenge all students.
We will engage learners who collaborate to solve authentic problems.

Triad High School

8099 Brush Lake Road, North Lewisburg, Ohio 43060

Telephone: 937-826-3771 Fax: 937-826-2002

High School Principal: Mr. Kyle Huffman ext. 2003

huffmank@triadk12.org

School Secretary: Mrs. Cheryl Coleman, ext. 2001

colemanc@triadk12.org

School Counselor: Mrs. Kacy Moore, ext. 2004

moorek@triadk12.org

This handbook needs to be read carefully by all parents. Older students need to read it as well. Parents please go over all aspects of the handbook with your children. In Final Forms, there will be a place where both the student and the parent must sign and verify that the handbook has been read. In addition, the Triad Local School District acceptable use form must be signed. Please understand that your signature verifies you have read and understand the handbook and any applicable policies. This form is to be completed and ready for review by your child's homeroom teacher no later than August 30th.

**If you, your child or a child you know needs help or is in crisis,
please text 4hope to 741741**

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WELCOME TO TRIAD HIGH SCHOOL

The policies and procedures in this handbook were developed to ensure that each student will experience a variety of educational experiences that will prepare them to meet with a successful future. Each student enrolled at Triad High School is entitled to his or her fullest development in all areas of learning and experience. The development of our students is the center of our thinking and all of our endeavors; the student's welfare is our central purpose for building a foundation for success.

The policies and information contained in this handbook are an effort on behalf of the administration and the faculty to provide students with guidelines relating to school life. This information has been carefully prepared and presented to clarify rules as they apply to the students of Triad High School. The handbook will be of great value in helping students adjust to our school and become an intricate part of it.

The ultimate purpose of education is to help students become effective citizens in a democracy. The development and acceptance of the responsibilities and obligations of good citizenship will enable students to participate in the world of tomorrow. We hope that all students will participate in our varied activities and thus find within our school, the experiences that will prepare them to live a better life and finally take their place in this complex society. Remember, success in school is directly proportional to effort.

To the parents "Our Partners in Education": From now until your student leaves Triad High School, we will provide grade cards each grading period, and have parent/teacher conferences each semester. We make every effort to keep you informed, if you have any questions and concerns or if you simply need to discuss something in more detail, feel free to call the school office or come in personally. Please refer to the district website for additional information.

Mr. Kyle Huffman
Principal

TRIAD HIGH SCHOOL'S SPIRIT PAGE

OUR SCHOOL SPIRIT PHILOSOPHY MAY BE DIVIDED INTO THREE CATEGORIES:

1. COURTESY – toward teachers, fellow students and officials
2. PRIDE – is everything our school endeavors to accomplish and has accomplished
3. SPORTSMANSHIP – the ability to win and lose gracefully

OUR MASCOT: The Cardinal

OUR COLORS: Red, White and Black

OUR ALMA MATER:

Oh, Triad High, we praise thy name,
 They spirit never ends.
'Though years may pass and mem'ries fade,
 Still our devotion will remain.

For the knowledge that you gave to us
Shall be with us throughout our days.
Oh, Triad High, we sing your praise
 And hold you forever dear.

OUR SCHOOL FIGHT SONG:

We are the students of Triad High
We have the vision that will reach the sky.
And when we smile we smile the winning way.
Wherever you may go, you'll recognize us and you'll say
 Now there's a school I'd like to know
That's got that good ole spirit, pep and go.
And just to play with them is such a treat
 Can't be beat
 Triad High, Hey!!!

OUR CONFERENCE:

The Ohio Heritage Conference, established in 2001, is made up of Catholic Central, Cedarville, Fairbanks, Greenon, Greenview, Madison-Plains, Mechanicsburg, Northeastern, Southeastern, Triad and West Jefferson, West Liberty-Salem. In 2016, the OHC voted to expand to a 12 member school conference and Fairbanks, Greenon, Madison-Plains and West Jefferson joined. The purpose of the OHC is to promote fair and wholesome competition and educational experiences among member schools; to promote sportsmanship at contests; to regulate and award championships in interscholastic activities as recognized by the OHC; to promote uniformity in the arrangement and control of all contests; to protect the mutual interests of the members of the association; and to develop and encourage the qualities of generosity, respect, fair play and genuine concern for others among students, staff members and fans.”

FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take the time to become familiar with the important information contained in this

handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of August 1, 2019. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the district's website.

EQUAL EDUCATION OPPORTUNITY

The Triad Local School District provides an equal opportunity for all students. Any person who believes he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school district's compliance officer:

Morgan Fagnani
Director of Curriculum and Instruction
937-826-4961 ext. 4108

Michele Peters
Director of Special Education / Gifted Services
937-826-4961 ext. 4107

ACADEMIC AND GRADUATION REQUIREMENTS:

1. Students are reminded that they must schedule classes for all periods each semester and they are only allowed to schedule one study hall per semester.
2. Students must earn 22 credits to graduate.
Of that number student's credits must be distributed as follows:
 - English = 4 c.u.**
 - Social Studies = 3 c.u.**
 - Science = 3 c.u.**
 - Math = 4 c.u.**
 - P. E. = 1/2 c.u. (2 PE classes)**
 - Business/Computer Technology = 1 c.u.**
 - Health = 1/2 c.u.**
 - Total CORE required 16 c.u.s**
3. Student Classification: It is recommended that students earn the number of credits listed below in order to complete their high school career in four years.
 - Sophomore Classification – 5 credits
 - Junior Classification – 11 credits
 - Senior Classification – 17 credits
4. Students wanting to attend Ohio Hi Point should have earned 9 credits by the end of their Sophomore year. JVS students would be required to earn the 16 CORE credits. If they remain at the JVS to complete their two-year program they would need 21 credits to graduate. A half of credit of Social Studies will be waived if students complete their 2-year requirement program at the JVS. If a student returns from the JVS and does not complete their program they must earn 22 credits required of all home-school students. JVS students would **not** be required to track their electives.
5. Students in the Developmentally Handicapped program will be required to earn the 16 CORE credits.
6. Credit Flex Plus Students must have 22 credits in order to graduate.
7. Questions regarding early graduation should be directed to the guidance counselor.

8. Students must also meet all state requirements including testing. There are three pathways to graduation including the required points on end of course exams; remediation free scores on the ACT and successful completion of the Work Keys tests. The Guidance Department will provide details on these three paths to graduation.
9. Students must complete all requirements for graduation and have all fees paid in order to participate in the commencement ceremony. The commencement ceremony is a privilege and not a right for students to participate.

ALCOHOL, TOBACCO AND DRUGS

1. A student shall not possess, use or transmit any alcoholic beverages, dangerous or controlled drugs, counterfeit drugs, narcotics, inhalants, or volatile liquids. The students shall not possess any paraphernalia (this includes T-shirts) that relate to or advertise the use of alcoholic beverages, dangerous or controlled drugs, counterfeit drugs, narcotics, inhalants or volatile liquids, tobacco and vapes/electronic cigarettes. This rule applies in school buildings, school grounds, school buses, and/or during school activities
 - A. **First Offense**
 - 1) Parent notification and consultation emphasizing available guidance services.
 - 2) Police notification
 - 3) Suspension from school for ten days with possible recommendation for expulsion. The student will be ineligible to participate in athletics or extra-curricular activities for the remainder of the season or an equivalent amount of time for other activities.
 - 4) Drivers' license or permit will be revoked. (Effective 05/02/90 per H.B. 104).
 - B. **Second Offense**
 - 1) Parent notification and consultation emphasizing available guidance services.
 - 2) Police notification.
 - 3) Expulsion from school. The student will be ineligible to participate in athletics for the remainder of the school year.
2. Any student caught possessing, smoking or using tobacco in the school buildings, on the school grounds, in the buses, or at any other time and place where school administrators have jurisdiction over students, will be suspended
 - A. Maximum disciplinary action:
 - 1) **First offense** – Three days suspension
 - 2) **Second offense** – Five days suspension
 - 3) **Third offense** – Ten days suspension
3. In addition to the above rules, students participating in extra-curricular activities such as athletics, cheerleading, or band, are also governed by these specific rules.
4. At the discretion of the principal, a student may be referred to the Teen Intervene Program in lieu of a suspension.

COUNTERFEIT CONTROLLED SUBSTANCES

According to Amended House Bill #535, a person can be arrested, indicted and convicted for “making, selling and possessing of counterfeit drugs and related tools.”

1. A counterfeit controlled substance is defined as:
 - A. Any drug that bears, or whose container, or label bears a trademark, trade name or other identifying mark used without authorization of the owner or rights to such a trademark, trade

- name or identifying mark.
 - B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed.
 - C. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
 - D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or price for which it is sold or being offered for sale.
2. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, or offer for sale, give, package, or deliver a counterfeit controlled substance.
 3. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either in words or conduct, its effects associated with the use of a controlled substance.
 4. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. Under this new code a student who for example boasts of having marijuana while in fact it is only oregano could be subject to disciplinary action.

RANDOM DRUG TESTING POLICY TRIAD LOCAL SCHOOLS

This drug testing policy was formed because of a concern that alcohol and illicit drugs may be used by TRIAD LOCAL SCHOOLS students. The TRIAD LOCAL SCHOOLS Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the TRIAD LOCAL SCHOOLS Board of Education and the community's strong commitment to establish a truly drug and alcohol free school program.

The activities to be included in this policy are: all sports at all levels, cheerleading, and any students volunteered for testing by their parent/guardian.

PURPOSE OF THIS POLICY SHALL BE:

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular program.
2. To discourage all students from using drugs and alcohol.
 - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletics to remain drug free and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug

and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is designed to be non-punitive.

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extracurricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

Any student is grades nine (9) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any athletic program.

DEFINITIONS

1. STUDENT ATHLETE

Any person participating in the TRIAD LOCAL SCHOOLS High School athletic program and/or contests under the control and jurisdiction of the TRIAD LOCAL SCHOOLS and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders and members of the Wrestling Spirit Club.

2. ATHLETIC SEASON

In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for the TRIAD LOCAL SCHOOLS. There are three athletic seasons: Fall, Winter and Spring.

3. RANDOM SELECTION

A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.

4. ILLEGAL/ILLCIT DRUGS

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids.

5. ALCOHOL

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio

Revised Code Section 4301.01. The term “alcoholic beverage” includes any liquid or substance, such as “near beer” which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

2. RANDOM TESTING

In-session random testing shall be done throughout the season. TRIAD LOCAL SCHOOLS will have up to 25% of its eligible students tested per random selection. A student may be tested more than once per season. In the event of a non-negative result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

a. Random selection of student athletes:

The Designated Vendor will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes.

b. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the *Designated Personnel* and confirmed with the building administrator. Random testing may be done at any time.

3. DRUGS FOR WHICH STUDENTS MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

4. COLLECTION PROCESS EXAMPLE (Urine Screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

All students must have a picture ID or be identified by the *Designated Personnel* or Principal. No exceptions will be allowed.

Drug testing area must be secured during the testing.

Only lab technicians, designated school administrator and students will be witness to the test.

Privacy must be kept for all students.

The *Designated Personnel* is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms, money and proper ID are completed.

When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.

No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.

The bathroom personnel will add a dye to the toilet.

Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences.

Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.

The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup

to the lab technician.

Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken.

The student will note the specimen number and sign the specimen intake sheet verifying the specimen number and student identity. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. School administrators reserve the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

Any student that tests positive will have to be tested weekly for the term of a 5 week program with drug counseling at the expense of the student and or parent. Testing will be done by Great Lakes Biomedical only so long as this is the company the school selects.

5. RESULTS OF A POSITIVE TEST

Any positive urine drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

6. IF A POSITIVE TEST OCCURS:

The 1st violation

For the first positive result, the student participant will be denied participation in all extracurricular activities for 180 school days. If the student so chooses, he/she can request a reduction of the denial of participation to 50% of the current and/or next schedule of extra-curricular contests/performances, provided they do the following:

- A. Evidence of completion or satisfactory progress towards the completion of an appropriate drug/alcohol abuse program sponsored by an agency designated by the principal. The parent/guardian/custodian is responsible for all expenses and for providing the principal with documentation.
- B. A research paper no less than five (5) pages in length on the topic of the harmful effects of substance abuse. The paper will meet the commonly accepted standards for a term paper as specified by the English Department.
- C. A statement that the student is passing in all subjects, has no unexcused absences, and has not been suspended from school since the date of the infraction.
- D. A letter of recommendation from a current head coach or advisor.
- E. A letter of recommendation from all teachers of classes in which s/he is enrolled.
- F. A letter of support from the parent(s) indicating acceptable behavior is being exhibited at home.
- G. A negative drug/alcohol test paid for by the student/parents
- H. The student may be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season.

The 2nd violation

The student is denied participation for one calendar year from the date of notification of the violation.

The 3rd violation

The student is permanently denied participation in athletics in the TRIAD LOCAL SCHOOLS extracurricular program.

Violations are cumulative throughout the student's secondary school career. (Grades 9-12)

7. SELF REFERRALS

A student may self-refer once per year, not to exceed twice in four years. Self referrals will only be taken before testing is announced. Counseling and additional testing are required and no other punitive action is taken.

TRIAD LOCAL SCHOOLS INFORMED CONSENT AGREEMENT

STUDENT NAME _____

GRADE _____

AS A STUDENT:

- I understand and agree that participation in extracurriculars is a privilege that may be withdrawn for violations of the TRIAD LOCAL SCHOOLS Drug Testing Policy.
- I have read the Drug Testing Policy and thoroughly understand the consequences that I will face if I do not honor my commitment to the Drug Testing Policy.
- I understand that when I participate in any extracurricular program I will be subject to random urine drug & alcohol testing, and if I refuse, I will not be allowed to participate in any extracurricular contests or performances. I have read the informed consent agreement and agree to its terms.
- I understand this agreement is binding while I am a student in the TRIAD LOCAL SCHOOLS system.

STUDENT SIGNATURE

DATE

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the TRIAD LOCAL SCHOOLS district drug testing policy and understand the responsibilities of my son/daughter/ward as a participant in extracurricular activities in the TRIAD LOCAL SCHOOLS district.
- I pledge to promote healthy lifestyles for all students in the TRIAD LOCAL SCHOOLS system.
- I understand that my son/daughter/ward, when participating in any extracurricular program, will be subject to random urine drug and alcohol testing, and if he/she refuses, will not be allowed to participate in any extracurricular contests or performances. I have read the informed Consent Agreement and agree to its terms.
- I understand this agreement is binding while my son/daughter/ward is a participant in extracurriculars in the TRIAD LOCAL SCHOOLS district.

PARENT/GUARDIAN/CUSTODIAN SIGNATURE

DATE

PARENT GUARDIAN/CUSTODIAN PRINTED NAME WORK PHONE

INFORMED CONSENT AGREEMENT

We hereby consent to allow the student named on the reverse side to undergo urinalysis testing for the presence of illicit drugs, alcohol, or banned substances in accordance with Policy and Procedures for Drug

Testing of the TRIAD LOCAL SCHOOLS District.

We understand that testing will be administered in accordance with the guidelines of the TRIAD LOCAL SCHOOLS District Drug Testing Policy.

We understand that any sample taken for drug testing will be tested only by a Board approved company.

We hereby give our consent to the company selected by the TRIAD LOCAL SCHOOLS Board of Education, its employees, or agents, together with any company, hospital, or laboratory designated to perform testing for the detection of drugs.

We further give our consent to the company selected by the TRIAD LOCAL SCHOOLS Board of Education, its employees, or agents, to release all results of these tests to designated School District employees or agents. We understand that these results will also be available to us upon request.

I, the student, hereby authorize the release of the results of such testing to my parent/guardian/custodian.

We hereby release the TRIAD LOCAL SCHOOLS Board or Education, its employees or agents from any legal responsibility or liability for the release of such information and records.

This will be deemed a consent pursuant to the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g as amended, and the Ohio Revised Code 3319.321, for the release of the test results as authorized by the Informed Consent Agreement or as required by law

“ Opt In” Student Drug Testing Program

Triad Local Schools is pleased to provide affordable access to student drug testing at the request of the parents or legal guardian. With our **Opt In** student drug testing program we allow students not currently involved with extracurricular activities, as requested by parents within our school districts, to participate in the district’s random student drug testing program. Results are 100% confidential and reporting goes directly to the parents.

How the program works

- The parent/guardian can obtain our **Opt In** student drug testing consent within your district’s office.
- Read and sign the Informed Consent Agreement. The student must also sign this agreement.
- Turn in the signed agreement and payment for the cost of the student drug testing. Identification of students may be required at the time of testing.
- Upon completion of the testing, the Medical Review Officer will finalize results and will notify the parent/guardian of any positive testing results. **Results will not be released to any other party without written consent of the parent/guardian.**
- If a positive test result occurs, the parent/ guardian may request counseling or follow up testing within the program.

Our **Opt In** program is available to any student who is enrolled within the district. Great Lakes Biomedical will not attempt to diagnose substance abuse problems. We only want to provide another tool to parents and guardians in making informed decision on what might need to be done to help their children

Opt In Student Drug Testing Consent

STUDENT NAME _____

GRADE _____

AS A STUDENT:

I understand that I may be drug tested with my parents' consent under the Opt In student drug testing program. I understand this agreement is binding while I am a student in the school system.

STUDENT SIGNATURE

DATE

AS A PARENT/GUARDIAN/CUSTODIAN:

I understand that by signing this consent I will allow the school district to perform drug and/or alcohol testing on my son or daughter, the results of which will be released to me and only me.

PARENT/GUARDIAN/CUSTODIAN SIGNATURE

DATE

-----PARENT GUARDIAN/CUSTODIAN PRINTED NAME, PHONE, ADDRESS

APPOINTMENTS

Students must not leave the building during the school day without first reporting to the principal's office. Appointments with Doctors, Dentists, etc. should be made outside school hours if possible. If it is necessary to schedule an appointment during school hours, a note signed by a parent must be brought to the principal's office in the morning. A "Permit to Leave School" will then be issued to the student. A parent/guardian should sign students out in the office. When it is time for students to leave, they will be called to the office. The student must return this permit to the office (after it has been signed by the doctor, etc.) when he/she returns to school. Students should sign in at the office when they return to school. Every effort should be made to limit the time away from school during an appointment.

ATHLETIC ELIGIBILITY

- 1) To be eligible to participate in athletics at the beginning of the sports, season, the student must have passed 5 one credit courses or the equivalent, in the preceding 9 week grading period and maintain a 1.00 GPA.
- 2) A student who is declared ineligible at the end of a nine-week grading period during a sports season will be ineligible until the end of that grading period.
- 3) Must meet all other requirements set forth in the Triad Athletic policy.

ATTENDANCE

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit that the school wants to help students develop as early as possible. Beginning with the 2018-2019 school year, attendance is now based on hours instead of days. Students may be excused for 56 hours per school year, (8 school days). The State Department of Education dictates that a student may be excused from school for the following reasons:

1. personal illness
2. medical, dental or legal appointments
3. serious illness in the immediate family

4. death in the family
5. work within the home (within limits)
6. religious holidays
7. emergency or circumstances that constitute a good and sufficient reason for missing school.
8. quarantine of the home
9. vacation with prior notice given to the principal, (limited to 35 hours of the 56 hours allotted by policy,

Unexcused absences include (but are not limited to) the following:

- | | |
|-------------------|---|
| A. car trouble | G. haircut and beauty shop appointments |
| B. oversleeping | H. suspension from school |
| C. missed the bus | I. Truancy |
| D. baby-sitting | J. hunting |
| E. shopping | K. other absences not listed as excused |
| F. stayed up late | |

The High School office requires medical documentation within 48 hours. If the office has not been contacted regarding a student absence, the staff will contact every number on a student's Emergency Medical Form until we have spoken to someone in person. With the changes in state law, the school will contact parents regarding excessive absences, utilize the county attendance officer, when appropriate, hold attendance mediation hearings and will file charges with the Champaign County Juvenile Court as needed. The school has the right to initiate attendance mediation and/or file with the court if a student has met one of the following categories:

- 30 or more consecutive hours;
- 42 or more hours in one month; or
- 72 hours or more in a school year

If a student is less than 16 minutes tardy to school, the student will be assigned a tardy. If a student is tardy for more than 16 minutes, a ½ hour of absence will be charged. For every four tardies, one hour of absence will be charged to that student, which will count as part of the 56 hours a student is allowed to be absent.

****NOTE:** Students who exceed the 56 hours of excused absences, (excluding medical excuses), may be assigned to detention to make-up hours or they may lose credit for their classes.

****NOTE:** If a student has excessive unexcused absences/truancy, the school will contact the Bureau of Motor Vehicles and a student's driver's license may be suspended.

****NOTE:** If a student transfer to Triad from another Champaign County school, the number of hours they have missed will transfer with them.

ATTENDANCE – EXTRA CURRICULAR AND CO-CURRICULAR

Any student who reports to school late (after 11:00AM) will not be eligible to participate any extra-curricular activity that night. This will affect the following activities to be specific. This rule applies to students who are under suspension or expulsion from school or whose absence is unexcused.

1. Athletic teams (boys and girls)
2. Dances, meetings, etc.
3. Clubs or organizations
4. Plays
5. Any other school-sponsored activities not covered in the above four.

The only exception to the above would be as follows:

1. Student has a doctor's appointment and returns with a note from that office
2. Dental appointment and is covered by a note
3. Driver training appointment dealing with testing for permits or license and covered by a parent note
4. Other good and just causes approved in advance
5. Attendance at co-curricular activities is exempt from this requirement.

ATTENDANCE REQUIREMENTS (Triad Board Policy 9.193)

1. Charges may be filed in juvenile court against students who accumulate 30 consecutive unexcused hours; 42 unexcused hours in one month or 72 unexcused hours during the academic year.
2. A student may have 56 excused hours using a parent note in one school year (**including vacation**). Any additional hours of absence must be accompanied by a medical excuse. Failure to produce such an excuse within 48 hours of the student's return will result in denial of credit. **Unexcused hours of absences will count toward the accumulation of excused hours of absences.**
3. After 35 hours of consecutive medically excused absences home tutoring procedures need to be discussed with the principal.
4. Vacation days count as excused absences if the total number of days used for this type of absence does not exceed 35 hours per year. If a student takes 35 vacation hours in one semester and misses another day due to illness the student will be at the limit of days they can miss per semester.
5. The school reserves the right to contact the county attendance officer to make home visits at any time.

PLEASE NOTE: The limitations will also apply to individual courses on the student's schedule. For example, if a student is absent only from his/her first period class due to numerous reasons, he/she may lose credit for this particular course when the prescribed limits are reached. Students who exceed board policy limitations on the number of absences may lose driver's license or permit according to HB 204. Students who have an excused absence will be required to make up work missed in each class. Grades will be withheld in case make up work is not turned in. Students will get the number of days they missed to complete make-up work. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make up work is not an excuse for not doing missed assignments. **Students who are absent because of field trips are responsible for completing and submitting work by the original due date.**

BACKPACKS, BOOK BAGS, LARGE TOTE BAGS

For safety purposes, all backpacks, book bags, large tote bags, etc. must be stored in the student's locker upon arrival and remain there until the end of the school day. The office will have clear carrying bags available for purchase for students to transport their chrome book.

BULLYING

Harassment, intimidation, or bullying, in accordance with House Bill 276 and House Bill 116, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, personal digital assistant, or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity or on school provided transportation, that a reasonable person under the

circumstances should know will have the effect of:

A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; **and**,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

In accordance with state law, Triad High School has implemented the Olweus Bullying Prevention Program. This program uses the following four rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

BUS CONDUCT

Students who are riding to and from school on District provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Prior to Loading (on the road and at school):

Each student shall

Be on time at the designated loading zone 5 minutes prior to scheduled stop;

Stay off the road at all times while walking to and waiting for school transportation;

Line up single file off the roadway to enter;

Wait until the school transportation is completely stopped before moving forward to enter;

Refrain from crossing a highway until the driver signals it is safe to cross;

Properly board and depart the vehicle;

Go immediately to a seat and be seated

It is the responsibility of the parents to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the Trip:

Each student shall

Remain seated while the school transportation is in motion;

Keep head, hands, arms, and legs inside the school transportation at all times;

Not push, shove or engage in scuffling;

Not litter in the school vehicle or throw anything in, into, or from the vehicle;

Keep books, packages, coats, and all other objects out of the aisle;

Be courteous to the driver and to other riders;

Not eat or play games, cards, etc;

Not use nuisance devices, (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;

Not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the School Vehicle:

Each student shall:

Remain seated until the vehicle has stopped;

Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;

Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

BUS DISCIPLINE PROCEDURES:

- 1st Offense Write up for student to take home and have signed by parent and return to bus driver. A call from the transportation coordinator or bus driver will be made to the parent.
- 2nd Offense Letter will be sent home with copies of the conduct report and student may receive a one (1) hour detention after school.
- 3rd Offense Bus driver will give conduct report to transportation coordinator. The building principal will be notified and student may receive a three (3) day suspension of bus riding privileges.
- 4th Offense Bus driver will give conduct report to the transportation coordinator. The building principal will be notified and student may receive a five (5) day suspension of bus riding privileges.
- 5th Offense Bus driver will give conduct report to the transportation coordinator. The building principal will be notified and the student will be called to the office to meet with the principal and transportation coordinator. The student may receive a ten (10) day suspension of bus riding privileges.
- 6th Offense Bus driver will give conduct report to the transportation coordinator. The building principal will be notified and the student will be called to the office to meet with the principal and the transportation coordinator. The student may receive a suspension of bus riding privileges for the remainder of the school year.

NOTE: Depending on the severity and/or type of the infraction, the building principal has the authority to use the building discipline code and its stated consequences.

BUS VIDEOTAPES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

CELL PHONES/ELECTRONIC DEVICES: Cell phones, Ipods, and other electronic devices are permissible in the building with the expectation that they are turned off and kept in the student's locker, including ear buds. If a student would text parents asking to be picked up from school without the office's consent will be considered unexcused and a violation of the school's policy. Parents: please remember that some situations using the cell phone or electronic device, such as to take unauthorized pictures, pictures taken in the restroom, or harassment with the phone, can be considered a more serious offense that can lead to level III or IV consequences and could lead to legal action under state law.

CHANGE OF ADDRESS OR PHONE

Students are asked to notify the office anytime they have a change in their address, phone number or if there is a change in custodial parent guardianship. The parent/guardian is required to complete a "Change of Address" form and submit it to the high school office. This form is available on the district website.

CHEATING

See "Honor Code."

CHROMEBOOK RULES

Please refer to Final Forms.

COLLEGE CREDIT PLUS

Any student in grades 7 through 12 may enroll in a postsecondary program provided he/she meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Further information is available in the Guidance Office.

COLLEGE VISITATIONS:

Visitations to schools of higher learning are limited to two in the junior year and three during the senior year. These must be set up and approved by the counselor prior to the visitation. (No college visitations are permitted after April 30th unless prior approval from the Guidance Office is obtained). Juniors are allowed two excused college visits per year. Seniors are allowed three excused college visits per year. College visits do **not** count towards a student's attendance. Both juniors and seniors must arrange college visits that are to be during the school week through the guidance office. No more than four (4) students may visit a college as a group in one day. If a student has failed a course during a semester he or she may not schedule a college visit during that semester. **Make-up work is handled according to the field trip policy.** College visitations may be denied if students have a poor attendance pattern. A signed document from the college must be returned to the school in order for the absence to be excused. Students need to notify teachers at least one week in advance of a planned college visit.

COMMUNICABLE DISEASES

Casual-Contact: Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by local and state health departments.

Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

Non Casual-Contact: The school district has an obligation to protect staff and students from non-casual contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the county health department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the state board of health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CREDIT FLEX PROGRAM: Any student or parent that is interested in learning about the credit flex program should visit the district website or contact the guidance office.

DANCE GUIDELINES: The principal must approve ALL dances. Advisors and chaperones are responsible for the building and must clean-up the materials from the dance. No student over the age of 20 may attend a school dance. Any abusive or vulgar chants will cause the dance to be terminated. Chaperones have the authority to dismiss students from the dance at any time. All school rules apply at dances and proper dress attire is required. Once a student leaves the dance, he/she may not return unless authorized by a chaperone. Any student with multiple discipline referrals or behavioral infractions may NOT be allowed to attend dances. FACE TO FACE DANCING ONLY.

DIRECTORY INFORMATION/FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The school follows the guidelines of FERPA regarding all student records. Parents who do not want directory information released to college, universities and military recruiters should contact the Guidance Office. Directory information is as follows: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities/sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation and awards received.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the school to disclose any or all “directory information” upon written notification to the school.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in state and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

DISCIPLINE

1.General Building Discipline

Teachers and administrators share the responsibility of maintaining discipline in hallways, restrooms, and other areas outside of the classroom. If teachers warn students about misbehavior while in these areas mentioned, it is expected that such misbehavior will cease. If the misbehavior continues the student may be referred to the office. For obvious safety reasons – running in the halls is considered unacceptable behavior. Repeat offenders may receive disciplinary consequences. **If a specific behavior or action is not listed below, it should not be assumed there is no consequence.** This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. According to Section 3313.66 of the Ohio Revised Code, any inappropriate behavior directed toward an employee of a school district, even off school grounds, can be disciplined by that school district. The high school principal reserves the right to implement “No contact orders” between students if there are continued issues. If a student violates a “No contact order” a consequence may be assigned including charges filed with the Champaign County Sheriff.

Level I Violations: (including, but not limited to...)

1. **Minor class disruption (see Note #2)**
2. **Minor hall disruption (see Note #3)**
3. **Dress code violation (see Note #4)**
4. **Minor cafeteria disruption**
5. **Throwing objects (see Note #5)**
6. **Violations of individual classroom policies**
7. **Out of area without a pass or abuse of pass**
8. **Consumption of food or drink outside of cafeteria (see Note #6)**
9. **Tampering with or unauthorized use of computer or software.**
10. **First instance of unacceptable language, gestures or actions (Including, but not limited to profanity) (see Note #7).**
11. **When more than 3 points have accumulated due to Level I violations disciplinary action will advance to Level II.**

<u>First Offense</u> (no points given)	<u>1 Point</u> referral completed	<u>2 Points</u> referral completed	<u>3Points</u> referral completed
Teacher/student conference	Parent contacted	Parent contacted	Parent contacted
Teacher records date of violation in grade book	Office may assign a 1 hour detention	Office may assign 1 hour detention	Office may assign 2 detentions

NOTES:

1. Each minor violation, beyond warning level, may result in 1 point being added to the student file.
2. Minor class disruptions include excessive talking, getting out of seat, horseplay, etc.
3. Minor hall disruptions include shouting, running, pushing, etc.
4. For dress code violations see “Dress” in student handbook.
5. Throwing objects may be considered a Level II violation in some instances.
6. Food in the classroom...at the discretion of the teacher parties, special occasions, etc. pre-approved by administration and teacher course guidelines are allowed.
7. The first instance of unacceptable language – profanity, obscene language, gestures, signs, pictures or publications will result in a 60-minute detention.
8. Students who become chronic discipline problems may have unruly charges filed against them by the school.

Level II Violations: (including, but not limited to...)

1. **Defacing school property (see Note #2)**
2. **Cutting class (2 hour Thursday Night School for each period cut)**
3. **Disrespect toward staff**
4. **Cheating**
5. **Forgery/lying (forgery includes notes and excuses)**
6. **Truancy/leaving school grounds without permission (see Note #8)**
7. **7th tardy to school & each additional tardy beyond 6 (see Note #3)**
8. **Parking/driving violations (see note #4)**
9. **Cutting after school detention**
10. **Gambling**

11. Insubordination, including repeated BYOD or cell phone violations
12. Leaving the school building W/O permission
13. Second Instance of unacceptable language
14. Harassment/sexual harassment (see Note #6)
15. Trespassing
16. Bullying (See Note #9)
17. Violations of the Acceptable Use Policy

For 4-7 points	For 8-11 points	For 12-15 points	For 16-19 points
Discipline form completed	Discipline form completed	Discipline form completed	Discipline form completed
Parent contacted	Parent contacted	Parent contacted	Parent contacted
Office may assign a 3-hour Thursday night school	Office may assign a 3-hour Thursday night school	Office may assign a 6-hour Thursday night school	Office may issue 1-3 days of ISS

NOTES:

1. Each level II violation may result in 4 points being added to the student's file.
2. Defacing school property includes writing on walls, desks, other school property etc. which can be removed by routine cleaning.
3. A student who drives to school and is repeatedly tardy may lose his/her driving privileges.
4. Parking permits will be considered an activity and may be suspended as such for a variety of reasons, including, but not limited to, reckless driving on school grounds.
5. Insubordination includes back talk, refusing to comply with or carry out a reasonable request, failure to report to the office upon command, failure to serve or accept punishment of school personnel, leaving the classroom W/O permission, open defiance of school rules, etc.
6. First offense may result in a warning and/or recommendation for counseling.
7. When more than 19 points have accumulated disciplinary action may advance to level III.
8. There is zero tolerance for truancy in accordance of section 3313.534 of the ORC.
9. First confirmed instance of bullying or making a false allegation of bullying, will result in a 6 hour Thursday Night School. A second confirmed instance of bullying or making a false allegation of bullying will be elevated to a level 3 offense.

Level III Violations: (including, but not limited to...

1. Theft/possession of stolen property (see Note #2)
2. Possession/use of tobacco products, tobacco look alikes & paraphernalia: including vapes and electronic cigarettes. (see Note#7 and Note #10)
3. Fighting (see Note #3)
4. Destruction of property or vandalizing of private or public property
5. Verbal assault of staff member (see Note #6)
6. Profanity directed toward staff member (minimum 3 day OSS)
7. Failure to attend assigned Thursday/Friday night school or Saturday School
8. To be repeatedly involved in actions which disrupt the educational process
9. To repeatedly violate reasonable school rules
10. Threats of physical harm directed toward staff or students: verbal, written or

electronic.

11. Assault on other pupils: first instance may result in a 5 day out of school suspension. (see Note #8)

12. Trespassing during a suspension or expulsion

13. Sexting (See Note #9)

14. Second confirmed case of bullying or making a false allegation of bullying.

<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
Discipline form completed	Discipline form completed	Discipline form completed	Discipline form completed
Parent contacted	Parent contacted	Parent contacted	Parent contacted
Office may assign 3 day OSS	Office may assign 5 day OSS	Office may assign 10 day OSS	Discipline action taken to Level IV No activities for remainder of year

NOTES:

1. Each Level III violation may accumulate in the student's disciplinary file toward expulsion.
2. Students found guilty of stealing may be required to make complete restitution, and police action may be pursued. 1st incident of theft may result in 5-day OSS.
3. The first instance **may** result in 3 successive Thurs. Night Schools; second offense may result in a 5-day suspension.
4. Destruction of property includes damage which cannot be removed by routine cleaning. For example carving or scoring into materials, etc. At the student's expense the property will be repaired or replaced.
5. Students violating Level III for the first time, who have had no prior assignment to Thurs. Night School, Saturday School, or been previously suspended, may be assigned to three Thurs. Night Schools in place of three days OSS.
6. Verbal assault includes intimidation, insults, or in another manner abuse verbally or in writing any member of the school staff.
7. Tobacco violations may result in a 3-day OSS for the first offense.
8. In addition to a suspension, law enforcement will be contacted.
9. The possession, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, e-mailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.
10. At the principal's discretion the Teen Intervene Program may be used for first offense.

Level IV Violations: *(including, but not limited to...)* There is zero tolerance for the following in accordance with Section 3313.534 of the ORC.

- 1. Under the influence or in possession of alcoholic beverages, fireworks, pyrotechnics explosives, weapons (guns, knives, chains, clubs; and other items that could be used as a weapon), counterfeit drugs, inhalants, volatile liquids, or under the influence or in possession of drugs and related paraphernalia. (See Note #1)**
- 2. Distribution/sale of drugs, alcohol, or look-alikes.**
- 3. Possession of and/or use of weapons or look-alike. (A weapon is a device which may be used for offensive or defensive purposes, including, but not limited to, conventional objects such as guns, pellet**

guns, knives or club type implements. It may also include any toy, which is presented as a real weapon or, reacted to as a real weapon.

4. Physical assault on staff member or a student.

5. Extortion.

6. Arson

7. The act of (or attempted act of) committing arson, reporting false alarms, tampering with fire-fighting systems, extinguishers, and/or alarms, or inciting others to violence or disruption

8. Terrorist threats (e.g. Bomb Threats, Inciting Panic)

9. Reckless endangerment.

10. Possession and/or use of fireworks.

11. Numerous Level II, Level III and/or Level IV discipline violations.

Note: A student that is in possession or under the influence of prescription medications that are not prescribed for a student and handled by the school nurse can be considered as a Level IV violation.

Notes:

1. Novelty Fireworks, such as sparklers, smoke bombs, etc, will be considered a Level III violation. Consumer fireworks such as firecrackers, bottle rockets, etc., will be treated as a Level IV violation.

First and Subsequent Violations:

The following is the usual course of action taken by building administrators:

1. *Discipline form completed.*
2. *No activities for the remainder of the school year.*
3. *At the Principal's discretion the disciplinary action will be:*
 - a. *immediate 10 day suspension*
 - b. *recommendation of expulsion to the Superintendent*
4. *The police may be involved immediately on any Level IV violations.*

Descriptions of consequences:

3 Hr Thursday Night School: From 2:30 PM-5:30 PM OR the last evening of the school week.

6 Hr Thursday Night School: From 2:30 PM-8:30 PM OR the last evening of the school week

- Students who are suspended or expelled may not be present on school property or at school activities or contests or on property controlled by the school. Class work missed as a result of a suspension may be made up, but the grade will be based on 80% of the grade earned on the assignment.

This policy is to comply with Section 3313.66 and 3313.661 of the Ohio Revised Code as amended by House Bill 421 passed by the Ohio Legislature and effective September 1, 1967.

DRESS

Student dress is considered the responsibility of the parents. Any reasonable standard of dress is acceptable as long as it does not interfere with the health or safety of the individual or others, or does not interfere with the educational process. When dressing for school, students should ask themselves the following questions: Does my clothing expose too much? (no) Does my clothing advertise something that is prohibited to minors? (no) Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no) Am I dressed appropriately for the weather? (yes) Do I feel comfortable with my appearance? (yes) The following dress is generally inappropriate for school hours and should not be worn unless the principal determines that the attire does not interfere with the health or safety of the individual others, or does not interfere with the educational process.

- Any articles of clothing that have cutouts, excessive holes or see through elements

- Clothing that reveals undergarments
- Clothing that promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is of sexual nature, or is of a disruptive nature or is inappropriate for the school setting.
- Pants not worn on the waist
- Shirts, blouses, and dresses that do not cover the back, waist, midriff or shoulders
- Shirts, blouses and dresses that have excessive armpit cut outs.
- Hats (that includes hoods) during the teacher work day (7:00AM – 2:30PM).
- * Tank tops, tube tops and muscle shirt.
- * Shorts and dresses/skirts MUST be fingertip length when students are walking.
- * No low cut shirts/blouses that reveal excessive cleavage.

Determination of the appropriateness of dress shall be left up to the discretion of the principal. Students will be asked to change into acceptable dress – if they cannot, they will be placed in in-school suspension for the remainder of the day.

DUE PROCESS

Due process of law shall be given to each student in the event of suspension/expulsion in accordance with Sections 3313.66 and 3313.661 of the Ohio Revised Code.

EARLY GRADUATION

Questions about graduating early should be directed to the Guidance Counselor.

EIGHTEEN YEAR OLDS

Unless legally emancipated from parents all procedures that apply to underclassmen in terms of signing out, providing written excuses for absences, field trip forms will apply to those students who have turned 18. This policy includes withdrawing from school. All school policies and codes of conduct apply to 18 year olds.

ELECTRONICS

All electronic devices not directly related to an educational setting are not to be brought to school. They disturb classes and are often lost or stolen. These items may be confiscated and turned in to the office with appropriate action being taken. ***TRIAD LOCAL SCHOOLS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

EMERGENCY RELEASE FORM

At the beginning of each school year, parents are asked to complete an emergency procedure form. All required forms will be completed on-line using the Final Forms system. This provides the necessary information that is required for the school to take action in case an individual emergency arises. This is a very important part of the students' records.

EMERGENCY RELEASE FORMS DUE – August 30, 2019.

IF A STUDENT FAILS TO TURN IN THIS FORM ON THE DATE ABOVE, THE STUDENT WILL NO LONGER BE PERMITTED TO ATTEND SCHOOL UNTIL THE OFFICE RECEIVES THE FORM. THE EMERGENCY RELEASE FORM IS CONSIDERED PART OF THE REGISTRATION PROCEDURE, WITHOUT IT A STUDENT CANNOT BE CONSIDERED REGISTERED.

EXAMS, FINAL STUDENT PRODUCTS, CAPSTONE PROJECTS

A final student product will be required in all classes; each student product or exam is worth 20% of the final grade in each course. Teachers have the option to assess student mastery of the material in multiple ways, including portfolios, capstone projects, etc.

EXTRA-CURRICULAR ACTIVITIES

The Triad Local Board of Education believes that extra-curricular activities are necessary to supplement the curriculum of the school and to provide a wider base for the development of each child. A wide choice of extra-curricular activities is offered to meet the many needs of students. Each of these activities is unique unto itself and requires a unique governing system. For this reason, membership and participation in each activity is self-determined and described fully in the constitution of each individual activity. Development of the constitution, by laws and/or rules of operation is assigned as a duty of the activity advisor, teacher or coach.

I. Membership in Extra-Curricular Activities:

- A. May be determined by election of the student body or member of the faculty according to the provision stated in the constitution of that activity.
- B. May be determined by tryout by the advisor, teacher, or coach.
- C. May be limited to students honored by academic standards.
- D. May be limited to students by grade level.
- E. May be limited to students by age.
- F. May be limited to students who demonstrate predetermined levels of competition or achievement.

II. Denial of Participation:

- A. Students may not participate in any extra-curricular activity unless they arrive by 11AM the day of the activity or unless they are excused by the administration for one of the following reasons:
 1. Routine doctor appointment with written permission to participate from the attending physician;
 2. Attendance at a funeral;
 3. Dental appointment covered by a note
 4. Absences approved in advance such as college visitation;
 5. Other good and just causes approved in advance by the principal.
- B. Students expelled or suspended from school under Section 3313.66students are not eligible to participate in extracurricular activities during the period of the expulsion or suspension.
- C. Students may be denied participation:
 1. By vote of the activity membership where provided by its constitution.
 2. By disciplinary action of advisor, teacher or coach, for infraction of any rules of participation provided in written form to each participant by the advisor, teacher, or coach.
 3. To limits established in the constitution and/or rules of participation provided each student by the advisor, teacher, or coach.
 4. Unpaid school fees
- D. Students will be notified of a denial of participation by the activities advisor, teacher, or coach:
 1. Verbally (or)
 2. In written form when requested by the student, parent, guardian, or custodian.

E. Appeals:

1. May be submitted to the building principal in writing within five (5) school days of the notification of denial of participation for non-athletic activities.
2. For athletics may be submitted to the Athletic Director in writing within five (5) school days of the notification of denial of participation.
3. Will be heard within five (5) school days of receipt of the appeal.
4. A final decision will be announced 48 hours after the hearing.

FEES

Fees can be paid starting September 3rd. All fees should be paid by October 1st. If full payment is not an option, it is suggested that 1/3 of a student's school fees should be paid by September 13th; 1/3 should be paid by December 20th and the last 1/3 should be paid by March 31st. Failure to pay school fees may result in students being denied participation in school activities such as dances, (including Homecoming activities and Prom), assemblies/programs, field trips, etc. Pay to Participate fees must be paid before the first meeting of that activity. Payments may be made using Pay For It.

FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. These trips are a privilege and as such students may be banned from trips if they have too many absences, are doing poorly in class, have failed to make up work from previous trips, or for other reasons deemed appropriate by the administration and/or supervising teacher. In deciding to attend a field trip students accept full responsibility for his/her actions while on the trip.

FOOD AND DRINK

Students should not eat or drink (pop, juice, etc.) while in the hallway and classrooms. The auditoria during regular lunch periods is the acceptable place to consume beverages and food items. Students are not permitted to purchase food or drinks from the machines during school hours. Students are not to have unsealed beverages outside of the auditoria during the school day, unless the situation has office approval. Water is permissible with office/teacher approval.

FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

FREE AND REDUCED LUNCH

Students who qualify for free or reduced lunches may secure the appropriate forms from the high school office.

FUEL ED

The state of Ohio has created the FUEL ED program as an umbrella for all non-traditional learning options, such as online classes, post-secondary classes, credit flex programs, etc. Any student or parent interested in the FUEL ED program should contact the Guidance Office.

FUND RAISING

Student organizations may ask their members to participate in a variety of fundraisers

during the course of the year. Students are reminded that when they participate in a fund raising activity they assume full responsibility for all items taken to sell and they are responsible to turn in all monies collected in association with that fundraiser. Students who fail to return unsold items or the appropriate amount of money will not be allowed to participate in future fundraisers for any student organization. The unpaid money and/or returned items will be treated in the same manner as unpaid fees.

GRADING SYSTEM

*All grades appearing on the grade card will be recorded in letter format. “A” indicates superior work. “B” indicates work of good quality. “C” indicates work of average quality. “D” indicates work below average. “F” indicates work that is failing and no credit toward graduation. “I” indicates work is incomplete and must be made up within two weeks or the “I” converts to an “F”.

Teachers carry the responsibility for their own grades. The grade book must justify grades placed on student report cards. The data recorded in the grade book or electronic grade system must be able to justify grades placed on student report cards. It is suggested that at least 1 grade per week be recorded with supporting detail for the grade kept on file by the teacher. If a report card grade is challenged and the principal finds that the grade is substantiated by supporting data the teacher’s professional judgment is final. The grading system used to record grades in the Progress Book (e.g. percentage, total points, etc.) is up to the professional judgment of the teacher. He/she must record the final grade in letter format. Students should be notified of teacher’s grading system during the first week of the course. Students enrolled in an AP course or the equivalent College Credit Plus course, will use a 5 point GPA scale.

The following is the required grading scale:

Grading Scale

Weighted Grading Scale (AP, CC+)

<u>SCALE</u>	<u>POINTS</u>	<u>SCALE</u>	<u>POINTS</u>
100-99 = A+	4.0	100-99 = A+	5.0
98 –94 = A	4.0	98-94 = A	5.0
93 – 90 = A-	3.7	93-90 = A-	4.7
89 – 88 = B+	3.3	89-88 = B+	4.3
87 – 84 = B	3.0	87-84 = B	4.0
83 – 80 = B-	2.7	83-80 = B-	3.7
79 – 78 = C+	2.3	79-78 = C+	3.3
77 – 74 = C	2.0	77-74 = C	3.0
73 – 70 = C-	1.7	73-70 = C-	2.7
69 – 68 = D+	1.3	69-68 = D+	2.3
67 – 64 = D	1.0	67-64 = D	2.0
63 – 60 = D-	0.7	63-60 = D-	1.7
59—00 = F	0.0	59-00 = F	0

In addition to an academic grade, students will also receive a rating on their work ethic and conduct. The characteristics of a good work ethic include: completing classwork and homework on time; on time and prepared for class; works well independently and with others and does not give up easily. The characteristics of good conduct includes: respects self, others and property; follows all directions given; accepts responsibility for personal decisions and actions; and demonstrates appropriate social interactions and good citizenship. Students will receive a rating using the following scale to measure the aforementioned characteristics: O: Outstanding – meets and surpasses all characteristics; S: Satisfactory – meets all characteristics; N: Needs Improvement – meets some characteristics; U: Unsatisfactory—rarely meets characteristics.

HARASSMENT

All persons associated with Triad High School, including, but not necessarily limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

DEFINITION OF HARASSMENT:

Sexual Harassment

- A. Verbal: written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- B. Nonverbal: placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gesture, sounds, leering, whistling and the like.
- C. Physical Contact: threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

- A. Verbal:
 - 1. Written or oral innuendos, comments, jokes, insults, threats, disparaging remarks, or hate speech concerning a person's gender, national origin, religious beliefs, etc.
 - 2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- B. Nonverbal: placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures.
- C. Physical: Any intimidating or disparaging such as hitting, hissing or spitting on the person.

What To Do If You Are Harassed

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Triad Local Schools should promptly take the following steps:

A. If the alleged harassed is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident contact the principal or assistant principal.

B. If the alleged harassed is the student's principal, the affected student should as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as it be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside the investigation. If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the harassment or its recurrence. All students are expected to act responsibly, honestly, and with the utmost

candor whenever they present sexual harassment allegations or charges against fellow students, a staff member, or others associated with the District. Some forms of sexual harassment of a student by another student or staff member may be considered a form of child abuse, which will require that a report be made to the proper authorities.

HAZING

Triad High School, in order to maintain a safe learning environment for all students, will not tolerate hazing of students and prohibits hazing at all times. Hazing means any conduct or method of initiation into any student organization on public or private property, which will fully causes or creates a substantial risk of causing physical or mental harm to any student, another person and/or property. A person who believes they have been the victim of hazing or with any knowledge or belief of conduct that may constitute hazing should speak with the principal, teacher or coach. Upon receipt of such complaint the building principal or his designee shall conduct an investigation as soon as possible.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students in the district. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Brooke Perry, the county attendance officer is also the district liaison for homeless students. She can be reached at 937-869-1035.

HONORS DIPLOMA

Students who complete a college preparatory curriculum, a 2-year vocational program, plus criteria established by the State Department of Education are eligible to be awarded an honors diploma. Specific requirements are available in the guidance office.

HONOR ROLLS

The Honor Rolls recognize students who have achieved academic success in their classes. The three separate rolls are:

- a. Hall of Fame – 3.75 - 4.0
- b. Honor Roll - 3.401 – 3.749
- c. Merit Roll - 3.00 - 3.400

In order to earn a place on the honor roll, a student must not have a grade lower than a C-. At the end of each grading period, a list of honor roll students will be sent to the newspaper for publication. Students who are on the honor roll all year will be recognized at the Spring Awards Program.

LOCKERS

Students will be assigned lockers by the office before school. To secure the lock combination the students must contact the office and the combination will be issued. These lockers remain the property of the Triad Board of Education and are supplied for students' use for storing personal belongings and books. They are at no time to be used for storing articles that are against the law, against the rules of the school, or serve no useful purpose for school related activities. The administration reserves the right to inspect any locker and the contents at any time that it is suspected of containing any objectionable or unlawful material. In order to insure proper care and treatment of lockers, students are to keep lockers locked at all times, are not to stick

anything on the face of the locker, and are not to be in another person's locker.

LOST AND FOUND

If you find an item that does not belong to you in the building or on the school grounds, turn it into the office. If you lose an item at school, check with the high school office to see if it has been returned. At the end of each semester, the school reserves the right to dispose of the items in the lost and found area. **If lost items are brought to the office and they contain illegal substances/objects as defined in the Handbook, the student to whom it belongs may receive disciplinary action.**

LUNCH/BREAKFAST

Student Lunch will be \$3.00 and Adults will be \$4.00, (including milk). Milk is \$0.45. Reduced lunch is \$0.40

During lunch the following guidelines are to be observed:

- 1) Students at lunch are not permitted to be in lockers without a pass.
- 2) After you finish eating remain in the auditoria
- 3) No food is to be taken out of the auditoria.
- 4) Students must have a pass to leave the auditoria during lunch.

Breakfast items will be sold from 7:00-7:15 and may be consumed in first period classes. All items must be consumed by 7:30 and only items purchased from the kitchen can be consumed during class time.

It is the responsibility of the parents to provide lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch. A student may charge two (2) meals in succession before being served an alternative meal. An alternative meal consists of a cheese or peanut butter sandwiches, fruit, and milk. A student's parents will be notified of the delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school. Last day to charge a meal is May 8, 2020. Parents may also pay for school meals via the Internet through the District's Nutrition Services website.

MAKE-UP WORK

Students who have excused absences from school are permitted to make-up work missed in class. Students are permitted to have the number of days they missed to complete make-up work. **At the end of a semester, all outstanding work must be completed within two weeks or the students Incomplete will be changed to F.** Work missed due to a field trip must be turned in by the original due date unless prior arrangements are made with the classroom teacher who has assigned the work.

MEDIA CENTER

Students are encouraged to use the Media Center for classroom assignments as well as for recreational reading. The Media Center is meant to be a quiet place for you to work. Each student must have a pass issued by one of his/her teachers, to come to the media center. Unless stated otherwise, the pass will be valid for the entire period for which it is issued.

A. Rules

1. Students may whisper quietly only among people at their table
2. Students are not permitted to have candy, gum, food or drink in the Media Center
3. Students must be courteous and polite to others at all times
4. Students may only sit four at a table
5. Students must sign the log sheet to use the computer

B. Consequences

1. Verbal Warning
2. Students will return to class/study hall
3. Repetition of this behavior upon future visits to the Media Center will result in the student losing Media Center privileges for two weeks.
4. Continued violation of Media Center Rules will result in students losing Media Center privileges for the remainder of the semester
5. The Media Specialist reserves the right to complete an office referral at any time.

C. Circulation Procedures

1. Most books may be borrowed for a two-week period. Designated Encyclopedias may be borrowed on an overnight basis, due to high demand of these books.
2. Fines
 - a. An overdue fine of 5 cents per day will begin to accumulate the day after the book is due.
 - b. Removal of spine labels, barcodes will result in a 75-cent fine
 - c. A book overdue for more than one month will be considered lost. Full replacement cost will be charged.
 - d. Appropriate fines will be assessed to any book that is damaged beyond normal wear
 - e. Media Center fines accumulate from one year to the next, just as any other unpaid fees.
 - f. All fines are to be paid to the Media Specialist.

MEDICATIONS

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parents. This document shall be kept on file in the nurse's clinic Only medication in its original prescription bottle, labeled with the date of the prescription, student's name, and exact dosage will be administered. Parents, or students authorized in writing by physician, may administer medication or treatment. These medications must be administered from the high school clinic. With office approval students with chronic health problems which require immediate medication (e.g. asthma) may carry the medication. Forms necessary for the administration of medicine, both prescribed and non-prescribed, can be found at the link provided below:

<http://www.triad.k12.oh.us/administrativeDepartment.aspx?aid=20>

NATIONAL HONOR SOCIETY

National Honor Society Selection Procedure

The following procedure will be used in selecting students for membership in the National Honor Society.

1 - The National Honor Society advisor will determine those full time junior and senior students who meet the grade point average requirement for selection. The cumulative grade point averages determined by the student's semester averages obtained during their 9 – 10 – 11- 12 years. Any junior or senior with a cumulative GPA of 3.5 or higher is eligible. Students must be enrolled at Triad at least one full semester prior to their consideration for membership. Points will be assigned to the grade point averages as follows: 4.0=40, 3.9 = 39, 3.8 = 38, 3.7 = 37...3.5=35. The number of points will be used in determining the student's overall eligibility.

The National Honor Society advisor will notify students with 35 points or more, asking them to submit the Student Activity Information Form (S.A.I.F.) Only students submitting the S.A.I.F. will receive consideration for membership.

2 - Each student candidate must complete the Student Activity Information Form and submit it to the National Honor Society advisor by the specified time. Points will be assigned as follows: 1 or 2 years of participation = 1 point, 3 or 4 years of participation = 2 points. A maximum of 30 points may be achieved on the S.A.I.F. Students will be required to complete an essay addressing their own personal character and leadership qualities. Students are also required to have two individuals of their choosing to complete evaluation forms pertaining to the worthiness of the student to be a part of the organization. Of these evaluations one must be from an individual outside of the Triad staff. The essays and evaluations must be attached to the S.A.I.F. form in order to receive further consideration in the selection process. (The faculty will be able to utilize these essays and evaluations when evaluating each candidate's qualities in the areas of leadership and character.)

3 - Students who have composite scores of at least 60 points on the S.A.I.F. and the grade point average will be submitted to the faculty for rating and evaluation. The faculty will be asked to rate each candidate within the areas of leadership, character and service. These categories come from the National Honor Society handbook and serve as the recommended standards for national chapter requirements. The faculty will rate each candidate on 1 – 5 scale for each category. The mode of the accumulated rubric scores must be a 4 or 5 in order for the candidate to be granted NHS membership. Comments will not be included on the faculty evaluation form and the faculty committee will only use the three scores to issue a membership invitation.

4 - NHS membership requires that each candidate have the following:

- Minimum 3.5 GPA
- At least 60 points on the S.A.I.F. and the GPA.
- Appropriate score on the character and leadership faculty evaluation.

5 - To maintain membership, members perform 10 hours of volunteer service within the Triad community for each semester and during the summer.

National Honor Society Dismissal Procedure

1. The National Honor Society advisor, along with the faculty committee will monitor student compliance with the rules and regulations of the National Honor Society. The advisor and faculty committee will monitor community service questions/concerns and violations.
2. Members who fall below the standards which were the basis of selection (academic, service), the National Honor Society constitution and by-laws, or who exhibit breeches in conduct contrary to the standards of character and leadership, to which NHS members should aspire, shall be promptly warned in writing by the National Honor Society advisor and given a specific time for compliance.

In the case of a flagrant violation of school rules or civic laws a member does not have to be warned. Copies of the warning letter will be supplied to members of the faculty

- committee for review.
3. Students who fail to correct the deficiency within the specified period of time will be brought before the faculty committee for an informal hearing. The faculty committee will review the situation and determine whether; additional time should be given for compliance, further disciplinary action should be taken, or if the member should be dismissed. The student has the right to be present at the faculty committee hearing. The student and the parents will be notified in writing of the disposition of the faculty hearing. Any member of the National Honor Society who has resigned or been dismissed from the membership, is never again eligible for membership in the National Honor Society.
 4. The principal reserves the right to approve all chapter activities and decisions, including selection and dismissal.
 5. A member who has been dismissed has the right to appeal that decision to the building principal. Following the hearing with the principal, if the member is dissatisfied with the decision the member may appeal to the Board of Education. The member has the right to be represented at the appeal and request the appeal to be held in executive session.
 6. The faculty committee will help with the contacting of advisors, supervisors, coaches, teachers, etc. in order to verify S.A.I.F. information, if deemed necessary.

OHIO HI-POINT JVS

Students interested in attending Hi-Point during their junior and/or senior years should take a social studies course as a freshman and sophomore, and a mathematics course the freshman and sophomore years. Anyone who is interested should talk to the counselor, or principal, about Hi-Point.

A student who attends Hi-Point will have the same graduation requirements as those completing their education at Triad. These requirements include 4 English courses, 3 social studies courses, 3 math courses, 3 science courses, ½ phys. ed., and ½ health. A JVS student is required to have 21 credits to meet graduation requirements. **Students who return from JVS and fail to complete their program will be required to have 21 credits to graduate.**

POSITIVE BEHAVIOR

In an effort to create a positive atmosphere and to cultivate positive behavior in our students, Triad High School has adopted the following guidelines: RESPECT SELF, RESPECT OTHERS and RESPECT PROPERTY.

P.A. ANNOUNCEMENTS

Announcements will be read during first period. These announcements will be posted outside the main office and on the website. Announcements will be given over the public address system at the end of the school day. Every effort will be made not to interrupt classes with intercom announcements.

P.D.A.(Public Display of Affection)

The administration and staff of Triad High School feel that the school setting is not the place for an open display of affection. Holding hands is considered the only acceptable display of affection at school.

REMAINING AFTER SCHOOL

There are times when students need to stay after school to work on projects, etc. There is no problem with this as long as you have arranged in advance for proper supervision by a member of the faculty, and transportation home. If you do not have supervision, you are not to be in the building before 7:00AM, or after 2:20PM.

SCHEDULE CHANGES FOR HIGH SCHOOL STUDENTS

Any schedule changes must be handled through the counselor or principal. Some general guidelines have been established:

- 1) Schedule changes will take place through the principal and the guidance counselor, only.
- 2) A valid reason must be given for the change. The following are the only reasons that will be accepted for changing a schedule:
 - a) Teacher Initiated
 - b) Prerequisite Lacking
 - c) Needed for College Entrance
- 3) Schedule changes will require parent's signatures as well as teachers. These schedule changes are to be made prior to the start of the new semester.
- 4) No schedule changes will occur after the first week of a semester unless there are extenuating circumstances. Ex. – The Spanish II teacher discovers that you have been misplaced and should be in Spanish I.
- 5) These same rules apply at the beginning of each semester and to new students.
- 6) Any course dropped after the first 3 weeks for reasons other than those listed in #2 will result in withdrawal with a failing grade for the year or semester.

SCHEDULE SHEETS

Student schedules are distributed prior to the beginning of the 1st semester for the entire year. If students lose their original schedule, they may receive another copy in the office.

SEARCH & SEIZURE CLAUSE

The school reserves the right to impose a search and seizure of a student's materials (purse, book-bag, gym bag, clothing, locker, automobile, etc.) if there is a reasonable suspicion that illegal or unlawful materials are being held in that area. This is vital to maintain the security and safety of the student body and the staff. If a student refuses to cooperate the sheriff may be contacted.

STUDENT PARKING LOT REGULATIONS

The student parking lots are clearly marked as you enter school property. These are the only areas in which students are allowed to park. Orderly parking must prevail in this area. Students are not permitted to visit these parking areas during the school day unless they have verbal or written permission from the principal. Any student in the parking area during the school day, without written permission from the principal, will be subject to disciplinary action and may also have his/her parking privileges revoked. Students are not permitted to park in the teacher parking areas.

All students must have a parking tag displayed. Parking tags may be purchased from the office for \$15.00; these tags are good **for one academic year only**. Proof of insurance, registration and driver's license must be presented to secure a tag. Driving to school is a privilege and not a student right. The following regulations apply to all students who drive to school. Any student violating these regulations is subject to loss of privileges:

1. Speed on school grounds will not exceed 10 mph
2. Speed in the school zone will not exceed 20 mph
3. Student must park in their assigned area
4. Students may not drive recklessly
5. Students must yield to all pedestrians on school grounds

6. Students may not pass buses in the parking lot.

Note: The school reserves the right to tow, at the student's expense, a vehicle that does not have a proper Triad High School parking permit.

STUDENT CONGRESS ELECTIONS

A. Election of Congress President and Vice-President.

1. Any person wishing to run for the office of President or Vice-President of Congress must fulfill the following requirements:
 - a. Be either a sophomore or junior at Triad.
 - b. Be a fulltime student at Triad Local Schools
 - c. Have a 1.67 GPA or better
 - d. Run as a team for President and Vice-President
 - e. Fill out a completed application from the Advisor
 - f. Complete a petition that has the signature of 45 currently enrolled Triad High School students
 - g. Complete a formal interview with the Advisor and the Principal. This interview is the final step to be eligible for the election and it will determine eligibility. This interview may be waived by the Advisor.
 - h. If no one applies for either office, the positions will be appointed by the Principal and the Student Council Advisor.

B. Election of Class Officers

1. Any person wishing to run for the office of President, Vice-President, Secretary, Treasurer, or Student Congress Representative of their class must fulfill the following requirements:
 - a. Be a full time student at Triad High School
 - b. Have a 1.67 GPA or higher
 - c. Fill out a completed, written application from the Advisor
Complete a petition that has the signatures of 25 currently enrolled members of their class
 - d. Complete a formal interview with the Congress Advisor and Class Advisor. The interview is the final step to be eligible for the election and will determine eligibility. This requirement may be waived by the advisor.
 - e. The Congress Advisor will compose a slate for class officers.
 - f. If no one applies for a class office, the position will be appointed by the Class Advisor and the Student Congress Advisor or it may be left unfilled.

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff member's directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. Adult students (age 18 or older) must follow all school rules.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the school via e-mail and/or facsimile by filling out the appropriate form available in the high school office. Parents are encouraged to build a two-way link with their child's

teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT SERVICES

Triad provides students with the following specialized services:

Guidance Program: This involves career guidance, college enrollment information, financial aid, personal or group counseling services, testing information and school records.

Transportation: The transportation coordinator plans daily bus routes, trips to extra-curricular activities and field trips. The transportation coordinator is housed in the central office annex.

Health: Triad employs a full-time nurse. She is housed in the elementary building but rotates between all three buildings. All routine health screenings and emergency illnesses are handled through the clinic located in the high school office complex.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent/guardian on file in the high school office. If any information on this form changes throughout the year, the parent/guardian needs to correct the form that the school has on file.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the high school office.

STUDY HALL RULES

A student may schedule one study hall per semester. The rules for all study hall are:

1. Each student is responsible for having something to do.
2. No sleeping.
3. Students must have permission to leave their seats.
4. Students may **not** work together, unless they have permission to work on a academic assignment.
5. No talking (unless students have followed rule 4).

SURVEILLANCE CAMERAS

The high school is equipped with a system of surveillance cameras, which were installed as a means of promoting student safety. The images captured by the cameras may be used to enforce the student code of conduct as they assist school authorities in determining fair and appropriate disciplinary measures.

TARDIES/EARLY SIGN-OUT

Tardies to School

If you report to school after the tardy bell has rung at 7:20 you must report to the office to get an admission slip. After 6 tardies in a semester, the student will be assigned an after school detention for any subsequent

tardies. For a tardy to be excused you must have a note from parents or they must call the office. Acceptable reasons for tardiness are found on pages 14-16 under section for “Excused Absences.” However, there is a limit of six excused/unexcused tardies/early sign-outs per semester.

Tardies to Class

The office will track Tardies to class. Students late to class will secure a tardy slip from the office. If you are tardy to class the following process will be used each semester. On the 7th tardy the student will be referred to the office. Each subsequent tardy will result in another office referral and an additional detention will be assigned.

Early Sign-Out from School

If a student is signed out with less than one hour of the school day remaining, they will be listed as being signed out early. Early sign-outs from school AND tardies to school are limited to six per semester with a note from home. Once a student has accumulated six (6) tardies AND/OR early sign-outs, they will be assigned a one hour detention for each additional tardy and/or early sign-out, (starting with the 7th occurrence).

If a student arrives to school late, the amount of time will be rounded to the nearest ¼ hours. If a student is tardy 1-15 minutes late, a ¼ hour of absence will be assigned; 16-30 minutes, a ½ hour of absence will be assigned, etc. The amount of time a student is tardy will be considered part of the 56 hours of absence that is allowed by the school.

TELEPHONE

The office phone may be used for emergencies only. (You may not use the office phone for items you forgot to bring, i.e. Lunch money, uniforms, PE clothes, permission for early dismissal, or bus passes, etc.) Students are **not** to use school phones located in the various classrooms.

TEXTBOOKS

Textbooks are provided at public expense for all students who are responsible for returning all books issued to them at the end of the semester, or year, showing no more than normal wear. Fines will be assessed in all cases where books show evidence of carelessness on the part of the student. Lost textbooks must be paid for at once. The price will be the replacement cost. If the books are found, the payment will be refunded.

Fines will be assessed as follows:

Marks - \$.25 (each)

Torn page - \$.25 (each)

Broken binding/defaced cover – 1/3 cost of textbook

Missing/destroyed front/back – ½ cost of the textbook

VACATION

Each student is entitled to 56 excused hours of absences per school year. A student may use 35 of the 56 total hours for vacation during the school year, as long as the parent/guardian has notified the high school office by completing a student vacation request form at least 48 hours prior to the start of the vacation.

Vacation days will **not** be approved for days when state tests are being administered.

VALEDICTORIAN, SALUTATORIAN (Seniors)

Class rank is figured at the end of the third 9 weeks grading period during the 2nd semester. Candidates for valedictorian and salutatorian must be from the class, which is graduating. Candidates for early graduation will not be considered for either of these honors.

VISITORS

Parents are invited to visit the school as frequently as they want. Pre-school or school age visitors or other unapproved guests are not permitted at any time, (including lunch). Any visitors should first go to the office to pick up a visitor's tag to see a teacher.

WEATHER EMERGENCIES/CANCELLATIONS

The district will utilize the School Messenger phone messaging system. Please make sure that you inform the high school of any telephone number corrections that need to be made during the school year.

WITHDRAWAL FROM SCHOOL

Any student withdrawing from school should report to the office before the first period and obtain a student withdrawal form. This sheet is to be signed by each of your teachers, the media specialist, and the secretary to show that you have turned in all books, chromebook and paid all fines. This sheet is then returned to the office during the last period, or immediately after school.

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, is he/she is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

WORK PERMITS

Work permit applications may be secured through the high school office. Upon completion of the application the student returns the application to the office where the work permit is completed on-line with the Wage and Hour Division of the State of Ohio.

TRIAD SCHOOLS HONOR CODE FOR A COMMITMENT TO EXCELLENCE

Triad Local Schools strive to uphold the highest level of personal characteristics within its learning environment to effectively promote students, staff, and parents to serve as productive and contributing members of society. This honor code has been implemented to aid in the achievement of all participants in the educational community. In order to achieve success, Triad students, staff, and parents must embody the following ideal character traits:

1. HONESTY

-ethical –straight forward –fair -possesses integrity –candid –just –truthful –direct -does own work -willing to admit mistakes –principled -sincere

2. RESPONSIBILITY

-dependable –punctual -hard working -follows instructions -mature decision making -obeys school rules-accepts consequences for actions-diligent -doesn't make excuses - turns in completed assignments

3. RESPECT

-polite -positive self-esteem –courteous -maintains good hygiene -speaks kindly to others

-open-minded -does not backtalk to others -treats others with dignity-well-mannered
-tolerant of others differences –civil

4. OPTIMISM

-positive attitude –encouraging –enthusiastic –hopeful –confident –cheerful –supportive
-eager to learn - happy disposition -voices concerns appropriately -does not whine

5. COOPERATION

-volunteers -willing to forgive others -takes turns -gets along with others -does things gladly
-able to improvise -strives to communicate effectively-displays school spirit and good
sportsmanship-seeks appropriate help when needed

These five character traits are the necessary elements in a commitment to excellence. Violations that infringe upon this commitment are, but not limited to, the following:

Plagiarism – The intentional misrepresentation of another’s words, ideas, and/or work as your own.

Example: Borrowing information or facts that are not common knowledge without proper documentation and bibliography; submitting work that was prepared by another individual or retrieved from the internet or other resources.

Cheating– The intentional unauthorized giving or receiving of information or copying another person’s and/or student’s work, whether in parts or whole, in order to gain an unfair advantage in academic or extracurricular work. Example: Copying or allowing others to copy academic work, including tests, homework, worksheets, etc.; unauthorized use of study aids, including cheat sheets, stolen/borrowed tests, notes, agendas, books, computer, calculators, or other data; destroying another individual’s work or projects.

Lying – The intentional act of deception by telling a falsehood or untruth, whether oral or written. Example: Forging any school document; deceiving staff members; faking illness to gain extra time for academic work.

Toleration –The intentional knowledge and acceptance of any of the above violations. Example: Knowing your peers are exchanging homework and not reporting the violation; witnessing the destruction of someone’s work and not reporting it; observing peers cheating on a test and not reporting it.

Violations of the Honor Code

- First Offense -**
1. Student will be assigned an alternative assignment.
 2. Student may receive a 1 hour detention.
 3. Parents will be notified of the violation.

Second Offense – Same Course

1. Student will be assigned an alternative assignment.
2. Student may receive a 3 hour detention.
3. Parents will be notified.
4. Student will be placed on Academic Probation.

Two Courses

1. Student will be given alternative assignments.
2. Student may be required to serve a 6 hour detention per offense.
3. Parents will be notified of the violation.

Third Offense – Same Course

On the 3rd offense, student will be removed from the class and receive an “F” for the course.

Two Courses

Procedures will follow those of both a first offense and a second offense same course.

Multiple Courses (3+ courses)

Procedures will follow those of a second offense in two courses.

School personnel will not provide letters of recommendation and reserve the right to retract letters of recommendation that have already been issued.

***Note: Since a student can only have one study hall per semester, any student who is removed from a class for honor code violations and already has a study hall will have to take another course in Isolated Student Study.**

****Violations of Toleration will be classified as a Level I violation in the Discipline Code.**

***** Academic Probation prevents a student from all field trips for 9 weeks.**

APPENDIX A

Triad High School 2019-2020

Regular Schedule

1st Period: 7:20-8:12

2nd Period: 8:16-9:07

3rd Period: 9:11-10:02

4th Period: 10:06-10:57

5th Period A: Lunch 10:57-11:27; Class 11:31-12:27

5th Period B: Class 11:01-11:27, Lunch 11:27-11:57, Class 12:01-12:27

5th Period C: Class 11:01-11:57, Lunch 11:57-12:27

6th Period: 12:31-1:21

7th Period: 1:25-2:20

1 Hour Delay Schedule

1st Period: 8:20-9:02

2nd Period: 9:04-9:45

3rd Period: 9:49-10:30

4th Period: 10:34-11:15

5th Period A: Lunch 11:15-11:45, Class 11:49-12:45

5th Period B: Class 11:19-11:45, Lunch 11:45-12:15, Class 12:19-12:45

5th Period C: Class 11:19-12:15, Lunch 12:15-12:45

6th Period: 12:49-1:35

7th Period: 1:39-2:20

2 Hour Delay Schedule

1st Period: 9:20-9:52

2nd Period: 9:56-10:27

3rd Period: 10:31-11:02

4th Period: 11:06-11:37

5th Period A: Lunch 11:37-12:07, Class 12:11-1:07

5th Period B: Class 11:41-12:07, Lunch 12:07-12:37, Class 12:41-1:07

5th Period C: Class 11:41-12:37, Lunch 12:37-1:07

6th Period: 1:11-1:44

7th Period: 1:48-2:20

1 Hour Early Release

1st Period: 7:20-8:02

2nd Period: 8:06-8:47

3rd Period: 8:51-9:32

4th Period: 9:36-10:17

5th Period A: Lunch 10:17-10:47, Class 10:51-11:47

5th Period B: Class 10:21-10:47, Lunch 10:47-11:17, Class 11:21-11:47

5th Period C: Class 10:21-11:17, Lunch 11:17-11:47

6th Period: 11:51-12:34

7th Period: 12:38-1:20

APPENDIX B

STUDENT ACCEPTABLE USE POLICY

We in the Triad Local School District are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet, certain online services, and the Triad Local Schools technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

- 1 Using only assigned accounts.
- 2 Only viewing, using, or copying passwords, data, or networks to which they are authorized.
- 3 Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

- 1 Observing all school district Internet filters and posted network security practices.
- 2 Reporting security risks or violations to a teacher or network administrator.
- 3 Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
- 4 Conserving, protecting, and sharing these resources with other users.
- 5 Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by.

- 1 Following copyright laws (not making illegal copies of music, games, or movies).
- 2 Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

- 1 Communicating only in ways that are kind and respectful.
- 2 Reporting threatening or discomfoting materials to a teacher or administrator.
- 3 Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
- 4 Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- 5 Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- 6 Avoiding spam, chain letters, or other mass unsolicited mailings.
- 7 Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

- 1 Design and post web pages and other material from school resources.
- 2 Communicate electronically via tools such as email, chat, text, or video conferencing (students require a teacher's permission).
- 3 Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
- 4 Use the resources for any educational purpose.

Consequences for Violation:

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring:

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

activities. They are in charge of what you do on the device while in their classroom.

- Handle all technology equipment with care - follow Chromebook care expectations in the [1:1 Triad LSD Chromebook Guidelines & Procedures](#).
- Respect and protect your privacy and the privacy of others
 - Use only your assigned district account
 - Keep personal information such as: full name, address, phone number, etc., off of public websites
 - Keep all passwords secret and observe all district security practices
 - Represent yourself truthfully
- Respect and protect the integrity, availability, and security of all electronic resources
 - Conserve, protect, and share these resources with other students
 - Treat your digital technology with care, report any damages, security risks or violations to a teacher or administrator ASAP.
- Respect and protect the copyrighted/intellectual property of others
 - Cite all sources appropriately
 - Follow all copyright laws
- Respect and practice the principles of community
 - Communicate only in ways that are kind, responsible, respectful, safe and lawful
 - Obtain permission before taking/using photos, videos or images of other people
 - Use only school appropriate web content, language, images and videos

Be Safe

- Report threatening or offensive materials to a teacher or administrator
- Protect personal identity and the identity of others online
- Follow school district guidelines for web publishing and social media
- Use all equipment and systems carefully, following instructions

Triad LSD: Responsible Technology Use Agreement

The following form and information must be filled out completely in FinalForms prior to obtaining your Chromebook. Failure to complete the following information will delay your Chromebook being issued.