



**AURORA HIGH  
SCHOOL**

**STUDENT HANDBOOK  
2017-2018**

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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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**AURORA HIGH SCHOOL  
2017-2018**

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## **Aurora City Schools**

### **District Mission Statement**

The mission of the Aurora City Schools is to ensure that all students reach their full potential and graduate prepared to become responsible productive members of society by providing a nurturing environment, with high expectations and effective programs

#### **We believe...**

Kids come first.

Everyone can reach their potential.

Everyone can learn.

Everyone has dignity and worth.

Everyone learns through active participation.

Education is life long.

Self-confidence is a key to success.

Adaptability to change is essential for improvement.

The home, the community, the student and the school share the responsibility for learning.

Effective communication is essential to success.

Public education serves everyone.

Education is fundamental to a democratic society and the economic future of America.

#### **A Word to Students and Their Parents...**

We remind you that the primary purpose of a school is the education of the student. To assure the effective operation of any school, rules and regulations, policies and procedures are vital.

All students are responsible for being familiar with the material contained in this book. If all students follow the regulations set forth in the following pages, we, the staff of Aurora High School, will be able to do the best possible job of preparing today's young people for successful and meaningful adult lives.

*The Aurora High School Administration and Staff*

## Superintendent's Message

It is with enormous pride that I welcome you to Aurora High School and the challenges that await you in the 2017-2018 school year!

For many of you, AHS is a destination that you have dreamed of from the time you were an elementary student, watching the “big kids” on the field or on the stage at the high school. Now, *you* have arrived, and it is your turn to embark on the final stretch of your education in Aurora. Whether this is your first or final year at AHS, the opportunities that await you will present some of most challenging and rewarding moments of your life.

Aurora High School has earned its reputation as one of the finest high schools in Ohio and in the nation. Our superior teachers and our strong support staff are an integral part of your success. So, too, are the people who live in our community. Their consistent support of our schools shows that education is a top priority in Aurora. Our citizens and staff truly care about you and your future success.

One of the best ways for each and every one of you to show your appreciation is to take full advantage of all the opportunities provided for you at Aurora High School and to work to your full potential here. Join your teachers, your parents, and your community in our efforts to make your high school experience the best years of your life.

Have a great 2017-2018 school year!

Pat Ciccantelli  
Superintendent of Schools

<u>Regular Schedule</u>		<u>Homeroom Schedule</u>	
<u>Period</u>	<u>Time</u>	<u>Period</u>	<u>Time</u>
1	7:40 - 8:34	1	7:40 - 8:26
2	8:37 - 9:27	HR	8:29 - 8:58
3	9:30 - 10:20	2	9:01 - 9:47
4	10:23 - 10:53 (lunch)	3	9:50 - 10:36
4a	10:56 - 11:13	4	10:39 - 11:09
5	11:16 - 11:46 (lunch)	4a	11:12 - 11:25
5a	11:49 - 12:06	5	11:28 - 11:58
6	12:09 - 12:39 (lunch)	5a	12:01 - 12:14
7	12:42 - 1:32	6	12:17 - 12:47
8	1:35 - 2:25	7	12:50 - 1:36
		8	1:39 - 2:25

<b>ALTERNATE SCHEDULES</b>			
<u>25 minute Assembly</u>		<u>Two Hour Delay</u>	
<u>Period</u>	<u>Time</u>	<u>Period</u>	<u>Time</u>
1	7:40 - 8:30	1	9:40 - 10:11
2	8:33 - 9:19	2	10:14 - 10:45
3	9:22 - 10:08	3	10:48 - 11:19
4	10:11 - 10:41	4	11:22 - 11:52
4a	10:44 - 10:57	4a	11:55 - 12:02
5	11:00 - 11:30	5	12:05 - 12:35
5a	11:33 - 11:46	5a	12:38 - 12:45
6	11:49 - 12:19	6	12:48 - 1:18
7	12:22 - 1:08	7	1:21 - 1:52
8	1:11 - 1:57	8	1:55 - 2:25
Assembly	2:00 - 2:25		

## **DATES TO REMEMBER**

Aug 15	New Student Orientation
Aug 16	First Day for All Students
Aug 23	AHS Open House, 7:00 PM
Aug 30	School Picture Day
Sept 14	Financial Aid Night, 6:00 PM
Sept 14	Senior Parent Information Night, 7:00 PM
Oct 10	Choir Concert, 7:00 PM
Oct 11	PSAT
Oct 13	Homecoming Game
Oct 13	NEOEA Day – <i>No School</i>
Oct 14	Homecoming Dance
Oct 19	Orchestra Concert, 7:00 PM
Nov 1&9	Parent/Teacher Conferences, 5:30-8:30 PM
Nov 7	<i>No School</i> (staff in-service)
Nov 9	Parent/Student College Planning, 7:00 PM
Nov 12	Marching Band Concert, 2:00 PM
Nov 15	Fall Sports Awards, 7:00 PM
Nov 17&18	Fall Play 7:00 PM
Nov 22-27	Thanksgiving Break – <i>No School</i>
Dec 5	Choir Holiday Concert, 7:00 PM
Dec 13	Orchestra Concert, 7:00 PM
Dec 18-20	Exams
Dec 21	Records Day – No School
Dec 21	Winter Break Begins
Jan 3	Classes Resume
Jan 15	Martin Luther King Day – <i>No School</i>
Feb 1	Educational Options Night, 6:30 PM
Feb 1	Incoming Freshman Orientation, 7:30 PM
Feb 16	<i>No School</i> (staff in-service)
Feb 19	Presidents' Day, <i>No School</i>
Feb 21	Parent/Teacher Conferences, 6:20 PM
Feb 22	Band Concert, 7:00 PM
March 1	Parent/Teacher Conferences, 7:20 PM
March-20	Winter Sports Awards, 7:00 PM
March 26	Spring Break Begins
April 2	Classes Resume
April 13-15	AHS Spring Musical
April 19	Spring Choir Concert, 7:00 PM
April 24	Spring Orchestra Concert, 7:00 PM

April 25	Senior Internship Begins
April 26	Spring Band Concert, 7:00 PM
April 28	Junior-Senior Prom
May 9	Awards Night 7:00 PM
May 16	Senior Symposium
May 17-18	Senior Exams
May 21	Senior Breakfast, 7:30 AM
May 21	Spring Sports Awards, 7:00 PM
May 22-24	Underclassmen Exams
May 22	Baccalaureate, 7:00 PM
May-24	Commencement, 7:00 PM
May 24	Last Day of School

<b>Pertinent Dates</b>	
<p><b>I. Grading Periods:</b> The grading period ends at the close of the date listed</p> <p><i>First Nine Weeks</i> Wednesday, August 16 - Friday, October 20</p> <p><i>Second Nine Weeks</i> Monday, October 23 - Wednesday, December 20</p> <p><i>Third Nine Weeks</i> Wednesday, Jan 4 3 - Friday, Mar 16</p> <p><i>Fourth Nine Weeks</i> Monday, Mar 19 - - Thursday, May 24</p>	<p><b>II. Report Cards Mailed</b></p> <p>Friday, January 12</p> <p>Friday, June 1</p>

## LEADERSHIP TEAMS

2017-2018

### Student Council

President	Gunnar Meyer
Vice President	Caroline Siedel
Secretary	Sydney McDowell
Treasurer	Olivia Ryncarz
Public Relations Director	Sarah Azzarello

### Senior Class

President	Ethan Walker
Vice President	Zach Gerber
Secretary	Ryan Scantland
Treasurer	Olivia Conces

### Junior Class

President	Sophie Longo
Vice President	Maddie Schmitt
Secretary	Brynn Sesny
Treasurer	Nicole Doemling

### Sophomore Class

President	Cory Witmer
Vice President	Kelsey Treocarichi
Secretary	Sara Gerber
Treasurer	Krista Guerini

### Freshman Class

President	Ryan Stahl
Vice President	Ryleigh Jones
Secretary	Meghan Zgonc
Treasurer	Ashleigh Stern

### Advisors

Student Council	<i>Mrs. Michelle Dirda &amp; Mrs. Kathy Wiemken</i>
Senior Class	<i>Mrs. Gayle Lewis</i>
Junior Class	<i>Mrs. Michelle Dirda</i>
Sophomore Class	<i>Mrs. Heidi McKenzie</i>
Freshman Class	<i>Mrs. Karen Baker</i>



# ACADEMIC

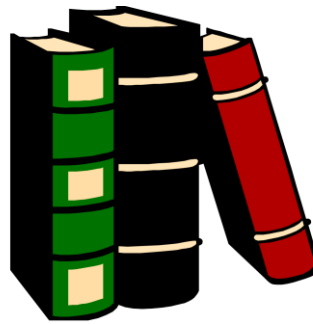
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### **Aurora High School Grading Policy**

Courses at Aurora High School are divided into two categories: yearly courses and semester courses. A cumulative point system of grading is employed in evaluating student progress. A grade issued at any point in a year or semester, is the picture of the achievement from the beginning of the year or semester, to the date of issue. The starting point is determined via course credit designation (i.e. year, semester). All requirements of a course are translated into points, the value of which is determined by the importance of the requirements in relation to the objectives of the course. It is understood that values accorded written work, class activity, projects, and tests may vary from course to course, from nine-week period to nine-week period.

Each nine weeks grade accounts for 40%, and the semester exam accounts for 20% of semester grade. Students taking AP tests will have their final exam scores combined with their fourth quarter grades. These students will also have their second semester grade determined by the average of the third and fourth quarters.

#### ***Semester and Final Examination Papers***

1. All student first semester exams are accessible to the office until March 1st of the current academic year.
2. All student final exams are accessible to the office until August 1st of that year.

Any student or parent wishing to view his/her semester or final exam may do so during the time the tests are being held in the office simply by contacting the individual teacher, a guidance counselor or school administrator.

### ***Graduation with Honors***

All students graduating with a 4.0 cumulative GPA or higher will be designated summa cum laude (“with highest honors”). Magna cum laude (“with high honors”) graduates are those who earn a cumulative GPA between 3.75 and 3.99. Cum laude (“with honors”) graduates complete their high school careers with a final GPA of between 3.5 and 3.749. These honors are awarded based upon a student’s cumulative GPA through and including their 7<sup>th</sup> semester.

### ***National Honor Society***

Being selected to the National Honor Society is one of the highest honors that can be achieved by a high school student. The criteria for selection requires a minimum quality grade point average, but equally important are areas of service, leadership and character. Only juniors and seniors are eligible for this honor.

### ***Awards Program***

The Awards Program will be held in May. Recognition and awards are given to outstanding students in all subject areas. In addition, students are honored for their academic excellence, other achievements, and college scholarships.

# GUIDANCE



# COUNSELING

### ***Guidance and Counseling***

Guidance and counseling services are available to all students. If you wish to seek personal, social, educational, or vocational assistance, make an appointment with a counselor. You are encouraged to make appointments during study halls, lunch periods or before or after school. Three counselors serve AHS students: Mr. John Calcei (A-G), Mrs. April Nenadal(H-O), and Mrs. Christina Miley (P-Z).

### ***College Visitations***

College representatives visit Aurora High School in order to meet with prospective applicants. Students who are interested in meeting with these admissions officials need to secure a pass from the guidance secretary. It is at the discretion of the teacher to release a student from class. Students may make campus visits to universities, but may not do so during the last week of any grading period. College visits to the university campus should be considered planned absences for academic purposes. Students can be excused for up to three college visits per year.

### ***Transcripts***

Requests for transcripts must be made in writing to the Guidance Office. Forms are available in the Guidance Office. Please allow at least two weeks for processing time. Requests should include the name and address of the institution in addition to the student's social security number. Parent signature is required for students under the age of 18.

Official transcripts, which include signature and school seal, must be mailed directly from the Guidance Office. Official transcripts cannot be issued personally to students or graduates.

### ***Student Grade Classification***

In order for a student to progress successfully from one grade level to another, a minimum number of credits is required. The

purpose of this is to ensure that all the graduation credits are met by the end of the senior year.

Freshman Standing - certification of promotion from Grade 8

Sophomore Standing - 4 credits

Junior Standing - 9 credits

Senior Standing - 14 credits

All subjects earn high school credit and will be counted for grade classification. All classes count in High Honor, Honor, and Merit Roll status.

### ***High Honor Roll***

High Honor Roll will be awarded when a student earns a GPA of 4.0 or above for a nine-week grading period.

### ***Honor Roll***

Honor Roll status is awarded when a student earns a grade point average of 3.5 to 3.99 for a nine-week grade period

### ***Merit Roll***

Merit Roll status is awarded when a student earns a grade point average of 3.00 to 3.49 for a nine-week grading period.

### ***Grade Point Average***

The GPA is computed at the end of each semester. Final grades in all subjects are used to compute the GPA. Only Advanced Placement courses are weighted.

A = 4	AP Courses receive an additional
B = 3	quality point to reflect the difficulty of
C = 2	the course. A=5, B=4, C=3, weighting
D = 1	will only be for A's, B's and C's.
F = 0	

## **GRADUATION REQUIREMENTS**

4 English

*(core courses only, no electives)*

3 Social Studies \*

*(core courses only, no electives)*

4 Mathematics\*\*

3 Science \*\*\*

½ Health

½ Physical Education

½ Financial Literacy

Electives\*\*\*\*

**TOTAL - 21 CREDITS**

Students must pass all requirements of state mandated testing

\* One credit in U.S. History & One credit U.S. Government

\*\* Must include 1 unit of Algebra II or equivalent of Algebra II

\*\*\* One credit in CPE or Chemistry & One credit in Biology

\*\*\*\* See page 5 of the AHS Program of Studies for details

NOTE: Courses taken in seventh and eighth grade at the middle school with the same course of study as the AHS course of study will result in high school credit for graduation.

***Honors Diploma Requirements are as Follows:***

The Ohio Department of Education has officially set the requirements for the Academic Honors Diploma with ruling 3301-13-07. To be awarded a Diploma with Honors, the student shall be required to meet seven of the eight criteria listed below:

1. Earn four units of English.
2. Earn four units of Mathematics, including Algebra I, Algebra II, Geometry, or equivalent (Integrated Math series or higher) and another higher level course or a four-year sequence of courses that contain the equivalent.
3. Earn four units of Science including Physics & Chemistry.
4. Earn four units of Social Studies.
5. Earn 3 units of one world language, or no less than 2 units of each of two world languages studied
6. Earn 1 unit of fine arts
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
8. Obtain a composite score of 27 on the American College Testing (ACT) or an equivalent composite score of 1280 on the Scholastic Achievement Test (SAT) with no regard for its new writing portion.

If a student completes at least two years of an intensive vocational or technical education curriculum, an Honors Diploma will be issued to the student who meets ten of the eleven criteria listed:

1. Earn four units of English.
2. Math 4 units
3. Earn four units of Science including Physics & Chemistry.
4. Earn four units of Social Studies.
5. Earn two units of one world language
6. Earn four units of career-technical courses
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
8. ACT/SAT/WorkKeys ACT: 27 or higher/SAT: 1280 or higher/WorkKeys: 6 or higher on Reading for Information and 6 or higher on Applied Mathematics
9. Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
10. Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.
11. Additional Assessments Earn an industry-recognized



credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

### ***Academic Load***

All students must carry a minimum of 5 credits per year, with no more than one study hall. Any student taking three or more advanced placement courses is permitted two study halls.

### ***Repeating a Subject***

Students may select one class during their four years to re-take for grade improvement. The following stipulations apply:

1. The second grade will appear on the official transcript provided a two grade improvement has occurred; otherwise the original grade will appear on the transcript.
2. An additional credit is not earned.
3. The original grade will be noted in the permanent file.
4. Approval of the principal is required within the first five (5) days of each semester.
5. Students may use this option one (1) time during their high school career.

### ***Virtual Learning Curriculum Courses***

Aurora High School offers a limited selection of Virtual Learning Courses. The following regulations apply:

1. Will be reported as Pass/Fail.
2. Courses can only be taken as credit recovery (must have attempted course at AHS).
3. Forms with administrative approval required.
4. Students registering for a virtual learning class must have attempted the course through a previous AHS class and earned a minimum of 40% in that class. Students with a grade average less than 40% have not learned enough of the content and may be required to repeat the course through a traditional curriculum offering.
5. Students may earn a maximum of four semesters (2 credits) from any one core subject area.

6. No more than 10 semesters of virtual learning may be applied toward credit recovery for a diploma.
7. Students will have a maximum of 90 school days to complete a virtual learning semester course.
8. Any exceptions must be approved by the principal.

### ***Unpaid Obligations***

All fees, changes, and other school requirements must be paid according to policy and state law. Grades and credits may be withheld/recorded as incomplete in the event of unpaid obligations. Students with unpaid obligations will not be permitted to partake in non-essential school functions, such as attending school dances or purchasing parking passes.

### ***Guidelines for Schedule Changes***

Planning a schedule for the next school year is a difficult task and situations may occur requiring a change in that schedule. These schedule changes, however, have a serious effect on class size, teacher assignments, and the overall master schedule and, therefore, must be made sparingly. The student and parent are urged not to plan a program with the idea that it can be changed.

Students are required to take a minimum number of courses each year. This “minimum course load” includes both required courses and elective courses. With the guidance of parents and counselors, students select these courses during the registration period. This is the time when schedule planning is completed. The Program of Studies booklet is the student’s and parent’s guide for making these selections.

*A drop/add may occur within the first five (5) days of a semester with no notation appearing on the student’s record. One of the following criteria must be met to have a schedule change:*

1. If a student does not have five (5) credits or the equivalent of five (5) credits each semester, or is scheduled for more than one study hall in a semester.
2. If a student wants to go up a level, i.e., CP English to Honors English.

3. If adjustments are due to successful completion of summer school.
4. If a student's schedule is in error – not giving them their original request from May of the previous school year.
5. If you want to add an additional course when enrollment permits and does not require movement of other courses.
6. If a student is academically misplaced- A student cannot be considered for being academically misplaced until they have demonstrated they have used multiple supports or interventions. They must also be referred by the classroom teacher designating they are academically misplaced.

Any withdrawal during the second nine weeks of a semester will be noted with a "WF" appearing on the student's record.

### ***Local Scholarships***

Each year school and community organizations award scholarships to deserving Aurora High School graduates. The process begins in April when seniors can obtain applications in the Guidance Office. More than twenty-five (25) different groups announce their scholarship recipients at the annual Awards program in May

### ***College Admissions Tests***

#### **PSAT/MNSQT- Juniors and Sophomores**

Registration for PSAT/NMSQT will be from September 20 – October 4 with the test administered on October 11, 2017. The Aurora High School code number for these tests is **360-270**.

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test will be administered to interested juniors. The PSAT/NMSQT is a practice test for the Scholastic Aptitude Test. The SAT is a required admissions test for many colleges. The PSAT/NMSQT is also used to qualify students for the National Merit Scholarship.

#### **Pre-ACT- Sophomores**

The Pre-ACT is a multiple-choice assessment that provides 10th graders with short practice for the ACT test, and provides information on student college and career readiness. All sophomores will take the Pre-ACT test on October 11, 2017.

### **ACT and SAT - Juniors and Seniors**

All Juniors are required to take the ACT. It will be administered free of charge in the spring of 2018 (late February/March).

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) as part of admissions application. Some colleges will accept only one specific test. Some will accept either. Students should check to see which test is required by the college of their choice.

### **ACT**

<u><i>Test Dates</i></u>	<u><i>Regular Registration Deadline</i></u>
September 9, 2017	August 4, 2017
October 28, 2017	September 22, 2017
December 9, 2017	November 3, 2017
February 10, 2018	January 12, 2018
April 14, 2018	March 9, 2018
June 9, 2018	May 4, 2018
July 14, 2018	June 15, 2018

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### **SAT**

<u><i>Test Dates</i></u>	<u><i>Regular Registration Deadline</i></u>
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October 7, 2017	September 8, 2017
November 4, 2017	October 5, 2017
December 2, 2017	November 2, 2017
March 10, 2018	February 9, 2018
May 5, 2018	April 6, 2018
June 2, 2018	May 3, 2018

### ***Advanced Placement (AP) Tests***

AP Tests may enable students to receive college credit for courses taken in high school, based on their performance on the tests. The AP tests are ***mandatory*** for ***all*** students enrolled in AP courses.

Registration materials for all of AP tests are available in the Guidance Office.

### ***Test Dates – AP***

AP Chemistry	May 7	AP Physics C	May 14
AP Psychology	May 7	AP Calculus AB	May 15
AP Physics 1	May 8	AP Calculus BC	May 15
AP Spanish Lang.	May 8	AP Computer Science	May 15
AP English Lit.	May 9	AP French Language	May 15
AP Physics 2	May 9	AP Language & Comp.	May 16
AP Environ. Science	May 10	AP Macroeconomics	May 16
AP Gov. & Politics	May 10	AP Comparative Gov.	May 17
AP Studio Art	May 11	AP Statistics	May 17
AP US History	May 11	AP World History	May 17
AP Biology	May 14	AP Human Geog.	May 18
AP Music Theory	May 14	AP Microeconomics	May 18





### **Attendance Policy**

Coursework is the very heart of the education received by students in a traditional American High School. In order to comprehend fully or utilize the coursework, regular and proper attendance is necessary. The Ohio Revised Code states that regular attendance in classes constitutes the single greatest influence on student achievement. Students should understand

that regular attendance is not only desirable, but required. In order to assure regular attendance in school, it is our policy to call home to verify each student's absence when a call from a parent or guardian is not received by 8:30 am. If a student is 18 years of age and living at home, he/she is under the jurisdiction of the home. He/she may not call himself off school or write his own excused notes.

### ***Student's Procedures for Absences and Tardiness:***

#### ***Absence***

Procedures to be followed upon being absent from school.

1. A student who will be absent from school should have the parent/guardian call 330-954-2020 before **8:30 am.** to report the absence.
2. Students who fail to meet this obligation will be called to the assistant principal's office to verify the absence. At that time a call will be made to the parent to excuse or not excuse the absence. Unexcused absences will be treated as truant and are subject to disciplinary action. O.R.C. (Ohio Revised Code) stipulates that after five (5) or more unexcused absences, the local authorities are to be notified.

#### ***Tardy to School***

1. Transportation is provided for all students of Aurora High School. It is each student's responsibility to arrive at school on time. Any student arriving after the start of the school day will be considered tardy.
2. A student who arrives tardy to school must present a written excuse for the tardiness unless a parent or guardian called the school. All students must sign in immediately upon arriving tardy to school. The student will be given a pass to class. If the tardy is unexcused, a consequence will be assigned. Refer to the Disciplinary procedure: Tardiness Code: *8. Attendance, Truancy, Tardiness.*
3. Reasons for excused tardiness to school (which must be verified by a note from a parent):
  1. Illness (with limitations, see bold print below)
  2. Medical appointment

3. Driver's license exam

***After 15 tardies to school, a physician's note will be required for the tardy to be excused.***

4. A student who arrives unexcused after 8:05 is no longer tardy; they are absent unexcused from that class.

***Early Dismissal***

A student who desires to be excused early or for part of the day shall present his written request to the secretary or have a parent call the school office ***before the school day begins***. The written request must be signed by the parent or guardian. Parents may be contacted to verify early dismissal. Early Dismissal is strongly discouraged.

Valid reasons for early dismissal are:

- doctor/dental appointment
- emergency at home
- emergency illness
- court appearance
- driver's license testing
- family trip or valid planned absence

The name of the student and time of the absence will be listed on the "Daily Absence Bulletin". The student must sign out from the main office and if returning to school that day, must sign-in upon his/her return. Students may be asked to present a signed/stamped note from the office of the appointment.

***Leaving the Building***

No student may leave the building at any time for any reason without permission. This includes, but is not limited to going to your car or other property.

***Student Absences and Excuses***



Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work. Therefore, all students will be urged to plan to shop, make dental appointments, do personal errands, etc. outside of school hours.

State law provides for only six reasons for which absences will be excused:

1. Personal illness of the student
2. Illness in the student's family
3. Death in the family
4. Quarantine for contagious disease
5. Acts of God
6. Family emergency

The administration reserves the right to determine whether an absence is excused due to the uniqueness of the absence circumstances. **After a student has accumulated 15 absences, a physician's note will be required for the absences to be excused.**

These guidelines recognize that some absences are unavoidable. However, such absences are not encouraged, and it must be understood by students, parents, and legal guardians that they will be excusable only under certain circumstances or for emergencies. Such absences, either excused or unexcused, are viewed by the Board of Education within the spirit and academic achievement of both the absent student and of those who remain in the class.

### ***Class Attendance/Tardy***

Students are expected to be in class when the bell rings and to remain in class for the entire period. Only the teacher can grant permission for the student to leave the room. Students who walk out of class for any reason without permission will be considered "truant" and are subject to consequences.

### ***Academic Make Up***

Any student who is absent for a valid excused reason may make up assignments missed during the absence. The student is solely responsible for getting the assignments and returning them to the teacher within the specified allotted days. The number of days allowed should be equal to the number of days absent.

A student whose absence is classified as unexcused is *not* entitled to make up missed assignments for credit.

A student who is absent due to out of school suspension may **not** make up class work for credit. The student is strongly encouraged to complete all work to remain current with the class. Unit tests or projects that cover more than just the OSS days may be made up with no academic penalty. The time period of when the above assignments must be completed will be left up to the discretion of the teacher with the recommendation that regular absence policy (see above) time frame be applied. The building principal reserves the right to make the final decision concerning all make up work.

### ***District- Wide Planned Absence***

Although Section 3321.04 of the Ohio Revised Code is specific in its statement on attendance of students, the Ohio State Board of Education Regulations Governing Attendance provides for some flexibility.

Provision is made for planned absence including family vacations, college visitation, and non-school sponsored educational activities. Board policy, in compliance with state law, discourages any unnecessary absences for any reason. This provision is not intended to condone or encourage unnecessary absence on days on which the school is in session.

Planned absence forms must be completed and approved prior to such absences. Forms are available from each school office.

### **Work Permits**

Employers of students ages 14-17 require them to have a work permit. Work permit forms may be obtained through the high school main office or by using the website [www.com.state.oh.us](http://www.com.state.oh.us) and selecting minor work permits. Completed work permit forms should be returned to the main office.

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## STUDENT POLICY

### ***Arrival and Departure***

Due to supervisory concerns, students should not arrive to school earlier than 7:00 AM and should leave the building by 2:45 PM unless they have a scheduled school event.

### ***Elevator***

Students who have an injury and need to use the elevator must get a key from the office. Students will be assessed a \$13.00 fee for keys not returned.

### ***Food/Drink***

Food and drink are not permitted in hallways or in individual classrooms unless approved by a teacher or an administrator.

### ***Hall Passes***

All students are to have in their possession a hall pass when traveling through the building. If students are without a pass, or in unauthorized areas, they may receive consequences. Senior privilege is not a hall pass.

### ***Mutual Respect***

No student shall blatantly show disrespect, insult or abuse through word or action to any faculty or staff member. Failure to show mutual respect may result in disciplinary action. AHS adheres to the policy of “Respect for Self, Others and Property”.

### ***Search and Seizure***

School officials are authorized to search a student or his/her property (including vehicles, purses, book bags, gym bags, etc.) with or without the student’s consent, whenever the school officials reasonably suspect that a search will lead to the discovery of evidence for a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction.

Student lockers are the property of the school and students have no reasonable expectation of privacy in their contents or in the contents of any other school property including desks or other school containers. School officials may conduct random searches of the lockers and their containers at any time without announcement.

The school may use, at its discretion, unannounced and random canine (Police Dogs) searches of school property including the parking lot and student cars to insure the safety, order, and discipline of the school.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law can be taken, held, or turned over to the police. The school reserves the right to not return any confiscated items.

### ***Security***

Students have no reasonable expectation of privacy in their actions in public areas including but not limited to commons areas, hallways, cafeterias, classrooms, and gymnasiums. The school may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Students violating the Student Code of Conduct as seen on video cameras may be subject to disciplinary action. The video of the student in violation will remain confidential because of the fact that if any other students are on the video their privacy must be protected. In the event of a criminal prosecution, the video may become evidence at a criminal trial and therefore will probably end up becoming public. Under such circumstances, the tape is under the control of the courts not the school.

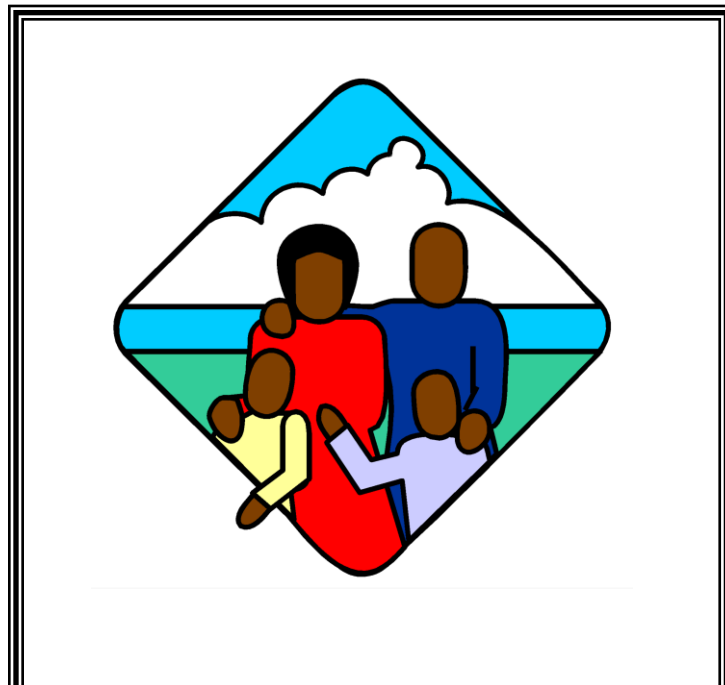
### ***Study Hall***

Students are able to have study halls built into their schedule. Study halls are for study purposes and are viewed as such. No sleeping, card playing, food or beverages, or automatic sign-out allowed.

### ***Senior Privilege***

Seniors will have the opportunity to earn Senior Privileges on a quarter by quarter basis if they meet the following criteria **during the previous quarter to their privilege:**

1. 2.75 GPA or higher
2. No Suspensions
3. Less than three (3) unexcused tardies to school
4. No unexcused absences
5. Acquired 18 points on the Ohio AIR Tests
6. No Saturday Schools
7. No Failing Grades



## **STUDENT DISCIPLINE AND ZERO TOLERANCE POLICY**

### **Introduction**

The Aurora City School District Board of Education recognizes that effective discipline is essential if all students are to attain a quality education. Therefore, the District shall have a zero tolerance for violent, disruptive, or inappropriate behavior, including excessive truancy. In carrying out this zero tolerance policy, the District shall use strategies ranging from prevention to intervention to address violent, disruptive, or inappropriate behavior. The Aurora City School District Board of Education delegates to school officials and administrators the discretion to determine, on a case by case basis, what strategy shall be employed to address a student's violent, disruptive or otherwise inappropriate behavior. The Board further authorizes school officials and administrators the authority to take the additional steps necessary to implement these strategies and generally to enforce District policies/regulations and school rules governing student conduct.

A complete statement governing or describing all of the relationships and processes involved in student discipline would be impractical. However, the District believes the most important ingredient in maintaining a positive climate for student discipline is the relationship of the teacher and the principal in discipline situations. Teachers must feel free to consult and work closely with the building principal in any situation in which they may need guidance. This working relationship is one key to desirable discipline and to maintain a quality instructional atmosphere.

The Board also believes that the teacher-student relationship in the classroom, halls, and on school property is important and should always be one of mutual respect. The teacher will be recognized as the person in authority at all times in the classroom, halls, buildings, on school grounds, and at school-related events.

Each case of unsatisfactory behavior by a student will be handled individually. The classroom teacher may take the steps he/she feels are justified in each case. If the student does not respond to these measures, or the severity of the behavior so requires, the teacher will then refer the student to the principal.

In discipline matters, the Board expects that whenever a problem appears to extend beyond the classroom, the teacher will discuss the problem with the principal. The teacher, or teachers, and the principal will work together in attempting to control or correct the situation.

The Board of Education considers school discipline as the controlled behavior of an individual whereby responsibility is assumed for one's actions in accordance with socially accepted conduct and the District's rules, regulations, and school policies. Student conduct must be within the bounds of law and order and must respect the rights of others as individuals.

Good discipline is systematic, ordered learning. In the school setting, good discipline helps to promote self-discipline as a habitual way of behaving. Good discipline is not a matter of punishment but rather involves the development of a structure, which provides the best opportunities for the child to learn, achieve, and develop emotional social maturity on his/her own.

Discipline permits children, their peers, and faculty to live together in harmony in a social unit without sacrificing individual independence. The end result of proper discipline during the formative years will be an individual who can live and work with others, and who is fully able to assume the responsibility for mature self-discipline.

Parents or guardians have the primary responsibility of establishing and maintaining positive discipline with their children. While students are in school, however, teachers and administrators must act in the place of parents (in loco parentis) to maintain discipline.

Teachers, bus drivers, and other members of the various school staffs are responsible for the care of students and the day-to-day operation of the school. They are expected to make every effort to correct and effectively resolve disciplinary problems that occur within their range of responsibilities; therefore, they shall have the authority necessary to maintain a proper learning climate, including but not limited to the use of reasonable force to prevent and stop any act which interferes with the scholarly, disciplined atmosphere of the school. Teachers are also expected to employ sound, preventative measures and to avoid provoking negative behaviors. They may call upon other school personnel to help in discharging their responsibilities and may refer students to the building administrator who shall be responsible for determining the necessity, and the nature of, any additional discipline.

Since the school and the home share responsibility for the education and discipline of students, it is important that they work closely together. Each school staff has an obligation to be fair, honest, reasonable, and consistent in its dealings with students. Parents have an obligation to be cooperative, reasonable, and honest in working with school personnel. Only by developing mutual trust and respect can the school and the home work effectively together toward the best interest of the child.

Teachers and administrators are assured of the prompt and decisive support of the Board of Education in cases involving incorrigible conduct. Likewise, the Board of Education expects the support of the professional staff in maintaining an orderly educational climate for learning.

***Circumstances In Which Student Discipline Is Appropriate***

Students are subject to school disciplinary action up to and including emergency removal, suspension, and expulsion for any and all action(s), which directly affect the good order, efficiency, morale, management, and welfare of the school. Although primary emphasis will be directed to activities taking place in the



school or activities taking place on or near the school grounds, any student action on or off school property, which directly affects the school will be subject to disciplinary action. Areas of disciplinary control shall include:

1. while in school, on school grounds, or in sight of school premises during, immediately before or immediately after school hours (including schools where the student is not in attendance);
2. while on school owned, leased, or operated buses or vehicles;
3. while waiting at school bus stops, walking to and from school bus stops, or walking to and from school;
4. while engaged in or attending school-related activities, whether on or off school grounds;
5. while on school grounds, at any time when school premises are being used by the school or by school-related groups; and
6. while engaging in any conduct which directly affects the good order, morale, management, and welfare of the school.

### ***Basic Elements of School Discipline***

The maintenance of school discipline and proper behavior is essential to the establishment of a proper learning environment. All professional employees and students are responsible for maintaining good discipline within the school setting.

A breach of discipline occurs whenever the conduct of a student substantially and materially interferes with the maintenance of a proper learning environment. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students, the staff, and/or the system will not be tolerated.

School authorities cannot accept liability and responsibility for a student's health, safety, and welfare unless the student conforms to the specified standards of good conduct.

In order to maintain a proper learning environment, students committing serious breaches of discipline will be removed from the school setting in accordance with the student suspension, expulsion, and exclusion procedures. See Policies JGD, JGD-R, JGE, and JGE-R.

Students may be subject to emergency removal, suspension, and/or expulsion for any of the following reasons:

1. ***Disruption of School/False Alarms***

A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission process, activity, or function of that school. Neither shall any student urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school.

Misconduct prohibited by this rule includes, but is not limited to:

- A. occupying any school building, school grounds, or part thereof without proper authorization;
- B. blocking the entrance or exit of any school building or corridor or room therein;
- C. setting fire to, attempting to set fire to, damaging, or attempting to damage any school building or property;
- D. preventing or attempting to prevent any teacher, student, or administrator's lawful and appropriate physical act or verbal utterance, the convening or continued functioning of any school, class, or activity, or any lawful school meeting or assembly on or off school property;

- E. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
- F. except under the direct instruction of a principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event;
- G. continuously and intentionally making noise or acting in a manner which attempts to or does interfere with a teacher's ability to conduct a class or extracurricular activity;
- H. making, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds;
- I. activating or attempting to activate the alarm system in the absence of a fire: or
- J. engaging in any activity or conduct which endangers students, employees or guests at the school.

2. ***Damage, Destruction or Theft of School or Private Property***

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel, or other persons. Neither shall a student steal or attempt to steal property or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function, or event off the school grounds. The prohibition of this Section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other on-line agencies.

Pursuant to R.C. 3109.09 and R.C. 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to the Aurora City Schools for any damage, destruction or theft caused by their child.

3. ***Unauthorized Bodily Contact***

A student shall not cause physical injury or behave in any way, which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, fighting, hitting, and other inappropriate touching. Any mutual participation in an incident involving physical violence may lead to a minimum consequence of three days out of school suspension (OSS).

A student who assaults a school employee or other student whether on or off school property, or at a non-school-sponsored or related activity, function, or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school, if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process, or significantly endanger the health or safety of the students or others.

4. ***Profane, Vulgar, Abusive, Improper Language, Improper Gestures, or Sexual Misconduct***

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events. Neither shall any students use profane, vulgar, or other improper gestures or signs, nor engage in any socially or sexually improper behavior

5. ***Smoking***

No student shall possess, use, conceal, sell, offer to sell, buy, offer to buy, transfer, or distribute any tobacco product including, but not limited to cigarettes, cigars, snuff, and chewing tobacco. Neither shall any student aid any other student in using, selling, or distributing any tobacco product including, but not limited to, cigarettes, cigars, snuff, chewing tobacco, and electronic cigarettes. Students violating this policy will be subject to suspension.

6. ***Narcotic, Alcoholic Beverages, Stimulant Drugs, Inhalants, and Paraphernalia***

A. During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property students shall not knowingly possess or attempt to buy, sell, use, supply, transfer, apply, or be under the influence of any mood-altering chemical of any kind, including alcohol. "Possession" includes, without limitation, retention on a student's person or in a student's purse, wallet, locker, desk, or automobile parked on school property. "Under the influence" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, and inhalants. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container, with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed.

When students are found to possess or sell illegal substances, an administrator shall promptly report the students to the local police authorities. In determining the appropriate level of discipline, school administrators shall have considerable discretion, including the discretion to reduce the consequences outlined below.

**B. *Possession, Purchase, Use, Application or Being Under the Influence***

***FIRST OFFENSE:***

1. The principal will suspend the student for 10 days in accordance with all requirements of law, which suspension may be reduced to no less than five days if the following criteria is satisfied:
  - a. the student agrees to and subsequently is evaluated by a chemical dependency professional;
  - b. the student agrees to follow through with any treatment prescribed by the chemical dependency professional, including but not limited to attending mandatory support groups;
  - c. the professional verifies the foregoing to the satisfaction of the principal; and
  - d. where appropriate, the student agrees to continue to attend an in-school support group.
2. Notwithstanding the above provisions, it shall not be considered a first offense under Part 1 of this Policy if a student reports his/her violation and:
  - a. the student proceeds to be evaluated by a chemical dependency professional;
  - b. the student agrees to follow through with any treatment required by the professional, including but not limited to attending mandatory support groups; and

- c. the professional verifies the foregoing to the satisfaction of the principal.

Possession of a bulk amount of any controlled or dangerous substance as defined by R.C. 2925.01(D) shall automatically be considered a second and subsequent offense and shall be treated as indicated below.

***SECOND AND SUBSEQUENT OFFENSES:***

1. The principal will recommend that the Superintendent expel the student for a period not to exceed the greater of eighty school days or the number of days remaining in the semester in accordance with all requirements of law and Policy JGE.
2. The Superintendent may expel the student for a period not to exceed the greater of eighty school days or the number of days remaining in the semester in accordance with all requirements of law and Policy JGE.

Whenever a student is expelled or suspended from school for the use or possession of alcohol or drugs, the Superintendent will notify the registrar of Ohio Bureau of Motor Vehicles and the juvenile judge of Portage County of the expulsion or suspension. Such notification will result in the denial of driving privileges in accordance with Ohio Revised Code 3321.13(B)(3).

**C. *Selling, Supplying, or Transmitting***

A first incident of selling, supplying or transmitting mood-altering chemicals shall be treated as a second offense as defined in Section B above.

**D. *Counterfeit or “Look-Alike” Drugs***

In accordance with R.C. 2929.01(0), the Board states as follows:

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
  - b. any unmarked or unlabeled substance that is represented to be a controlled substance;
  - c. any substance that is represented to be a controlled substance or is a different controlled substance; and
  - d. any substance other than a controlled substance which 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 the price for which it is sold or offered for sale.
2. No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Section B (Possession, Purchase, Use, Application, or Being Under the Influence).
3. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
4. No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Section C (Selling, Supplying, or Transmitting).



7. ***Failure to Comply with Directives/Insubordination:  
Violations of Rules***

- A. Students shall comply with the directives and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered “insubordination” for anyone to disobey or fail to comply with directives, which are a part of this code, of authorized school personnel.
- B. Students shall comply with all school rules and regulations which are a part of this Code and which shall be posted on a school bulletin board. It is the responsibility of each student to familiarize him/herself with all school rules and regulations.

8. ***Attendance, Truancy, Tardiness***

Students are required by law to regularly attend school. A student shall not be absent from school or an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardies shall also be considered truancy. **After a student has accumulated 15 absences, a physician’s note will be required for the absences to be excused.**

- 1. Truancy (missing two (2) or more periods)
  - a. First Offense – Saturday School (4 hrs.)
  - b. Second Offense – Two (2) Saturday Schools (4 hrs.)
  - c. Third Offense – One (1) day of In-School Suspension

- d. Fourth Offense –Two (2) days of In-School Suspension
  - e. Fifth Offense –Three (3) days of In-School Suspension
  - f. Sixth or more –Additional In-School Suspension and possible truancy referral.
2. Class/Study Hall cutting [unexcused absence (absence without permission from teacher or administration) from class or study hall/signing into school after 8:05 a.m.]
- a. First Offense – Saturday School (2 hrs.)
  - b. Second Offense – Saturday School (4 hrs.)
  - c. Third Offense – One (1) Saturday School (2 hrs.) & one (1) Saturday School (4 hrs.)
  - d. Fourth Offense – Two (2) Saturday Schools (4 hrs.)
  - e. Fifth Offense – Two (2) days of In-School Suspension
  - f. Sixth Offense or more– Three (3) days of In-School Suspension, and additional consequences to be determined by administration.
3. Tardy to School (signing into school from 7:40 – 8:05 a.m.)
- a. First Offense – Warning
  - b. Second Offense – Warning
  - c. Third Offense – One Detention
  - d. Fourth Offense – Three Detentions
  - e. Fifth – Sixth Offense – One (1) Saturday School (2 hrs.)
  - f. Seventh – Eighth Offense – One (1) Saturday School (4 hrs.)
  - g. Ninth Offense – Two (2) Saturday Schools (4 hrs.)
  - h. Tenth – Twelfth Offense – Two (2) days of In-School Suspension

- i. Thirteenth – Fifteenth Offense - Three (3) days of In-School Suspension
- j. Sixteenth Offense or more – Additional consequences to be determined by administration.

**After a student has accumulated 15 tardies to school, a physician's note will be required for the tardy to be excused.**

Students with five (5) or less tardies during the first semester will start again at the first offense beginning second semester.

When the building principal advises the Superintendent that a student of compulsory school age has been absent without legitimate excuse for more than sixty consecutive hours in a single month or for at least ninety hours in a school year, the following procedure will apply:

- A. The Superintendent will notify, in writing, the student and his/her parent, guardian, or custodian that information regarding the student's absences has been provided to the Superintendent, and that, as a result, the student's driving privileges will be denied. This notification will also state that the student and his/her parent, guardian, or custodian may appear before the Superintendent or designee to challenge the information provided to the Superintendent.
- B. The notice from the Superintendent to the student must set forth the information received and must include the date, time, and place of the hearing. The hearing must be scheduled between three and five days after the notification is given, unless an extension is requested by the student, parent, guardian, or custodian and is granted by the Superintendent. If wanted, the Superintendent must

notify the student, and the parent, guardian, or custodian of the date, time, and place of the new hearing.

- C. At the hearing before the Superintendent or designee, the student will have an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Under Ohio law, “legitimate excuse” includes, but is not limited to:
  - 1. enrollment in another school or school district in Ohio or another state;
  - 2. possession of an age and schooling certificate;
  - 3. a bodily or mental condition that prohibits attendance under R.C. 3321.04; or
  - 4. participation in a home instruction program in accordance with R.C. 3321.04.
- D. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences are legitimate, the Superintendent must notify the registrar of the Bureau of Motor Vehicles (“BMV”) and the county juvenile judge. Such notification must be given to the registrar of the BMV and the juvenile judge within the two weeks of the receipt of the information regarding habitual absences or, if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of the BMV and the county judge must comply with R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (FERPA), and accompanying regulations.

The registrar of the BMV is required to suspend the temporary instruction permit or driver’s license of any student who is the subject of such a notice. If a temporary permit or license has not yet been issued

for that student, the registrar is prohibited from issuing a temporary permit or a license.

The denial of a student's driving privileges will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in the jurisdiction where he/she resides.

### **9. *Forgery***

No student shall attempt to or cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records. Neither shall any student attempt to or forge, falsify, distort, or misrepresent (in verbal or written form) dates, times, addresses, grades, or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

### **6. *Academic Dishonesty***

Academic integrity has always been and will continue to be important and valued at Aurora High School. Students are expected to maintain the highest standards of academic conduct. Academic dishonesty includes both cheating and plagiarism. Academic dishonesty is unfair to honest students as well as being detrimental to the dishonest student. At Aurora High School we expect students to demonstrate the integrity that is required in college and in the workplace.

Examples of academic dishonesty include, but are not limited to:

- Copying answers from another's work or allowing someone to copy from your work.
- Copying and pasting text from online media or websites.

- Copying text from any printed material (books, magazines, newspapers, etc.) without citation.
- Paraphrasing (rewording or altering text and claiming as your own).
- Using photo, video, and audio resources without permission or acknowledgement.
- Using the work of another student, family member, or any outside party without teacher permission.
- Purchasing or obtaining pre-written work from any individual or commercial source.
- Obtaining a translation from any individual or commercial source, including online translation services.
- Using a paper that was written for another class/purpose without both teachers' permission.
- Giving or receiving assistance during an exam, test, or quiz.
- Obtaining advance copies of tests.
- Removing answer booklets or answer keys.
- Using an electronic device to gain an unfair advantage in testing situation.
- Any other behavior that gains an unfair advantage for a student or that affects the results of another student (enabling another student to commit any of the above acts).

The above conditions apply to all types of academic work: essays, exams, quizzes, tests, projects, homework, research, computer programs, music scores, web pages, graphical depictions, visual representations, and other assignments.

**7. *Extortion***

No student shall attempt to or use an expressed or implied threat, violence, harassment, coercion, or intimidation to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.

**8. *Hazing***

No student shall harass, persecute, or participate in any act(s), or attempt to threaten, act, or participate in any

act(s) that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student. Hazing is banned in any form.

Hazing (Board Policy JFCF) is defined as acting or coercing another, including the victim, to participate in any act of initiation onto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this policy, and will not exempt any student from discipline under this policy.

## 9. *Electronic Devices*

No student shall be using or have “out” during class cellular phones, MP3 players, Smart devices, or any other electronic equipment unless given permission by a faculty member. All electronic devices will be confiscated by school staff if they are out during class, or cause a disruption to the learning environment at any time during school hours. **Refusal to turn over a device may be grounds for suspension.**

- a. First Offense – Returned to student
- b. Second Offense – Saturday School (2 hrs)
- c. Third Offense – Saturday School (4 hrs)
- d. Fourth Offense – One (1) day of In-School Suspension
- e. Fifth Offense – Three (3) days of In-School Suspension
- f. Sixth – Tenth Offense – Out-of-School Suspension

The following procedures apply to Chromebook use:

### **Insurance/Technology Fee**

The Technology Fee for each year will be \$28/student. There will also be a deductible fee for each incident a Chromebook is returned for maintenance (a factory defect will not count as an incident).

The rate will be as follows:

1st Incident- Free

2nd Incident- \$10

3rd Incident- \$20

4th Incident- \$40

5th Incident- Lose privilege of taking the Chromebook home.

Students who owe a deductible fee will not be reissued a Chromebook until the fee is paid.

Students who bring in their Chromebook in the fall for maintenance will be given a replacement regardless of their status for the previous year's Technology Fee up until the end of the 1st quarter. After that timeframe, any Chromebook returned for maintenance will be withheld until the fee is paid in full. Students who owe a deductible fee will have to pay their Technology fee as well to be reissued a new Chromebook. When a student turns in a damaged Chromebook for a second time (and subsequent times), they will not be issued a replacement and will need to wait until their device is repaired and returned.

### **Distribution**

Each student that surrenders their Chromebook for the summer will be reissued their original Chromebook. Students who did not pay their Technology Fee will not have theirs reissued until the fee is paid in full. Chromebooks will be reissued at the Schedule Pick-Up day at AHS.

### **Search**

Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.



**10. *Transportation***

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words, either to other students, the bus driver or passing motorists. Additional guidelines for student discipline and behavior while on school vehicles are found in the Bus Rules and Safety Regulations (as revised 2/12/88) and are incorporated herein by reference.

**11. *Accomplice***

No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes but is not limited to serving as a “look out” for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who a student knows has violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy JFCJ) or any illegal, prescription or counterfeit drug. In administering discipline under this Section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

**12. *Gambling***

No student shall engage in or promote games of chance, place a bet, or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

**13. *Weapons, Dangerous Instruments, Fireworks, and Explosives***

No student shall use, or attempt to possess, handle, transmit, sell, or conceal any object that can be classified

as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions, or events off school grounds, on a school owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school, see Board Policy JFCJ. Bringing a knife onto school property may also result in a one-year expulsion, see Board Policy JFCJ.)

No student shall process, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, explosives, or munitions nor shall any student ignite or explode fireworks, explosives, or munitions at school-sponsored or related functions or activities on or off school grounds, or at any other time the student is subject to the authority of the school.

This prohibition applies to firearms, explosives (including fireworks, lighters, and matches), knives, and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

#### ***14. Dress Code***

Aurora High School Administration, Faculty, and Staff believe that the school should help to foster and develop student social skills, respect for all people, and understanding of diverse viewpoints. This should all take place in a safe, friendly, and productive learning environment for all students. Student dress and appearance are a part of creating a productive learning environment. The goal is to make dress “normal” and not have it distract from the purpose of teaching and

learning. Final judgment will be made by the administration.

1. Students should be neat, clean, and “covered”. “Outerwear” must cover “underwear”.
2. Shirts and pants should not contain any inappropriate communication. (e.g. alcohol, drug advertisements or profanity)
3. Shorts & Skirts should be of appropriate length (no shorter than fingertips), and appropriate nature (no cut-offs/holes above thighs).
4. Tube tops, halters, and spaghetti straps are not permitted (straps must be at least 2” wide).
5. Head covering - e.g. hats, hoods, sweatbands, caps, visors, scarves, bandanas will not be worn inside the school building nor carried from class to class.
6. Sunglasses should not be worn in the building.
7. Pants must be secured at waist level.

**15. *Failure to Accept Discipline or Punishment***

No student shall refuse to accept discipline or punishment from teachers, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

**16. *Misconduct During Extracurricular Activities***

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies which govern participation in an extracurricular activity, which rules, regulations, or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school

authorities disrupts or tends to interfere with the conduct of that activity.

**17. *Trespass***

- A. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate.
- B. A student who is already the subject of an emergency removal, a suspension, or an expulsion shall not enter upon any District property without the express permission of the principal.

**18. *Driving/Parking***

Driving privileges will be extended to sophomore, junior and senior students. Students must register vehicles and obtain a parking pass from the assistant principal in order to park on campus. Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Students are required to park in the designated student lot. Student vehicles illegally parked will be ticketed. Continuous and deliberate violations may result in the vehicle being towed at the owner's expense and/or disciplinary action. No unauthorized vehicle will park in the designated handicap parking spots. Students are not permitted in their cars without permission from the principal or assistant principal any time during the school day. Student drivers who have excessive tardies may have their driving privileges revoked. Student vehicles may be subject to search.

Failure to follow these guidelines may result in the student's driving privileges being withdrawn.

**19. *Repeated Violations of School Rules***

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel.

**20. *Harassment/Sexual Harassment, Bullying, and Disrespect***

No student shall harass any other student, school employee, community member, or school visitor on the basis of color, race, national origin, religion, age, sexual orientation, or disability. For the purpose of this code of conduct, the term "harass" includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (oral, writing, or in electronic form) abuses another.

Students are specifically prohibited from sexually harassing any other student, school employee, community member, or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact. Dating violence should also be avoided.

Dating violence is defined as a pattern or behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of

affectionate involvement whether casual, serious. Or long term.

Any student who believes that he/she has experienced any form of harassment including sexual harassment should report this conduct immediately to his/her building principal, who will conduct an investigation and, if required, take appropriate remedial action.

### ***Bullying***

Bullying (Board Policy JFCF) means any intentional written, electronic, verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of:

1. Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
3. Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities or benefits; or
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

### ***21. Gang Activity***

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

- A. Cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. Present a physical safety hazard to the student in question, other students, staff members or other employees;
- C. Create an atmosphere in which a student, staff members, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem whether on school or personal property, or on one's person

**22. Computer/Technology Tampering or Misuses**

The use of computers and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. All Aurora High School students shall sign a student contract agreement with their application for Internet account which states that the student agrees to abide by the provisions of the Aurora Schools Internet and Acceptable Computer Use Policy.

A student shall not alter or attempt to alter an individual computer or computer network software, place unauthorized information, computer viruses or use the computer or network in any way (i.e. chat rooms, hate mail, harassment, profanity, vulgar statements, or discriminatory remarks). Students may be held monetarily responsible for any repair or replacement costs to the system.

Students are expected to have read, understood, and follow the Aurora City Schools Chromebook Policies. Should they commit any violation or misuse their Chromebook, their access privilege may be revoked and school disciplinary action may be taken. The

Chromebook is to be treated no differently than any other district owned piece of equipment. It should not be altered or used in a manner that is not aligned with the Aurora Schools Internet and Acceptable Computer Use Policy

**23. *Any Other Conduct Which Disrupts or Interferes with the Educational Process***

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities to disrupt or to interfere with the educational process.

The Superintendent shall publish to all students a policy outlining these and any other District rules regarding student conduct and the sanctions, which may be imposed for their breach. Said policy shall also be posted in a central location in each school and shall be made available to students upon request.

[Adoption date:	August 26, 1985]	NOTE: This revision
[Revision date:	July 16, 1990]	replaces original policies
[Revision date:	June 22, 1992]	and regulations JFC,
[Revision date:	July 19, 1993]	JFC-R, JFCH/JFCI, JFCH/
[Revision date:	August 7, 1995]	JFCI-R, JGD, JGDA, JGE
[Revision date:	July 28, 1997]	adopted and approved
[Revision date:	July 27, 1998]	8/26/85
[Revision date:	June 29, 2009]	

CROSS REF.:HC, Student Health Services and Requirements

**Detention Policy**

Teachers may assign a teacher detention either before or after school for minor infractions of the code of conduct. When warranted, an office detention may be assigned to students who fail to comply or for repeat offenses. Students assigned an office



detention must report to the designated room with study materials. Office detentions are held from 7:10 – 7:35 am or 2:30 – 2:55 pm. Transportation is the student’s responsibility. Failure to serve office detentions may result in Saturday School.

A cumulative record of detentions will be maintained in the office. The following additional consequences may be assigned for accumulated detentions: parent conference, loss of driving privileges, suspension, or alternative school assignment.

### **Saturday School**

Placement of a student in the Saturday School will be at the discretion of a building administrator. The Saturday alternative to suspension will not be offered for all violations of the Code of Conduct, specifically those that involve antisocial or criminal behavior, threats to teachers, fighting, or other disruption of school. This placement should be viewed as a privilege not a right and as such should be approached as a positive educational experience. The intent is to provide students with an alternative to a school suspension with a provision for additional academic assistance to improve study skills and scholastic success. The student is responsible to gather appropriate study materials to be used on Saturday.

1. Saturday School is in session from 8:00-10:00 or 8:00 - 12:00. Students may be assigned a 2 or 4 hour session. Students will not be admitted to the detention if they arrive after 8:00 a.m. and may be subjected to further disciplinary action.
2. Students are required to bring their own study material including school related books, paper, pens, pencils, etc. There should be enough materials to last four hours. Lockers are off limits and access to other areas of the building will not be permitted. Students are expected to use this time for the completion of assigned schoolwork.

- Activities such as talking without permission, sleeping, or appearing to be asleep are not permitted.
3. Students are required to wear appropriate school clothes. Students inappropriately dressed will be sent home.
  4. Students are not permitted to bring such items as food, beverages, audio or visual equipment like radios, tape recorders or TV's playing cards or any materials that are disruptive to the educational environment.
  5. Students attending Saturday School are subject to all regulations prescribed in the Code of Conduct: Students Rights, Responsibilities, and Discipline.
  6. In the event of an emergency that causes a student to miss Saturday School, a parent/guardian **MUST** leave a message on the assistant principal's voicemail 330-954-2248 before school Monday.
  7. Failure to attend Saturday School will result in a one (1) day In-School Suspension along with the original Saturday School still to be served. Continued failure to serve Saturday School assignments may result in additional suspension

### **Emergency Removals**

When circumstances are such that a student's continuing presence is reasonably certain to pose a continuing danger to persons or property or an ongoing threat of disrupting curricular or extra-curricular school activities taking place within a classroom or elsewhere on school premises, the superintendent, principal, or assistant principal may remove a student from curricular or extra-curricular activities, or from the school premises without complying with the notice and hearing requirements required prior to suspension or expulsion.

In like circumstances, a teacher or supervising adult may remove a pupil from curricular or extra-curricular activities under his/her supervision, without complying with the notice and hearing requirements prior to suspension or expulsion. As soon as

practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the principal.

If a student is removed under emergency removal, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the students as soon as practicable prior to the hearing. Parents will be notified when a student is removed under this section.

The hearing shall be held in accordance with the procedure set forth under the suspension procedure, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth under the expulsion procedure except that the hearing shall be held within seventy-two (72) hours of the initial removal. The individual who ordered, caused, or requested the student's removal under this Article shall be present at the hearing.

If the superintendent or the principal reinstates a student in a curricular or extra-curricular activity under the teacher's supervision prior to the hearing following a removal under this Article, the teacher shall, upon request, be given the reasons for such reinstatement in writing.

## **Student Suspension**

### *In-School Suspension*

A student's behavior may result in forfeiture of his/her right to attend classes. Assignment to the In-School Suspension (ISS) Room requires the student to report to the ISS at the beginning of the day and remain there until afternoon dismissal. The student forfeits the privilege of late arrival or early dismissal and must remain on task in the supervised ISS area (this includes students involved in work-study programs). Academic credit can be made up. Parents/guardians are notified by mail, but there is no formal appeal process for In-School Suspension.

### *Out of School Suspension*

1. The Superintendent of Schools, building principal, or assistant principal may suspend a student from school or class attendance for not more than 10 days. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent may apply any remaining part of this suspension to the following school year.
  
2. The first suspension will not normally exceed a period of three school days; second suspensions will not normally exceed a period of five school days; third suspensions will normally be for a period of 10 school days. Because they seriously disrupt the learning environment and/or endanger the health or safety of other students, some offenses will normally result in a 10-day suspension and/or expulsion on their first occurrence. These include but are not limited to:
  - A. use, possession, or sale of alcohol or drugs;
  - B. assaulting staff;
  - C. inappropriate setting of fire alarms;
  - D. expending fireworks or setting fires;
  - E. possession, use, or sale of firearms and
  - F. fighting/assault

It is strongly recommended that the student's parents or guardian accompany the student to school upon readmission following a suspension. While school suspensions will normally follow the sequence outlined above, school personnel retain the discretion to determine the appropriate length of suspension based on the determination of the nature and seriousness of the offense and previous history of the student.

All students legally residing within the Aurora City School District and meeting State and Board of Education eligibility requirements are entitled to attend the Aurora City Schools. Students who exhibit incorrigible behavior, which is beyond the

educational facilities and professional expertise of the staff to deal with successfully within the school setting, may be denied the right of school attendance. Students who violate the school disciplinary code as set forward herein are subject to suspension and/or expulsion in accordance with Ohio Revised Code 3313.66; 3313.61 and procedures as specified below. These procedures shall not apply to normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to suspension or expulsion.

*Disciplinary Consequences*

During the period of suspension a student will not be permitted to attend any school function or activity. If the suspension days fall in two different school weeks, a student will not be permitted to attend weekend school functions or activities between the different weeks. (JFCJ)

**Dangerous Weapons in the Schools**

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons.

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument; while in any vehicle or on any property owned, operated, leased or controlled by the school, whether during or after regular school hours; while at any school-sponsored or related activity or event, whether on or off school grounds; and while at any other time the student is subject to the authority of the school. A student shall also not use, possess, handle, transmit, sell or conceal any look-alike weapon or dangerous object which a reasonable person might consider, under the circumstances, capable of harming a person or property. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm, including, but not limited to firearms and knives, as defined in further detail below.

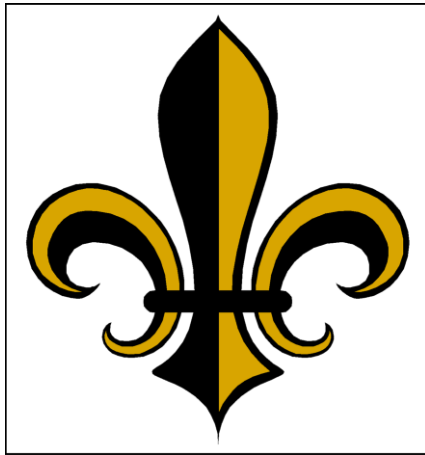
If a student brings a firearm onto school property (as defined below), into a school owned, operated or leased vehicle, or to any school-sponsored activity, the Superintendent shall expel the student from school for a period of one calendar year and shall notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

If a student brings a knife onto school property (as defined below), into a school owned, operated or leased vehicle, or to any school-sponsored activity, the Superintendent may expel the student from school, subject to the same conditions stated above.

The Superintendent may reduce the period of an expulsion provided under this Policy by considering; a student's disability (if the incident is a manifestation of the student's disability); a student's age; a student's prior disciplinary history; and for the intent of the perpetrator.

For purposes of this Policy, the term firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silence; or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary, or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. For purposes of the Policy, the term knife shall include but is not limited to, any cutting instrument consisting of a blade fastened to a handle.

EXTRA-  
CURRICULAR



ACTIVITIES

### **ABC Club**

This club bridges the gap between typical teens and teens in the special education program through activities during and after school.

### **Ambassadors**

This group provides support for upperclassmen students who are new to the building. They also assist with evening programs, and represent AHS in athletic league leadership events.

### **Aurora Highlights**

The Highlights are a precision pompon and dance group that performs with the AHS Marching Band.

### **Dramatic Arts**

Drama Club features full length plays and musical productions.

### **Environmentally Concerned Students**

This group works toward establishing an environmentally-friendly atmosphere through projects such as recycling.

### **Gaming Club**

The gaming club is group of students interested in fantasy/role-playing games.

### **Flag Corps**

The Flag Corps is a precision flag team that performs with AHS Marching Band.

### **Freshmen Mentor Program**

Upperclassmen are selected by faculty and staff to attend training to be mentors to incoming Freshmen Students. This program is designed to help ease the transition to high school through peer mentorship.

### **Gay Straight Alliance**

The Gay Straight Alliance is a group of students that promotes and embraces awareness, acceptance, and diversity at the high school.



### **International Club**

The International Club is a group of students interested in learning about other cultures with a global mentality.

### **Key Club**

Associated with Kiwanis International, Key Club provides for the development of leadership and service through projects for the community and school.

### **Mentorship**

AHS Mentorship program provides juniors and seniors unique opportunities to shadow and interact with professional people in the community.

### **Musical Arts**

Many additional opportunities are available to students involved in the band, choir, and orchestra programs, including: solo and ensemble competitions, indoor drum line, show choir, a capella choir, rock orchestra, and other groups.

### **National Honors Society**

Service, leadership, scholarship, and character provide the foundation for this honored group of students.

### **Newspaper**

AHS has a student-centered newspaper “The Gambit”. All students are eligible to serve on the newspaper staff. Priority is given to students enrolled in Journalism.

### **Philosophy Club**

Philosophy Club is a group of students interested in learning about and discussing philosophy.

### **Quiz Bowl**

Local teams compete in academic quiz bowls and are periodically selected to appear on a regional television show.

### **Robotics**

The Robotics team builds complex robots for regional competition.

### **S.A.D.D.**

Students Against Destructive Decisions is a group committed to remaining drug and alcohol free while providing school and community service toward that goal.

### **Science Olympiad**

Science Olympiad is a team that competes at various levels in events pertaining to all fields of science.

### **Senior Internship Project**

Senior Internship Project is an opportunity to participate in an independent study project. Seniors can pursue practical educational experience of interest to them. The program takes place during the last four weeks of the school year.

### **Stock Market Club**

The Stock Market Club is a group of students interested in learning about the stock market and participating in simulations.

### **Student Council**

This student organization of elected officer's stands for the betterment of AHS and its citizens.

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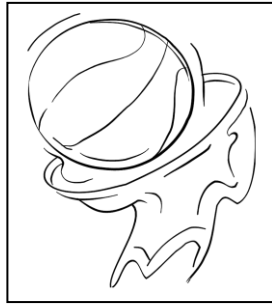
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## **Eligibility for Extracurricular Activities**

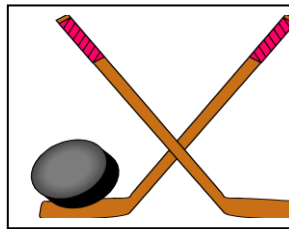
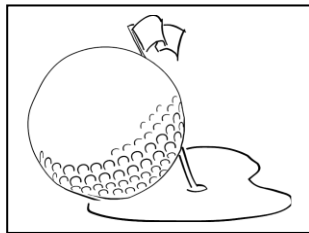
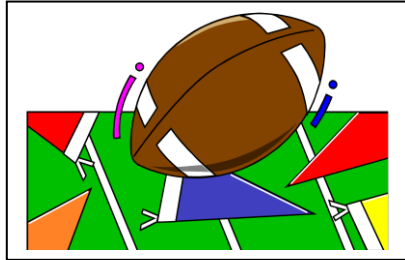
Extracurricular activities should be those activities that meet after school for two or more times per week on a regular basis or for a season. In order to be eligible to participate in extracurricular activities, students shall meet the following criteria:

To be eligible in Grades 9-12 a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period the student must have received passing grades in a minimum of five, one-credit courses or the equivalent which count toward graduation. In addition, the student must have obtained a grade point average of 1.5 for the previous marking period.

See page 68 for more details on eligibility for athletic activities.



# ATHLETICS



## Athletic Eligibility Rules and Regulations

### Eligibility

In order to be eligible to participate in interscholastic athletics and extracurricular activities, students shall meet the following criteria:

1. In order to be eligible in grades 9-12 a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period (interscholastic athletics only). During the preceding grading period, the student must have received passing grades in a minimum of five, one-credit courses or the equivalent which count toward graduation. **One credit of virtual learning may be used for eligibility one time in a student's high school career.** Students must also have achieved a minimum grade point average of 1.5 for the preceding nine-week grading period. Students whose grade point average falls between 1.0 and 1.49 will be eligible for a probationary period of four and one half weeks until progress report day at which time the student to be eligible must have achieved a 1.5 grade point average or be ineligible as of that date. Students whose grade point average is below 1.0, students whose grade point is below 1.5 and have been on probation one previous time during the school year, or students who are off probation and do not achieve a 1.5 grade point average at progress report day are ineligible until they achieve the appropriate grade point average at the end of the next nine week period. Students placed on probation are subject to an after school mandatory study table. Fall incoming 9th grade students to be eligible must have received passing grades of 100% of the subjects carried during the last grading period of the eighth grade including receiving a designation of "O" or "S" in elective courses.

2. The eligibility or ineligibility of a student continues until the end of the 5th (fifth) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.
3. A student enrolled in the first grading period after advancement from the eighth grade must have passed 100% of those subjects carried the preceding grading period in which the student was enrolled.
4. The eligibility of a transfer student must be established by school records or verification from the sending school. The responsibility for establishing eligibility remains with the receiving school.
5. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
6. An athlete must be in school at least half of the day in order to participate in the practice or contest of that day. Unusual or extenuating circumstances will be examined by the coach, athletic director, and principal.
7. An athlete must have no unexcused absence from class on a given day if the athlete is to participate in that day's practice or contest.

A link to the 2017-2018 OHSAA Student-Athlete Eligibility Guide can be found at:

<http://www.ohsaa.org/Portals/0/Eligibility/OtherEligibilityDocs/EligibilityGuideHS.pdf>

Information on the OHSAA Eligibility and Authorization Form and the pre-participation physical exam form can be found at:

<http://ohsaa.org/eligibility>

## **Training Rules and Regulations**

### ***Philosophy***

1. The athletic coaches of the Aurora City Schools feel the need to establish training rules for the betterment of the individual and the team.
2. We believe that athletics are a way of life and adherence to certain training rules and regulations will enhance the individual's pattern of living.
3. The need for our athletes to be aware of the training rules and to abide by them will unite them toward respective team goals.
4. Athletes are special people. They are constantly being watched by the community, not only in their athletic competition, but out of it as well. An athlete's actions out of competition can determine whether people in the community will respect our programs or not.
5. The coaches of the Aurora City Schools are requiring the athletes of our schools to abide by the training rules set before them. It is our belief that these training rules have been established for the good of the individual, for the good of the team, for the good of the school, as well as for the good of the community. It is our hope that by knowing and following these rules, each will establish a better pattern of living.
6. Our goal is to help the athlete, not to punish, but first the athlete must help themselves.

### ***Objectives***

1. To educate the athlete as to what our training rules are and to rehabilitate him if needed.
2. To improve the unity and morale of our athletic teams.
3. To foster the concept of sacrificing one's personal want for the good of the team.
4. To establish a productive pattern of living.
5. To help the individual athlete obtain his full physical potential.
6. To help the athlete avoid trouble.

### **Training Rules and Training Regulations**

The athletes of the Aurora City Schools must refrain from the following:

1. Tobacco products in any form
2. Drug or alcohol sale or distribution
3. Drug or alcohol possession and/or use
4. Unreasonable Conduct/Criminal activity such as, but not limited to vandalism, assault, and battery, hazing, theft, or other disruptive conduct.

### ***Disciplinary Action***

Disciplinary action will be taken when a member of the faculty or administration receives accurate information that an athlete is violating any one of the stated training rules.

The disciplinary action taken against the offender will be the following;

1. The alleged offender will be granted a hearing. The hearing will comply with the following procedures:
  - a. The student will receive a written notice of the alleged rule violation and the surrounding circumstances.
  - b. The Athletic Director shall serve as the hearing officer and establish the hearing procedures.
  - c. The student shall be given an opportunity to explain the situation and present any information that he/she may possess regarding the incident.
  - d. After reviewing all the information presented at the hearing, the hearing officer shall determine whether a rule violation has occurred and what disciplinary action, if any, is appropriate. The hearing officer will transmit this decision in writing to the student within 48 hours of the completion of the hearing.
  - e. After receipt of the decision, the student will have five calendar days to appeal the decision in writing to the high school principal.
  - f. The principal shall schedule an appeal hearing within five calendar days of receipt of the written notice of appeal.

- g. The principal shall establish the hearing procedures. School personnel and the student will be given the opportunity to present relevant information regarding the incident to the principal. The student may have a representative(s) of his/her choosing in attendance at this hearing. The number of representatives shall normally be limited to three unless for good cause shown, more representatives are required.
- h. After reviewing all information at the hearing, the principal shall uphold, reverse or modify the decision of the athletic director. This decision shall be in writing, and transmitted to all parties within 72 hours of the completion of the hearing. If the principal modifies or reverses the decision, all records will be modified accordingly.
- i. The decision of the principal shall be final. Any subsequent appeals shall be governed by the Ohio Revised Code SCII-250601.

## 2. **TOBACCO**

### **First Tobacco Offense**

A participant found in violation will be denied participation for 33% of the contest (season or tournament), based on the number of regular season scheduled events. If the participant agrees to participate in a tobacco education program, the penalty will be reduced to 15% of the contests. Refusal or failure to complete the tobacco education program will result in the full 33% denial of participation.

### **Second Tobacco Offense**

A participant found in violation will be denied participation for 50% of the contest (season or tournament), based on the number of regular season scheduled events. If the participant agrees to participate in a tobacco education program, the penalty will be reduced to 25% of the contests. Refusal or failure to complete the tobacco education program will result in the full 50% denial of participation.



**Third Tobacco Offense**

A participant found in violation will be denied participation from athletics for one calendar year from the date of the violation.

**Fourth Tobacco Offense**

A participant found in violation will be denied participation from athletics for one calendar year from the date of the violation.

**Self Referral**

If a participant seeks assistance from the coach, the athletic director, or school administrator for dealing with a tobacco problem and the participant agrees to participate in a tobacco education program, there will be no denial of participation from contest. The self-referral is still considered a violation for the purpose of accumulation of violations and is nonexistent or confronted prior to referral.

**DRUG OR ALCOHOL SALE OR DISTRIBUTION****First Drug or Alcohol Sale or Distribution**

A participant found in violation will be denied participation for one calendar year from the date of violation.

After six months of no athletic participation, the participant may petition the athletic director to amend the denial of participation. The participant will present evidence of a successful effort to correct his/her problem. The athletic director will make a recommendation to the building principal. The building principal will make the final decision.

**Second Drug or Alcohol Sale or Distribution Offense**

A participant found in violation the second time will be denied participation indefinitely.

**Third Drug or Alcohol Sale or Distribution Offense**

A participant found in violation the third time will be denied participation permanently.

**DRUG OR ALCOHOL POSSESSION AND/OR USE**

Participates shall not possess and/or use any controlled or counterfeit substance, including but not limited to narcotics, hallucinogenic, alcohol, steroids, paraphernalia, or marijuana.

**First Drug or Alcohol Offense**

A participant found in violation will be denied participation for 50% of the contest (season or tournament), based on the number of regular season scheduled events. If the participant agrees to go through a drug/alcohol assessment the penalty will be reduced to 25% of the contest. Refusal or failure to complete the assessment will result in the full 50% denial of participation.

**Second Drug or Alcohol Offense**

A participant found in violation will be denied participation for one calendar year from the date of the violation if the violation has occurred in the same school year.

A participant found in violation the second time in a career, but only the first time during a school year, will be denied participation of 100% of the contest (season or tournaments), based on the number of regular season scheduled events. If the participant agrees to go through a drug/alcohol assessment the penalty will be reduced to 50% of the contest.

Refusal or failure to complete the assessment will result in the full 100% denial of participation.

A participant found in violation two times in two different years (4 violations will be denied participation permanently).

### **Third Drug or Alcohol Offense**

A participant found in violation for the third time in one year will be denied participation permanently.

A participant found in violation for the third time, but none of the violations occurred more than once in a school year will be denied participation for one calendar year from the date of the violation.

### **Self-Referral**

If a participant seeks assistance from the coach, the athletic director, or school administrator for dealing with a drug/alcohol problem and the participant agrees to complete a drug/alcohol assessment and follow the recommendations, there will be no denial of participation from contests. Refusal or failure to complete the assessment will result in the denial of participation.

The self-referral is still considered a violation for the purpose of accumulation of violations. Self referral must be established by school records prior to an arrest or notification of school administration, coach or athletic director.

### **UNREASONABLE CONDUCT**

The Aurora Athletic Department recognizes that the safety and welfare of individual participants and teams are a priority. Therefore, participants will not engage in any acts

of criminal activity such as, but not limited to vandalism, assault and battery, hazing, theft, or other disruptive conduct.

Participants are also expected to behave appropriately during school and extracurricular activities. Detrimental actions include but not limited to insubordination, repeated absenteeism, fighting, sexual misconduct, negative/apathetic attitude, unsportsmanlike conduct, lying, and inappropriate language or gestures.

Recognizing the varying degrees of severity, the type of misconduct, and a participants previous record of conduct, each situation will be considered individually. The coach and/or the athletic director will determine appropriate consequences, which may include denial of participation or dismissal from the team. In all cases, the participant will have the right to due process and a written record of the incident will be filed with the athletic director.

### **General Operational Procedures**

1. The Aurora Athletic Department will sponsor three high school evening award programs during the year (Fall-Winter-Spring). All teams (Freshmen, Junior Varsity, and Varsity) will be honored at these programs.
2. The participation of any freshman in junior varsity or varsity competition is to be determined by unanimous approval of the head coach, the athletic director and the parents. This policy applies primarily to football, basketball, and wrestling.
3. The cheerleaders are important members of the athletic department. The sponsor will be considered a head coach and will have all head coach rights and responsibilities within the department.
4. The principal or athletic director shall schedule the dismissal time of the players and students for each contest taking place during the school day. This includes practices that have been approved by the athletic director. In most cases, one hour plus traveling time is needed to assure all safety measures.

5. Generally, all athletic contests shall be scheduled with nearby schools.
6. An athlete will not be permitted to change from one sport to another during the same season unless he/she is released by the first coach with the right to appeal to the athletic director.
7. Individual or small group “workouts” are not to be held within the building without the supervision of a coach.
8. A student who quits a team and does not personally turn in his/her equipment to his/her coach will be charged the full replacement price for the equipment and will not be permitted to try out for future athletic teams until the matter is settled.
9. Any student who fails to turn in all of his/her equipment at the end of the season to the head coach will forfeit his/her right to try out for any future athletic team until the matter is settled.
10. Aurora athletic equipment shall not become the personal property of a student.
11. Any undue influence or attempt by coach to subvert the general policy and philosophy of the Aurora Athletic Department for purposes of specialization, which thereby limits overall participation, will not be tolerated. Generally, the next calendar sport has priority over the training and participation of our athletes. A coach or other department member may request a hearing with the athletic director and high school principal to discuss any “undue influence” by another member of the department.
12. Athletes are not permitted to wear athletic department clothing during the school day without the approval of their coach.
13. Any athlete who has been injured and advised to seek medical care will not be allowed to return to practice or to a game without written permission from their doctor and/or parents.
14. Any participant quitting a team during the season will forfeit all rights to awards at the end of the season.

### **Student Conduct**

The Aurora City Schools encourage spectator participation at all school athletic events. In order to maintain crowd control at

these events the cooperation of the parents and youth is paramount.

It is the obligation of the school with the cooperation of the athletic department to provide regulation for adequate crowd control for all athletic events.

It is the obligation of the parents to provide adult supervision for all youth below high school age at high school athletic events. Experience has shown that young children unattended at athletic events many times present a control problem, safety “problem”, or general nuisance to other fans and to themselves.

The Aurora City Schools have established the following regulations involving youth attendance at high school athletic events:

1. All youth under high school age will be admitted to high school athletic events only if they are willing to accept the supervision and direction of the contest management.
2. A youth may be removed from an athletic event if school personnel deems the youth’s behavior is presenting a control problem, a safety problem, or otherwise a general nuisance to other fans, sport participants, or officials.
3. If the situation is of such magnitude as to cause concern for future attendance at this type of event, the student may be denied admission to future contests.

### **Rules and Regulations for Athletic Teams Using School Buses**

1. Only participants, managers, statisticians, coaches and cheerleaders may ride a team bus.
2. A coach must supervise the bus at all times - never permit a bus to depart without a coach. The head coach must ride the team bus.
3. The aisle must be clear at all times.

4. All personnel riding the bus must remain sitting upright in their seats - responsibility of the coaches.
  5. The bus must be clean at the end of the trip - weather conditions will be considered.
  6. No horseplay will be permitted.
  7. Nothing is to be thrown out the windows or extended out the windows.
  8. All students shall submit to the authority of the driver and conduct themselves in a courteous manner.
  9. There will be no inappropriate language or remarks on the bus while being transported to and from an athletic event.
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10. The coaches on the bus are responsible for their team at all times. Any problems must be reported to the director of athletics the following morning. Disciplinary action will be taken when any student's behavior so warrants.
  11. All participants must ride the team bus to and from the contest - never release a student from the team bus unless the head coach has a written and/or verbal excuse from the parents - the final decision is the responsibility of the head coach.
  12. The driver is responsible for the bus - the coach is responsible for the team - Work Together

### **Conflict Control at Athletic Events**

#### ***Team Restrictions:***

In the event of a conflict on the field, court, or any other playing surface, the following procedures will take place.

#### ***Coaches***

1. Assistant coaches are to keep all members of the team that are on the bench at the time - on the bench.
2. Head coach is to assist the official and/or any covering administrator with the breaking up of the conflict.

***Players:***

1. If a player is on the playing surface when a problem breaks out, they are to leave the area and return to the team bench.
2. If a player is on the bench when a problem breaks out, they must remain on the bench.
3. Under no circumstances will active involvement in a fight during a contest be tolerated.

***Punitive Action:***

If a player originally on the bench at the time of the break out of the conflict leaves the bench area, they will be suspended from the next contest in that sport. If it is the last contest of the season, they will be suspended from the first contest of their next sports season.

If a player on the field refuses to go to the team bench, when directed, they will be suspended from the next contest in that sport. If it is the last contest of the season, they will be suspended from the first contest of their next sports season.

If a player is involved in a physical fight, they will be suspended from the next two contests and be subject to the normal discipline code for fighting that is in effect in the Aurora City Schools. This also will carry over to the next season, in the event the suspension cannot be carried out in the participating season.

**SPECTATOR RESTRICTIONS**

Spectators cannot enter any of the playing areas for any reason.

Spectators cannot be involved in any conflicts that may occur within a contest.

Spectators may not incite, harass, embarrass, or criticize any individual or team. Any actions that may promote a problem will be dealt with immediately.



Spectators may lose the opportunity to attend contests and/or may receive suspensions.

### **THE MESSAGE**

Aurora Schools/Athletic Department will not tolerate inappropriate behavior by our athletes and/or fans. We must behave properly or we will lose the opportunities athletics presents. We are proud of the large majority of our athletics; we will not permit a few to tarnish the reputation of the majority, or our entire school.

All of the above disciplines and rules are minimums. The administration has the right to enforce stricter punishments if the situation merits.

For further information see Mr. Paul Powers, Athletic Director.

### **NCAA INITIAL ELIGIBILITY**

A student athlete eligible for participation in a Division I or Division II college program must meet initial eligibility requirements of the NCAA.

For students entering any Division I college or university, your NCAA initial eligibility will be evaluated under the 16 core-course rule as described on this sheet.

**DIVISION I**  
**16 CORE-COURSE RULE**

**16 Core Courses:**

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

**DIVISION II**

**16 Core Courses:**

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

For more detailed information, please refer to [www.ncaa.org](http://www.ncaa.org)

***Family Educational Rights and Privacy Act (FERPA)***  
***Model Notice for Directory Information***

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal Law, requires that Aurora City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Aurora City Schools may disclose

appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Aurora City Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy is released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Aurora City Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. Aurora City Schools has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing

Information will be provided in the opening packet mailed to each student.

### **Student Exemption From Recruiter Release**

Ohio Senate Bill 26 requires boards of education to release the names and addresses of students in grades 10-12 to recruiting officers. Recruiters for any branch of the U.S. armed forces could obtain such information, regardless of school board policy regarding businesses and institutions seeking it.

In order to bar such release of information, students or parents of students under the age of 18 must send a letter to the Aurora City Schools Board of Education office requesting that the student's name should not be on any list given to a recruiter of any branch of the United States armed forces.