Fort Loramie High School

2026 - 2027

Student/Parent Handbook

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Home of the Redskins

Web Address:
http://www.loramie.k12.oh.us

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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PRINCIPAL'S WELCOME

We would like to welcome you to Fort Loramie Junior/Senior High School. As we begin the 2026-2027 school year, it is important that we take the time to develop individual goals for ourselves. The goals you choose will provide you with a direction, and a focus, to make this school year be a successful one. These goals will also help motivate you to maximize your academic achievement, and have a positive experience, in our school district.

This Student/Parent Handbook is published so that all students may have a ready reference to information which is necessary for an understanding of the daily operations of the school. It is essential that all students read the information contained in this handbook so there may be as few misunderstandings as possible. It is advised that students share the information in this handbook with their parents or guardians. When this handbook does not give you the information you need or desire, please contact your principal, guidance counselor or a teacher for assistance.

We will be ready, on a daily basis, to provide an academic setting that will allow you the opportunity for success. You must be willing to accept the task at hand and provide the effort and hard work that is necessary to develop to your maximum potential.

Together, let's work hard, be willing to accept an atmosphere for learning, respect one another, show kindness on a daily basis, be honest with each other, and be determined to provide and accept the opportunities for success.

Your high school years should be one of the best times in your life. It affords you the opportunity to be active and try many new activities. Your participation in school activities will leave an important impression on your life. You will create your memories and friendships that will last throughout your lifetime. Discover your passion, and make your mark at Fort Loramie Junior/Senior High School.

FORT LORAMIE EDUCATIONAL PROGRAM

To fulfill the Mission of Fort Loramie Schools the faculty, staff and administration of Fort Loramie Local Schools offer a variety of educational programs and opportunities for our students.

Board of Education Policy #2131

Fort Loramie Schools have identified several goals and objectives.

- To meet the intellectual, physical and emotional needs of students.
- Establish aesthetic, moral and ethical values in students.
- Help students relate satisfactorily towards others.
- Help students develop a mastery of the basic skills of learning, thinking and problem solving.
- Instruct students to use the various media of self-expression.
- Develop knowledge of social and natural sciences.
- Acquainting students with the richness of our heritage.
- Stimulating students to work productively.
- Acknowledge the importance of home and other social agencies in developing effective personal living.
- Assist students in using technology as a tool for enhanced learning.
- A Safety and Crisis Management Handbook with procedures to maintain a safe school environment has been developed.
- A Wellness Policy has been developed to promote training and education concerning wellness and nutrition.

RIGHTS AND RESPONSIBILITIES

Board of Education Policy #5200 / # 5722

- The rights and limits of students respecting freedom of religion, speech, press and assembly and petition shall be in accord with the First Amendment of the U. S. Constitution.
- Students shall have the right to due process procedures and equal protection and to have representation in matters of suspension and expulsion shall be in accord with the Fourteenth Amendment of the U.S. Constitution.
- Students shall have the right to participate in decisions affecting the curriculum and other educational matters through student representatives duly designated by the student council.
- Every member of the school community including students, parents, and the school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and develop maximum opportunities for learning on the part of each student.
- Every student shall have the right to free inquiry and expression. With the right of expression comes the responsibility to do so appropriately.
- Every student is expected to follow staff member's directions and obey all school rules and guidelines, including adult students of age 18 or older.
- The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed or national origin.

GENERAL EDUCATION AND COLLEGE PREP CURRICULUM

The basic educational program provides a curriculum that serves the general academic and college preparatory needs of all students.

Board of Education Policy #2110

- The educational program provides opportunities for students to develop specific talents and interests to grow toward independent learning.
- The curriculum responds to a wide range of individual differences in student's abilities by providing a variety of materials and courses.

VOCATIONAL EDUCATION CURRICULUM

Career and Vocational Education enables each student to gain career awareness and explore career opportunities in various fields.

Board of Education Policy #2421

- The Upper Valley Career Center in Piqua, Ohio, offers a variety of curriculum and program opportunities for students.

SPECIAL EDUCATION SERVICES

Students requiring special services will be evaluated and identified according to specific guidelines and procedures established by the Ohio Department of Education. *Board of Education Policy #2460*

- The Individualized Education Program is developed to provide an appropriate educational program with related services to meet the needs of the student in the Least Restrictive Environment.
- Due process requirements and procedural safeguards and the confidential treatment of information are adhered to by following the guidelines established in the Model Policies and Procedures for the Education of Children with Disabilities.
- The American's with Disability Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against any persons with a disability and affords access to appropriate educational accommodations.

GIFTED EDUCATION SERVICES

In accordance with the belief that all children are entitled to education commensurate with their particular needs, children who are gifted and talented in the district will be provided opportunities to progress as their abilities permit.

Board of Education Policy #2464

- Students are provided services beyond those offered in regular school programs in order to realize their potential.
- Professionally qualified persons using a variety of assessment procedures identify students annually.

STUDENT ADMISSION

The Fort Loramie Local Schools provides free education to District residents between the ages of five through twenty-one. A student is considered a resident of the District if he/she resides with a parent or legal guardian. A student, who resides with a grandparent, must show evidence of a notarized copy of Power of Attorney or Caretaker Authorization Affidavit.

Board of Education Policy #5111

- Students who do not legally qualify as residents may apply to the Fort Loramie Board of Education for admission to the school on a tuition basis.

STUDENT REGISTRATION

To register a student who is new to the Fort Loramie School District, the parent or guardian will need to complete several forms and provide certain items to be accepted into the school, including proof of residency.

Board of Education Policy #5111

- Complete enrollment forms and student records release.
- Provide a certified copy of the student's Birth Certificate.
- Provide a copy of the student's Immunization Record.
- Provide Court Documents allocating parental rights, responsibilities and custody of the child.

DISTRICT/BUILDING GOAL

The goal of Fort Loramie Schools is to meet all state indicators, improve student performance indicators, and to strengthen student achievement in all subject areas.

STUDENT RECORDS

Student Records are confidential and protected by the Family Educational Rights and Privacy Act (FERPA). The Privacy Act does not protect Directory Information of the student. Parents may request in writing that the school not release the personally identifiable information.

Board of Education Policy #8330

Directory information includes the following items.

- Student's name
- Student's address
- Telephone number
- Date and place of birth
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Student achievement awards and honors
- Major Field of study
- Date of graduation

Directory information is provided to the following for the purpose of providing educational products or services for or to students.

- Post-secondary institutions
- Military recruiters
- Curriculum and testing agencies
- Fundraising activities such as book clubs and magazines
- Services providing student recognition programs and school approved memorabilia, such as class rings and graduation items

PARENT ACCESS TO STUDENT RECORDS

The school staff and the child's parent(s) or legal guardian(s) will have access to the student's records. *Board of Education Policy #8330*

- The parent(s)/guardian(s) have the right to request access to the child's records and receive copies or an explanation of the student record. A divorce or change of custody does not necessarily change the rights of a natural parent to a child's records. Only the custodial parent has the right to make educational decisions.
- Parent(s) and legal guardian(s) have the right to review and inspect the student's educational record. They also have the right to amend or correct the information that may not be correct in the student educational record.
- Parents have an obligation to inform the school of custody changes concerning a child and will need to have a copy of the court order.
- A non-custodial parent may request and receive a copy of the grade card and the permanent records and has the opportunity to hold a teacher conference. Stepparents do not have the right to records, reports or a conference unless the custodial parent confers these rights to them.

WITHDRAWAL OR TRANSFER FROM SCHOOL

Board of Education Policy #5130

No student under the age of eighteen (18) will be allowed to withdraw from school without written consent of his/her parents. The student will be reported to the juvenile judge and the Bureau of motor Vehicles.

Parents must notify the principal about plans to transfer their child to another school. School records will be transferred to the new school within fourteen days (14) of the parents' notice of request.

STUDENT SURVEYS

The Board of Education may approve third party surveys to be administered *Board of Education Policy #2416*

- Parents have the right to inspect a survey created by a third party.
- Parents have the right to opt their children out of the survey.

  Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or curriculum, without prior written consent of the student or his/her parents to submit to or participate in any survey, analysis, evaluation that reveals information concerning:
- Political affiliations or beliefs.
- Mental or psychological problems of the student.
- Sex behavior or attitudes.
- Illegal, anti-social or self-incriminating behavior.
- Critical appraisals of other individuals.
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers.
- Religious practices, beliefs or affiliations. Income, other than that required by law to determine eligibility for participation in a program.

ACADEMIC POLICIES

COURSE REGISTRATION

The process of selecting and enrolling in specific courses is required of each student on a yearly basis. The Fort Loramie Registration Handbook is developed for this purpose.

Board of Education Policy # 5120

- Each student is required to enroll in no fewer than 5 credits per year, exclusive of Physical Education and Music.
- Students should select classes so that their schedule will include no more than one study hall per day, per semester.
- A student may enroll in a course other than the next one in the academic sequence upon recommendation of his/her teacher and consent of his/her parents.

Board of Education Policy # 5410

CLASS/STUDENT SCHEDULES

Students are expected to follow their class schedule at Fort Loramie High School at all times. Students are expected to be on time and prepared for all classes. Students who are late for classes and/or not prepared for classes can be subject to disciplinary action. Students who skip class will receive a 0/F for all work which was assigned and/or collected for that class and will also be assigned a Saturday School. If your CCP course interferes with your schedule at Fort Loramie High School, the schedule at Fort Loramie High School must be prioritized first.

COURSE LOAD

For class schedules, all students at Fort Loramie High School must take a minimum of 5 courses each semester (High School or College Credit Plus).

PHYSICAL EDUCATION WAIVER OPTION

The Ohio Revised Code requires that high school students accumulate ½ credit of physical education for graduation. The PE Waiver Option is available to schools to allow students who compete in two complete seasons of interscholastic sports, cheerleading or two full credits of marching band to be excused from the physical education requirement. Students receive no credit for participation in interscholastic athletics, only exemption from the physical

education requirement. Students will have to choose other course offerings to make up the ½ credit. Students and parents will need to complete the PE Waiver Form to be approved.

CLASS CHANGE AND WITHDRAWALS

The purpose of class registration is to gather relevant information to serve as the basis for planning the master schedule and daily operation of the school. If requested course changes or withdrawals could alter the availability of a class, or would affect the overall schedule of the building, the impact of that change must be considered as a result. All decisions made regarding class changes or withdrawals should not only take into account the reason for the request, but needs to allow for the number of students currently enrolled in that course/period to factor in the determination. Therefore, any request that would leave less than five (5) students in a course section will be denied, unless special circumstances exist. All requests for withdrawal or a course change will be at the discretion of the guidance counselor and administration.

CLASS CHANGE PROCEDURE

- First three days of school – class and study hall changes. No changes after the 3rd day of school.
- For those students taking College Credit Plus courses that are not built into the FLHS Master Schedule will have the first three class sessions to make changes. Any change made after the first three class sessions may be permissible, but will exclude the student from earning their FLHS Honors Diploma. Please note: AP classes are not subject to first 3 days of the semester rule.
- Same policy will apply to second semester.

Withdrawal – A course that is dropped after the 5th day of school, a "W" for the course will be recorded on the transcript as a course attempted and no credit earned.

CREDIT FLEXIBILITY / EDUCATIONAL OPTIONS

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

1. Successful completion of regular, traditional classes (including UVCC);
2. Successful completion of educational options such as dual enrollment courses, College Credit Plus courses, online courses, correspondence courses, independent options, summer school or credit recovery.
3. Demonstration of mastery (including testing out) for FLHS classes using such methods as taking course tests and exams, completing research papers and/or projects, lab activities (must be a part of a lab-based course), independent study, completing a portfolio, etc.; and/or
4. Creation and successful completion of new courses incorporating the appropriate Ohio Academic Content Standards and using such methods as mentorship, internship, service learning, educational travel, independent study, completing a portfolio, etc.
    - Educational options may be approved by meeting the established requirements written in the Registration Handbook.
        - Any and all costs which are a part of any approved course or educational option must be paid in full by the student.

CLASSIFICATION

Promotion to the next grade is based on the current level of achievement and potential success at the next level. *Board of Education Policy #5410*

The class standing of students is determined as follows:

- Freshman Fewer than 5 credits
- Sophomore 5 - 10 credits
- Junior 11 - 15 credits
- Senior 16 - 21 credits

GRADES

Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade. *Board of Education Policy #5421*

- Grades will be reported quarterly using a letter basis.
- Grade cards can be viewed by Progress Book at the end of each 9 weeks. Any parent(s) who would like a paper copy may request one by filling out a form that is provided in the high school office.

GRADING SCALE FOR GRADES 7-12

A 93-100	B 84-92	C 74-83	D 65-73
A 95-100	B+ 91-92	C+ 82-83	D+ 72-73
A- 93-94	B 86-90	C 76-81	D 67-71
	B- 84-85	C- 74-75	D- 65-66
			F Below 64

UVCC GRADE SCALE:

A: 90 – 100 B: 80 – 89 C: 70 – 79 D: 65 – 69 F: 0 – 64

GRADE POINT AVERAGE

The grade point average is computed by dividing the total points earned by the total credits. In arriving at a semester grade, a formula will be used to balance nine-week grades.

High School

Semester Grade =

.4 (x) 1st 9 wks (+) .4 (x) 2nd 9 wks (+) .2(x) semester exam

Yearly Grade = 1st semester average (+) 2nd semester average / 2

JUNIOR HIGH

Semester Grade =

.45 (x) 1st 9 wks (+) .45 (x) 2nd 9 wks (+) .1 (x) semester exam

Yearly Grade = 1st semester average (+) 2nd semester / 2

HONOR ROLL FOR GRADES 7-12

The honor roll is calculated and published at the end of each grading period. If a student qualifies for the honor roll, it is his/her responsibility to check the honor roll and make needed additions or corrections.

A	4.00	A -	3.99 - 3.67
B +	3.66 – 3.34	B	3.33 – 3.00

Students who attend the Upper Valley Career Center will use the following honor roll system:

A = 4.00 – 3.67 B = 3.66 – 3.00

INCOMPLETE GRADES

The teacher may assign an incomplete grade (I) that will allow the student an additional 5 days to complete assignments that may be added to the nine-week grade. Incomplete work not finished by the deadline will result in a zero grade.

**If the student is not able to complete work due to a medical condition, the student will have 5 days to complete assignments that may be added to the nine-week grade once they are given medical clearance to resume their coursework.*

EXAMS-SEMESTER & FINAL

Every class at Fort Loramie High School is required to have a semester and a final exam. All students are required to take both semester and final exams.*

**Projects can be substituted for exams with the principal's prior approval for the class. Exams are not to be given earlier than the scheduled date and no special privileges concerning exams are to be requested or granted*.

GRADUATION

Graduation from high school is an important and momentous occasion. Several policies and procedures are listed below that will be followed for each class. Students will be required to meet all Fort Loramie Local School curriculum requirements that are established for their year of graduation when the students entered high school. *Board of Education Policy #5460*

Specific requirements are listed below.

- Credits - 21 units of credit will be required for all students.
- Completion of all graduation requirements required for a student's respective graduating class.
- CPR / AED Training – In order to participate in the graduation ceremony, students will have to be able to show proof of their CPR/AED training (required by state law)
- Correspondence Courses - Students who participate in or are taking Independent Study Courses and Correspondence Courses are responsible to make sure all work is completed in time to receive the grade by May 1.
- Graduation Rehearsal - A student must attend and participate for the entirety of the Graduation Rehearsal and Practice as a requirement to be able to participate in Commencement Ceremony. *
- Student Fees - All fees, fines, and charges payable to Fort Loramie Schools must be paid in full prior to the Commencement Ceremony.

*The graduate may be permitted to participate in the ceremony if they are unable to attend due to a legitimate, unforeseen or unavoidable, circumstance or reason.

VALEDICTORIAN and SALUTATORIAN SELECTION *Board of Education Policy #5430*

The selection of the Valedictorian is based upon the following requirements.

- Fort Loramie High School shall designate the valedictorian of the class as the graduating senior with the highest grade point average to the one-hundredth place. If more than one graduating senior is determined to be tied with the highest grade point average, then each shall be designated as "co-valedictorian."
- The graduating senior with the second highest grade point average, to the one-hundredth place, shall be designated as salutatorian or "co-salutatorian" in the case of a tie.
- To be eligible for the valedictorian or salutatorian award, all credits earned towards meeting the graduation requirements must be earned at an accredited high school, joint vocational school or school-approved post-secondary options program.
- To be eligible for either award, the graduating senior must have completed the last four semesters while enrolled as a full-time student at Fort Loramie High School. This includes all course work that is recognized by the Fort Loramie Local School for credit.
- The students will be named valedictorian and salutatorian during the preceding week, prior to the co*mme*ncement ceremony, with the information available at that time.

GRADUATION CREDIT REQUIREMENTS

Fort Loramie Board of Education Policy #5460

Required Units for graduation for all students include 21 credits.

English	4 units	Social Studies	3 units
Math	4 units, including Alg II or equivalent	Physical Education	1/2 unit
Science	3 units	Health	1/2 unit
Fine Art	1 unit	Personal Finance	1/2 unit

Science

- 1 unit of Biological Science and 1 unit of Physical Science.
- The successful completion of Ag-Science I & II will be equivalent to one unit of science.

Social Studies

- 1 unit of American Government will be required of all students, unless the student participates in a JVS program.
- The JVS student will be required to complete 1/2 unit of American History and 1/2 unit of American Government.

Fine Arts /Business-Technology

- 1 unit of credit or 2 one-half units of Fine Arts are required.
- A Financial Literacy component is required for graduation and will be fulfilled in the Personal Financial Management course at Fort Loramie and the Upper Valley Career Center.

Electives

- The Principal may apply up to 2 units of credit toward graduation from correspondence courses with prior approval.
- 4.5 units of electives will be needed to meet the 21 credits.

Requirements for the Classes of 2023 and beyond:

a) Students must show competency by earning a minimum score on Ohio's Algebra and English II exams.

b) Students must also show readiness by earning two of twelve diploma seals outlined by the state of Ohio. These seals include:

- Ohio Means Jobs Readiness Seal
- Industry Recognized Credential Seal
- College-Ready Seal
- Military Enlistment Seal
- Citizenship Seal
- Science Seal
- Honors Diploma Seal
- Seal of Biliteracy
- Technology Seal
- Community Service Seal
- Fine & Performing Arts Seal
- Student Engagement Seal

Graduation Plan

"It is the district's plan for students to earn their seals by completing and passing the End of Course exams. If a student does not earn both seals through the EOC requirements, the student and Guidance Counselor will work together to come up with an alternative plan for graduation.

General Guidelines for Honors Diplomas:

- No student may withdraw from a class after the 3rd day of school to be considered for Graduation with Honors. No CCP student may withdraw from a class after the 3rd class session to be considered for Graduation with Honors.
- *Students taking courses through College Credit Plus are required to have prior approval for courses to meet the requirements listed above.

Fort Loramie Graduation with Honors / Ohio Honors Diploma *Board of Education Policy #5460*

CLASS OF 2026 & BEYOND *
Students need to fulfill all but one of the 8 following criteria to graduate with Honors:

1. 4 Mathematics credits required
   - Algebra I, Geometry, Algebra II (or equivalent), and one higher level course
2. 4 Science credits required
   - Physical Science, Biology, and two additional advanced courses
3. 4 Social Studies credits required
   - World History, American History, American Government, and one additional course
4. World Languages
   - Three sequential units of 1 language, or no less than 2 sequential units of 2 world languages
5. Minimum of a 3.5 GPA on a 4.0 scale
6. 27 on the ACT or 1280 on the SAT
7. Earn two additional diploma seals
8. Complete an Experiential Learning experience through a field experience, Ohio Means Jobs Readiness Seal, portfolio, or work-based learning

Students have the option to replace one requirement of either 4, 5, or 6 with a "Student Strength Demonstration" listed below:

- College Credit Plus: 12 total CCP credit hours
- Advanced Placement: three courses with a score of 3 or higher
- Career-Technical Assurance Guide (CTAG): 12 total credits
- Apprenticeship/Pre-Apprenticeship
- WorkKeys: Score of 6 or higher on all tests
- Armed Services Vocational Battery: Score of 50 or above
- Work-Based Learning: 250 hours total of work based learning

AWARD: Students who earn the Honors Diploma will wear a white honors stole for the graduation ceremony over their black gown.

CAREER-TECHNICAL DIPLOMA WITH HONORS
To receive the Career-Technical Diploma with Honors students must meet all but one of the following criteria, unless it is a minimum graduation requirement (students must meet general graduation requirements to qualify for honors diplomas).

- 4 Math credits
- 4 Science credits (including 2 units of advance science)
- 4 Social Studies credits
- 2 credits of one world language
- 4 units of Career-Technical education program courses.
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
- 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.
- Earn an industry-recognized credential or achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment or equivalent.
- Minimum 3.50 grade point average on a 4.0 grading scale.
- Obtain a composite score of 27 or better on the ACT test (excluding the optional writing test) or obtain a composite score of 1280 on the SAT test. For the Workeys assessment, a student must have a 6 or higher on Reading for Information and Applied Mathematics.

COLLEGE CREDIT PLUS PROGRAM *Board of Education Policy #2271*

The College Credit Plus Program is an educational option provided for any student in Fort Loramie High School. A student is required to indicate their intent to participate in the program by April 1st for the upcoming school year.

- The student and parent and/or guardian must meet with the guidance counselor for a counseling session prior to Feb 15 of each school year to be considered for the program.

**Exceptions to the requirement may be made at the discretion of the principal if external circumstances prevent this deadline in being met.*

- If the student and parent do not state their intent to participate, prior to April 1, the student will not be eligible to participate in the program the following school year.
- The purpose of the counseling session is to review the positive and negative aspects of the program.
- Your course requirements at Fort Loramie High School supersede any CCP requirements as well as your class schedules. Skipping of classes at Fort Loramie to attend CCP classes, meetings or purchase textbooks will be considered truancy.
    - Students that need to complete an entrance exam to enroll in CCP classes, that will be housed at Fort Loramie High School, may take their exam during the school day, and time missed can be considered as an excused absence (per the discretion of the Principal).
- The student must meet specific requirements developed by the accepting college including passing an entrance exam.
- The grades received in the College Credit Plus Program are included and calculated into the GPA. Failure in a college course will negatively affect the students GPA.
- The grades received in the College Credit Plus Program are not included in the 9-week Honor Roll.
- The student shall enroll in a minimum of 5-7 courses at the college and high school to be considered a full-time student and eligible for athletic participation.
- The consequence for failing or not completing a course would mean that the student is responsible for reimbursing the school the cost of the class.*
- Review the effect of program participation on the student's ability to complete graduation requirements.
- The students and parents need to understand the academic and social responsibilities of students involved in this program.
- Other concerns that the parent and student may need to review during the counseling session.
    - Financial arrangements for tuition, books, materials and fees.
    - The process for granting academic credits.
    - The criteria for transportation aid.
    - Review available support services.
    - Review scheduling concerns and conflicts.
    - Information and procedures concerning enrollment into the College Credit Plus Program are provided to the students each school year and are located in the Fort Loramie Registration Handbook.

*A student may be placed on academic probation if the student earns lower than a cumulative 2.0 GPA in college courses or withdraws from two or more courses in the same term. If a student is on academic probation for two consecutive college terms, they may be dismissed from the CCP program entirely.

EARLY GRADUATION POLICY *Board of Education Policy #5464*

There are occasions and circumstances periodically occur that it is in the best interest of the student to graduate early. In such cases, the following criteria are to be satisfied in order for early graduation to be approved by the building principal.

- A student will be required to attend a minimum of seven semesters.
- All required courses would be taken through the Fort Loramie High School Program.
- The student will complete the Early Graduation Form **prior** to the seventh semester of high school.
- The parent or guardian will provide written approval.
- The graduation requirements to be met will be those required of the class of which the individual entered High School.

*The individual petitioning for early graduation consideration maintains the privilege of attending and participating in all extra-curricular events including commencement exercises.

Having verified that the student has successfully met all the criteria, and that all necessary courses have been successfully completed, the High School Principal will recommend early graduation for the student to the Superintendent of Schools.

Upon the approval of the Board of Education, the student will be granted permission for early graduation at the conclusion of the seventh semester of high school education

CODE OF CONDUCT

The Fort Loramie Board of Education and School Administration recognize the rights of students as individuals. It is also recognized that these rights must be balanced with the interests of an orderly and effective educational process. Teachers must be able to teach, supervise and conduct their educational program through mutual respect. Students should not lose their right to a good education because of the disruptive actions of another student. *Board of Education Policy #5550*

All students shall be expected to:

- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others.
- Complete assigned tasks on time and as directed.
- Maintain a school environment that is safe, friendly and productive.
- Act in a manner that reflects pride in self, family and school.

TYPES OF DISCIPLINARY MEASURES ***BOARD OF EDUCATION POLICY #5610***

A violation of any rule may result in disciplinary action. In certain cases where there is not a clear delineation of who is at fault, all students involved will be equally disciplined. Students failing to comply with disciplinary measures may face enhanced penalties for such action.

Listed below are the basic types of disciplinary action and possible consequences.

Examples of Classroom Discipline

Violations	*Possible Consequences*
Tardy to class (2-4 times)	Classroom Discipline
Classroom disruptions	Detention
Failure to participate	Saturday Session
Failure to be prepared	Office Removal
Minor insubordination	
Safety violation	
Refusal to work in class	
Sleeping in class	
Cheating	
Consequences	

Examples of Disciplines Referred To Administration

Violations	*Possible* Consequences
Unruly conduct / Disrespect	Saturday School
Defacing / Destruction of property	ISS
Disorderly conduct / Insubordination	Out-of school suspension
Harassment	Arrest
Fraud, Forgery, Violation of State Law	Expulsion
Fighting/Assault	Require Restitution
Possession/Use of Alcohol, Drugs, or Tobacco products	
Truancy, Cutting class, Leaving school without permission	
Use of profanity, obscenity, or threatening remarks toward staff/students	
Sexual Misconduct	

CODE OF CONDUCT REGULATIONS ***Board of Education Policy #5500***

The Fort Loramie Board of Education, pursuant to statute #3313.661 of the Ohio Revised Code, adopts the code of conduct regulations. The code of conduct and its provisions shall be applicable during the regular school hours, as well as other times and places including but not necessarily limited to school-sponsored activities and events.

A student who engages in the types of conduct, either specifically or generally listed in the handbook, which substantially disrupts or interferes with the class room order or the operation of the educational program will be disciplined according to the conduct code.

DUE PROCESS PROVISIONS *Board of Education Policy #5611*

The intent of rules and regulations is to create a positive educational environment, which holds young adults accountable for their behavior and teaches them to live with the consequences of their decisions. In general, we all must consider the rights of others and the responsibilities of these rights.

- In all cases where disciplinary action is anticipated concerning a student; the student will have the opportunity for an informal hearing.

INVOLVEMENT AND SUPPORT OF PARENTS *Board of Education Policy #8410*

The district must obtain authorization from a parent prior to providing any type of health care service to the student including physical/mental/behavioral health - except for emergency situations, first aid, unanticipated minor health care services, or pursuant to IEP/Section 504 Plan.

Parent(s) and guardian(s) are a vital part of the educational process. Parents and teachers should discuss the problems a child displays before the problem becomes serious. The school seeks the support of the parent(s) and guardian(s) in all discipline matters.

- The behavior of the student in school is ultimately the responsibility of the parent(s) and guardian(s).
- The parent(s) and guardian(s) may be held liable for damage to property or injury to students or staff that their child is responsible for.

Consequences

DETENTION *Board of Education Policy #5610.01*

Detention is the holding of a student before or after school or during lunch for discipline due to minor infractions.

After School Detention: Detention will be held on Wednesday of each week after school from 3:15 to 4:15 PM. Students and parent(s) and/or guardians(s) will be provided notification of the detention and will be responsible for transportation.

SATURDAY SCHOOL *Board of Education Policy #5610.02*

The holding of a student for discipline reasons on a Saturday morning.

- Saturday School is held on a specified Saturday each month from 8:00 AM to 12:00 noon.
- The parent/guardian must call between 7:45 to 8:00 AM on the morning of the scheduled Saturday school to report an absence.
- A student who arrives late will be sent home.
- Students must bring enough work for the four (4) hours.

EMERGENCY REMOVAL *Board of Education Policy #5610.03*

Emergency removal is the removal from school premises of a student who creates a danger to persons or property or is an ongoing threat of disrupting the academic process.

- In the case of an emergency removal for less than 24 hours, no hearing will be held unless requested by the parent or guardian.
- In the case of an emergency removal from a class or from school for more than twenty-four hours, or suspension is being considered, a due process hearing will be scheduled within seventy-two hours, and the student will be given the opportunity to challenge the reasons for removal and any further action that may be necessary.

EXPULSION *Board of Education Policy #5610*

Expulsion is the removal of a student from school attendance and all school activity privileges. A student expelled from school may not participate in any school activity or be on school property for the duration of the expulsion. The Superintendent may expel a student from school for a period not to exceed 180 school days for actions that the superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees.

- The Superintendent will issue written notice of the intent to expel. Conditions and procedures will be provided in writing to the BOE, student, and parent/guardian at the beginning of the expulsion period.
- The parent(s) or guardian(s) may request a hearing and has the right to request that the hearing be held in executive session and to have representation at the hearing to challenge the reasons for the expulsion.

SUSPENSION *Board of Education Policy #5610*

A suspension is the removal of a student from school attendance and all school activity programs for a period of one to ten days. A student may not attend or participate in any school activity during the suspension.

- Students who are assigned to an In-School Suspension (ISS) are to follow these procedures and rules:
  1. The student will report to the office and the beginning of each day of the suspension and be under the supervision of office personnel the entire day. In School Suspensions can last from 1-3 days.
  2. The student will work on class assignments and entire time spent in suspension and/or complete work given by the supervisor.
  3. The student will receive **80%** of the earned grade on completed work.
  4. In-School Suspensions are not noted in a student's permanent record.
- Students who are assigned Out-Of-School Suspensions are to follow these procedures and rules:
  1. The student is not permitted in school buildings or school grounds during the suspension.
  2. The student is not permitted to attend any school functions.
  3. The student is not permitted to be involved in any school activities including after school extracurricular activities.
  4. The absence for the suspension will be marked as unexcused, for each day of the suspension.*
  5. Days missed due to the suspension count towards the maximum allowable for the grading period.
  6. Parents are to assume total responsibility for the actions and behavior of the child during the suspension.
  7. A copy of the Out-of-School suspension will be placed in a student's permanent record.
  8. A copy of the paperwork will be mailed to the parents and the parents may be contacted by telephone by the principal.

  * *Students are permitted to complete any work missed during this time, but will receive only* ***60%*** *of the earned grade on completed work*
- Notification - The parent/guardian will be notified in writing of the disciplinary action. The parent(s) / guardian(s) may request a hearing with the superintendent to appeal the decision

Conduct

ACADEMIC HONESTY

It is the policy of the district that all students respect ethical standards and demonstrate academic honesty. Therefore, academic dishonesty, in any form, will not be tolerated. Presenting someone else's work as one's own is considered cheating. This includes using improper technological assistance to complete your work, copying others' assignments assessments or allowing others to copy your answers/responses.

Students who are determined to be in violation of this policy will have consequences for their negative choice. The class instructor will determine the appropriate consequence based on the intent and severity of the offense. Those consequences include one or more of the following:

-A verbal or written reprimand - Student has to redo the assessment/assignment-

-A grade reduction on the assignment/assessment - A zero on the assessment/assignment

The classroom teacher will notify the parents of the student/students involved and make an incident referral report to the building principal.

- Students found to be guilty of academic dishonesty for a class final or mid-term will receive an automatic 0% for that assessment.
- Any repeat offense for academic dishonesty will result in an automatic zero for the corresponding assessment/assignment.
    - This penalty is cumulative through grades 7-8 and through grades 9-12, any infractions from junior high classes do not carry over and count against the student in high school.

**All offenses are subject to additional disciplinary action or loss of credit for the course, at the determination of the building principal*

ALCOHOLIC BEVERAGES AND DRUGS ***BOARD OF EDUCATION POLICY #5530***

The school believes that personal use of mind-altering chemicals (alcohol/drugs) represents inappropriate behavior that interferes with the learning process and could lead to other medical or behavior problems.

- No student shall possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, exhibit evidence of use, or be under the influence, of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, solvent, gas, or mood-altering chemical or any counterfeit controlled substances or paraphernalia of any kind.

1st Violation

- Immediate removal from school and all school activities.
- Recommend a Ten (10) day Out-of-School Suspension.
- Notification of the parent(s) or guardian(s) by phone and mail.
- A professional assessment agency will be recommended. The student will have five days to secure an appointment or receive an assessment. If the assessment is completed and recommendations followed, the Suspension will be reduced to five (5) days.
- Notify appropriate law enforcement agency.

2nd Violation

- The steps identified above will be followed with the following change
- Ten (10) days Out-of-School Suspension and recommend expulsion.
- The expulsion will be held in abeyance if the recommendations of the assessing agency are followed. The suspension will be served.

ARSON / ALARMS

The intentional or purposeful destruction or damage to school or school district buildings or property by means of fire will not be tolerated.

- A student shall not participate in the act of initiating or turning in false fire, tornado, bomb, or disaster alarms.

ASSAULT

Physical Assault - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student towards another student, staff member, or any person associated with the school district will be considered an assault.

Verbal Assault – Any oral or written statement or otherwise expressed action that a student, staff member, or any person associated with the school district reasonably feels to be a threat will be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is prohibited. Profanity directed towards a staff member will be considered a verbal assault.

1st Offense Student will receive a one- to-three day in-school suspension or out-of-school suspension depending on the circumstances.

2nd Offense Student will receive a five-day out-of-school suspension.

3rd Offense Student will receive a ten-day out-of-school suspension with a recommendation for expulsion.

SEARCH AND SEIZURE *Board of Education Policy #5771*

The administration may search a student or his/her property, including vehicles, purses, knapsacks, gym bags, etc. with or without the student's consent, whenever they reasonably suspect that a search will lead to discovery of evidence of a violation of school rules or laws. The extent of the search will be governed by the seriousness of the alleged infraction.

DANGEROUS WEAPONS AND FIREARMS

Board of Education Policy #5517

The Board of Education is committed to providing the students with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons or instruments.

Board of Education Policy # 5772

- A student shall not use, possess, handle, transmit or conceal any device that may be used for offensive and/or defensive purpose including but not limited to conventional objects such as guns, pellet guns, knives, club type implements, explosive device, or counterfeit weapon or object on school property, in a school vehicle or to any school-sponsored activity.
- Any object that is used to threaten, harms, or harass a student and/or staff member may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointer, and jewelry.
- A firearm is defined in the Federal Gun Free Schools Act as any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosion.
- The bringing of a firearm onto school property or any school sponsored activity, competition, or event, regardless of where it occurs, will result in a one (1) year mandatory expulsion.
- A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious injury.

DISRESPECT / INSUBBORDINATION

Board of Education Policy #5520

A student or student group shall not cause disruption through the use of violence, force, noise, coercion, threat, intimidation, fear, disruption or obstruction of any process or function of the school or in the classroom.

Students are expected to comply with reasonable directions of all staff members or others associated with the school. Willful refusal or failure to comply with an appropriate direction or acting in defiance will result in disciplinary actions.

PERSONAL COMMUNICATION DEVICES

Personal Communication Devices ("PCD") may be used prior to 8:11, after 3:12, and may also be used during lunch and passing periods between classes. The PCD may also be used at school-related event functions (extra-curricular) and while riding in school vehicles. Students are prohibited from using a PCD during class or instruction and from using PCDs in a manner that infringes on a person's reasonable expectation of privacy.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

The school will supply any electronic equipment or devices necessary for participation in the educational program, however, teachers may allow students to use their PCD during class instruction for educational purposes.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Possession of a PCD by a student during school hours and during school-related events and functions is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Due to safety concerns, laser lights and similar devices are prohibited. Such devices will be confiscated. Any type of audio/visual recording or photography is to be done with school-approved equipment or with permission only. Unless instructed, students are not to take pictures or videos with their cell phones or other personal devices. The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise offensive or illegal images or photographs, electronically or otherwise (texting, emailing, sexting, 40 etc.) may constitute a violation of state and/or federal law. Participants in such activities are subject to suspension, expulsion and possible prosecution.

Violations of this policy will result in the following disciplinary measures:

1st Offense	Warning & electronic device will be confiscated for the day. Student must pick up the device before they leave that school day.
2nd Offense	Electronic device will be confiscated and parent/guardian must appear at school and sign off in order to receive the device back. Moving forward the student will have to provide their electronic device to a staff member for safe storage at the beginning of all class periods, and potentially lunch, for a period of 9 weeks (one quarter of instruction). appear at school and sign off in order to get the electronic device back, and the student will receive a detention.
3rd Offense	Will be considered insubordination. The device will be confiscated and the principal will contact the parent/guardian to set up a time and date to retrieve the phone (the time period of contact should not exceed 48 hours from the incident). The student will receive a Saturday Session, and if the student brings a device to school, it must be checked in at the office upon the student arriving to school that morning. The student may pick up their device when they leave that day. This procedure will continue for the remainder of the school year.
Additional Offenses	Student will no longer be permitted to have an electronic device at school and additional discipline measures will be administered, up to and including suspension. The punishment will also be considered a violation of the athletic code of conduct as well, and will result in a denial of participation.

Nothing in this policy prohibits a student from using a PCD to monitor or address a health concern, in accordance with the student's individualized education program or Section 504 plan

EXTORTION

A student shall not obtain or attempt to obtain another person's property or services by the use of threat, intimidation, force, or deception. Extortion is a violation of Ohio Law.

FORGERY

A student shall not sign the name of another person, falsify signatures or data or refuse to give proper identification to a staff member. A student shall not mislead school personnel by falsifying information; this includes, but is not limited to hall and bus passes, excuses as well as false IDs.

GAMBLING

A student shall not participate in gambling including casual betting, betting pools, organized sports betting, and any form of wagering at school or any school sponsored activity.

GANGS

Board of Education Policy #5840

Gangs that initiate advocate or promote activities that threaten the safety or well-bring of persons, or that re disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

HAZING

Board of Education Policy #5516

A student shall not plan, encourage, or participate in any act of hazing. Hazing is defined as doing any act of intimidation or coercing another, including the victim, to do any act of initiation into any class, team or student organization that causes or creates a risk of mental, emotional or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

HARASSMENT / INTIMIDATION / BULLYING

Board of Education Policy #5517

The school encourages the promotion of positive interpersonal relationships between members of the school community. School personnel are encouraged to find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student / school personnel.

Harassment, intimidation and bulling behavior means any intentional written, verbal, graphic, or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistance, or wireless hand-held device, either overt or covert, by a student or group of students toward other student(s) / school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student / school personnel including placing an individual in reasonable fear of physical harm and / or damaging of student's personal property;
- And, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student / school personnel. Harassment, intimidation, or bulling can include many different behaviors including over intent to ridicule, humiliate or intimidate another student or school personal. Examples of conduct that could constitute prohibited behaviors include:
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and,
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based / on-line sites, also known as "cyber-bulling".
- Posting slurs on web-sites or on web-logs;
- Sending abusive or threatening instant messages;
- Using camera phones to take embarrassing photographs and posting them on-line;
- Using web-sites to circulate gossip and rumors to other students;
- Excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.

Harassment Complaint Procedure

Teachers and other school personnel, who witness acts of harassment, intimidation or bullying as defined above, shall notify the building principal of the event observed, and shall promptly file a written incident report concerning the events witnessed. All complaints shall be promptly investigated. All information will be written and will include the specific nature of the offense and corresponding dates. Parents will be notified of the nature of any complaint involving their student and will have access to any written reports pertaining to the prohibited incident.

When verified acts of harassment, intimidation, or bullying are identified early and / or when such verified acts do not reasonably require a disciplinary response, students will be counseled to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid such conduct.

Harassment, intimidation, and bullying behavior can take many forms and can vary in seriousness and impact on the targeted individual and other students. According, there is no one disciplinary response to verified acts of harassment, intimidation, or bullying. Students are subject to the full range of disciplinary consequences that may include but not limited to emergency removal, detention, Saturday school, in and out-of-school suspension and expulsion. Students will be provided due process procedures and will have an opportunity to explain the situation. Anonymous complaints that are not verified shall not be the basis for disciplinary action.

SEXUAL HARASSMENT *Board of Education Policy #5517*

Sexual harassment is improper, immoral, and illegal and will not be tolerated within the school district. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other unwanted visual, verbal or physical conduct of a sexual nature.

A student shall not sexually harass another student, staff member, or other person associated with the school district.

Non-verbal Conduct: The placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling and the like are not tolerated.

Verbal Conduct: The making of offensive written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions, threats, or propositions will not be tolerated.

Physical Contact: Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, brushing the body, or coerced sexual activity will not be tolerated. Such conduct constitutes sexual violence, and includes physical acts of aggression or force, or threat of aggression or force, which involves non-consensual sexual contact, sexual intercourse, including intentional and unintentional touching of a person's intimate body parts or attempts to remove a person's clothing.=

OBSCENE LANGUAGE / LITERATURE

No student shall use foul or obscene language, gestures, or noises directed toward other students or school personnel. No student shall possess, sell, disseminate or otherwise distribute any pornographic or sexually explicit materials to other students or school personnel, or transmit or receive pornographic material electronically while on school premises. Indecent exposure is also a violation of this policy.

PUBLIC DISPLAY OF AFFECTION

Public display of affection refers to any physical contact between students that is personal and not meant for public display. This includes but is not limited to touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

SCHOOL PROPERTY MISUSE *Board of Education Policy #5513*

A student shall not intentionally cause or attempt to cause damage or destruction to school property or private property on school grounds or at a school activity or function, or act at an event off school grounds.

- Students shall not place signs and slogans on school property or distribute pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authorities.

THEFT

A student shall not steal, attempt to steal or possess stolen property, school or private property, or the personal property of other students or school personnel, either on school grounds or during a school activity. Students caught stealing will be disciplined and report to the local law enforcement.

TOBACCO USE *Board of Education Policy #5512*

The possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school sponsored event is prohibited. *Board of Education Policy # 5512*

- Tobacco products include but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff and any other matter or substance that contains tobacco' including clove cigarettes.
- The student will be assigned to a three (3) day Out-of-Suspension.
- Suspensions will be administered for repeated offenses.

ATTENDANCE GUIDELINES

Ohio Law requires all school-age children to attend school. The Principal will handle excessive days of absenteeism on an individual basis. All students are expected to be in all classes and study halls. Attendance is the responsibility of the student and parents/guardians. The school's responsibility is to provide instruction.

Frequent absences of students from the learning experiences during the year disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by make-up work. In accordance with this philosophy, all students are required to be in regular attendance except when excused. Good class attendance is essential for the student to receive full benefit of the educational program. Good attendance at school will lead to good attendance at work in future years.

ATTENDANCE PROCEDURES

- The Ohio Revised Code requires parents/guardians to contact the school to report the absence of their child. Parents/Guardians are required to notify the school as to why their child is absent.
- Fort Loramie School would prefer that a parent/guardian use the "Absence' form for all student absences. These forms are always available on the school website and in the office.
- Students should turn all absences notes into the school office prior to the start of each school day.
- If a parent/guardian fails to notify the school, the school will attempt to contact a parent/guardian by telephone. A note must be sent to school

upon the return of the student to school stating the reason of the absence(s). If a note is not received by the 2nd day of the students' return, the absence(s) will be unexcused.

- A student who becomes ill at school should report first to the classroom teacher and then to the school office. If the student needs to go home or needs medical attention, a parent/guardian will be notified using the office phones. Students cannot leave school without parental permission.
- All students must report to the office when coming into school or leaving school.
- All students visiting a doctor **MUST** bring in a notice from the doctor's office accompanied by a signature of the parent/guardian.
- Students who reach the age of 18 will need to have written permission from their parents to write their own absence notes.
- Once a student has 4 absences in a nine weeks, or 8 in a semester, parents will be required to send a doctor's excuse to school for each absence. Doctor's notes should be received by the office upon the students return to school. If the doctor's notes become excessive, other measures will be taken.

EXCUSED ABSENCES

When a student returns to school from an absence, he/she must report to the office with a written excuse signed by a parent/guardian. Teachers will work with a student to determine when class work is to be made up after an absence. The general rule in making up class work is that it should be made up within the number of days absent plus one. Personal reasons for absences will be excused with parent permission for attendance at church, doctor/dentist appointments, or driver license exam.

- Vacations with parent/guardian will be excused with prior approval for up to five (5) days.
- Absences for religious expression days will be excused with prior approval each school year for up to three (3) days. The approval shall be done without inquiry into the sincerity of a student's religious or spiritual belief system.

The following are also examples of EXCUSED ABSENCES:

- Personal Illness
- Illness in the family
- Necessary work at home
- Death in the family
- Emergencies or circumstances, which, in the judgment of the school administration, constitute a good and sufficient cause for absence from school.

UNEXCUSED ABSENCES

A student may receive an unexcused absence, when, without parental approval, knowledge, or permission he/she is absent for an unauthorized reason or proper procedures are not followed, such as, no note. A skipped class(s) will be identified as an unexcused absence. A student skipping class(s) will receive at the minimum, a Saturday school, and the student could also be subject to further disciplinary action. The following are some examples of UNEXCUSED ABSENCES:

- Oversleeping
- Missing the bus
- Shopping
- Errands
- Late ride
- Haircut or hair styling appointments
- Senior pictures
- Going to work at a place of employment

Absences, which are not listed in the above guidelines, shall be designated as excused or unexcused according to the discretion of the school administration.

NOTE: Students who have an unexcused absence can be permitted to complete or make up any work or assignments (this includes quizzes or tests) missed in classes during the time of the absence but will receive only 60% of the earned grade on completed work. Three days is the maximum time allowed to complete any missed work. **Students who have unexcused absences due to skipping school or classes, will receive a 0/F for all work which was assigned during those times**

LATE ARRIVAL/MID-DAY RELEASE/EARLY RELEASE

Fort Loramie School understands that some appointments must be made during the school day. If a student is gone for 1.5 hours or less at any point during the school day and has a note from a parent/guardian AND doctor/dentist note or other supporting document, the student will not be counted as tardy. All notes should be turned in to the office prior to the start of the school day. Students arriving after the start of school due to an excused appointment should present a note upon their arrival to school.

PERFECT ATTENDANCE

For a student to be considered for perfect attendance, a student must be in class at Fort Loramie School from 8:12 or the beginning of each school day until 3:12pm or at the end of each school day or if the student has been dismissed earlier by an administrator.

TARDY

A student with an unexcused absence from school less than 1.5 hours after the start of school will be deemed tardy. Students who are tardy should report to the school office. A student who has received three (3) tardies to class or to school will receive an after-school detention. Additional tardiness will lead to further disciplinary consequences.

TRUANCY & ABSENTEEISM GUIDELINES *Board of Education Policy #5830*

Habitual truant: a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one month without a legitimate excuse; or c. Absent 72 or more hours in one year without a legitimate excuse.

Chronic Absenteeism & Parent Notification:

- **The 5% Notification:** The school will notify parents/guardians in writing once a student has missed **5%** (57 Hours) of the required school hours for any reason. This is a proactive measure to prevent students from reaching the chronic absenteeism threshold.
- **Chronically Absent:** Students who miss **10% or more** (115 hours) of the hours in a school year (with or without legitimate excuse) are categorized as **Chronically Absent**.

The Absence Intervention Team will work with student's and families who are "at risk" of becoming chronically absent. The plan will be done based upon the recommendations of the Shelby County Juvenile Court, and to resolve the attendance issue, SCJC may be contacted to assist in the process. Counseling, Required Attendance of Training or Mentoring Programs for the Parent and Student, Formal Legal Action, or Assignment to an Alternative School are all interventions that could be chosen for the student, based upon the circumstances.

- Assignments missed for students who have exceeded the threshold of notification of chronic absenteeism, at the discretion of the principal, may fall under the rules for missing work due to an unexcused absence. Where the student would be permitted to make-up the work, but for only 60% of the earned grade on any completed assignment.

LEAVING SCHOOL PROPERTY

No student shall leave school property or the assigned educational location once he/she has come under the supervision of a school employee or entered onto school property to specified dismissal times without administration approval. Students who leave school during the school day must have parental permission (a note, email or telephone call) provided in advance and receive permission/approval from the building administrator. Students who have signed out must leave the school building and school grounds immediately.

Students that are juniors or seniors are permitted to leave the building during unscheduled times in the day. In order for this permission to be granted, these students must have the required course load and meet one of the following criteria each semester:

(1) The student is enrolled in a CCP class off campus

(2) The student is enrolled in a minimum number (24) of College Credit Plus converted credit hours. (This conversion factors your high school courses into that equation)

(3) The student is taking two or more Advanced Placement (AP) courses.

*Exceptions to the above criteria may be made due to vary circumstances and situations by administration.

Students who leave the school without permission/approval by the building administrator or do not provide a note, email or a telephone call in advance to signing out will be subject to a Saturday School for truancy. Staff members (certified/classified) do not have the privilege of approving dismissals of students from school or class without approval from the administration.

GENERAL SCHOOL PROCEDURES

ACTIVITY ACCOUNTS *Board of Education Policy #5830*

The activity fund is established for each organization and class. All funds must be deposited and disbursed through this account.

- A completed requisition and a purchase order number is required for all purchases.
- All fund raising activities, promotions or the collection of money must be approved by the administration in advance.

ASSEMBLIES

General assemblies of the student body are intrinsic to the total education program. The intent is to provide a variety of programs to complement and enrich the academic curriculum. Improper behavior before, during or after an assembly will be subject to disciplinary action.

- Each year the school will develop specific activities that include an assembly to convey the meaning and significance of Veterans Day.

BUILDING HOURS

The building is open to students at 7:30 A.M. - 3:30 P.M. in select entrances; except in the case of scheduled activities supervised by a member of the staff, advisor, or their authorized representative.

BOOKS / TEXTBOOKS

Books from the library and all textbooks are loaned to students for their use during the school year. Fines will be charged for misuse or abuse of any book or textbook. If a book or textbook is lost, damaged, or destroyed, the full replacement cost may be charged.

BLOOD BORNE PATHOGENS *Board of Education Policy #8453*

The school seeks to provide a safe educational environment for students and will take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school related activities. Students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures to reduce such risks.

CONTAGIOUS DISEASE

Board of Education Policy #8450

A student shall not attend school if suffering from a contagious or infectious disease, or other conditions, as identified by the Health Department.

CHROMEBOOKS

Chromebooks are issued to students for use during the school year. The students are then responsible for the Chromebook that is provided to them by the district. As such, students will then be responsible for any damages incurred while in possession of the Chromebook and fines may be charged for misuse or abuse of the device. Any Chromebook or accessory (charger) that is not returned, lost, stolen or destroyed, the full replacement cost of the Chromebook or accessory item may be charged to the student.

FEES / FINES

Board of Education Policy #5573 / #6152

Each student will be assessed the cost of the consumable items used during the school year. The fees are charged to cover the cost of supplementary course materials required by the instructor to enhance or improve the quality of the educational process in the classroom.

- The Board of Education will approve all class fees and student fees. Student fees may also include a technology fee, student agenda fee and activity fee.
- The student fees are payable at the beginning of the school year. The student's report card will be held in the school office until all student fees are paid in full.
- Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property.

CAFETERIA / MEAL SERVICE

Board of Education Policy #8500

The school participates in the National School Lunch Program and makes lunches available to students for a specified fee. The Food Service Manager will establish lunch prices and prices for ale-carte items at the beginning of each school year. Students are not to leave the school during lunch. Students are expected to follow the rules for the cafeteria and cooperate with supervisors during lunch. Students can purchase lunch items and eat during their assigned time only. **Students may not order food from an outside establishment and have it delivered during lunch hours unless approved the administration in advance**. Students who misbehave or do not follow directions during lunch may be assigned lunchroom duties (cleaning tables, picking up trash, etc.) or other consequences such as detentions or a Saturday School.

COLLEGE DAY VISITATIONS / JOB SHADOWING

The guidance counselor will coordinate college visitations and college presentations.

- Any student in grade 11 / 12 who wishes to visit a college will need to have an approval form completed and returned to the office one week prior to a visitation date.
- Students will be allowed a maximum of three days and no more than 1 day per week for college visitation or job shadowing.
    - Only College Visits are limited to students in grades 11 & 12.
- Additional days for visitation may be granted at the discretion of the Principal.

DISTANCE LEARNING

Students, when necessary, may have to learn through use of distance learning and education will then take place through an online platform. If distance learning is required for durations during the school year, the expectations for completion of course content will then be consistent with the expectations that are in place when learning occurs at the physical facility. Furthermore, whenever distance learning is to occur for an extended period of time, specific guidelines will be made available that will outline and detail the procedures staff and students are to follow.

EMERGENCY DRILLS

Board of Education Policy #8420

The School complies with all fire and tornado safety laws and will conduct drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Safety drills will be conducted at least three (3) times a school year. Teachers will provide specific instructions on the appropriate procedures to follow in situations where students must be secured in their building. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSINGS OR DELAYS

Information concerning closings or delays will be made available through announcements via social media, television, radio, and One Call Now. *Board of Education Policy # 8210*

EQUIPMENT USAGE

BOARD OF EDUCATION POLICY #5513 / #7510

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using school equipment for the purpose of completing a school project after school hours. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

FIELD TRIPS *Board of Education Policy #2340*

Field trips are part of the educational program and offer students a time to apply what they have learned in the classroom. Students who have grades below a C- in a class or classes are ineligible to attend field trips without approval from the classroom instructor in advance.

- Separate field trip fees may be charged.
- It is the responsibility of students to communicate with their instructors ahead of time, and receive assignments for classes that they will miss due to a field trip or school activity. Failure to do so may make a student ineligible to attend future trips.

GUIDANCE SERVICES *Board of Education Policy #2411*

The Fort Loramie School provides guidance services through a certified guidance counselor. Guidance services include testing services and interpretation of the results for students, parents and teachers. The counselor will assist students in developing their own personal goals.

HOMEWORK *Board of Education Policy #2330*

The faculty will determine assignments to be completed outside of the class period. The homework is considered a part of the class and is therefore required to be completed by the established due date. Teachers have the discretion to extend due dates as necessary. Students who repeatedly fail to complete their homework will be subject to disciplinary action.

LOCKS AND LOCKERS

Student lockers are assigned at the beginning of the school year for student use. Lockers are the property of the Board of Education. *Board of Education Policy # 5771*

- Lockers and/or locks are assigned to each student and are not to be traded with fellow students.
- The school is not responsible for lost or stolen items.
- The principal or designee is permitted to search lockers and their contents for the following reasons: reasonable suspicion of violation of criminal law or school rule or a random search in an emergency.

LOST AND FOUND

All lost and found articles will be handled through the office. Students are encouraged to locate lost articles as soon as possible.

- All unclaimed items will be disposed of at the end of the school year.

IMMUNIZATIONS *Board of Education Policy #5320*

Students must be current with all immunizations required by law or have an authorized waiver from the State Immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting the State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions concerning immunizations or waivers should be directed to the County Health Department.

MAKE-UP WORK

Responsibility for requesting and making up all missed work lies entirely with the student. A student may receive credit for make-up work as follows:

- For each day absent (and the absence is "excused"), to make-up work, the student will have one day from their return to class to turn in their missed assignments.
- All make-up work must be completed within the time allotment. A participation grade may be imposed.
- A student will not receive grades for missed work for any unexcused absence or any absence deemed unexcused by the administration.
- If the absence is due to required Fort Loramie High School or associate school activities, the student can earn up to full credit.

MEDICATIONS *Board of Education Policy #5330*

School personnel shall not diagnose and shall never administer any medication. The following procedure will be followed when medication is required for a student.

- A request for "Administration of Medication" form must be completed and signed by the parent(s) or guardian(s) and physician. The request identifies how much and when the medication is given. The request forms are available in the school office.
- All medications must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- Notification of a student's need for medication and/or special attention relative to his/her health should be recorded on the student's emergency medical form.
- Parent(s) or guardian(s) are required to notify the office of any specific health care needs and change in health status of their child.
- Parent(s) or guardian(s) shall have the sole responsibility to instruct their child to take the medication at the scheduled time.
- Non-prescribed (Over-the-Counter) Medications can only be dispensed to a student with prior parent authorization on the approved medication form. Physician authorization is not required in such cases.
- Any student who distributes medication of any kind or is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be subject to disciplinary action.
- A student may possess and use a Metered Dose Inhaler or a Dry Powder Inhaler to alleviate asthmatic symptoms as needed.
- A student may possess an Epinephrine Auto injector (Epi-Pen) to administer anaphylaxis medication as needed.

MEDICAL FORMS *Board of Education Policy #5341*

Each student is required to have completed an Emergency Medical Form for school use; this includes athletic, extracurricular activities and field trips.

PASSES TO LEAVE SCHOOL *Board of Education Policy # 5230*

All requests to leave the building while school is in session must be approved in the office through written request signed by the parent and/or guardian or contacting the school to request the release.

- All students when leaving or returning to school are to sign in or sign out of school through the office and will receive a pass.
- Leaving school without permission is considered truancy.
- No student will be released to a person other that a custodial parent(s) or guardian without the written permission signed by the custodial parent(s) or guardian.

PASSES FROM CLASS

Students are expected to be in class at all times class is in session. Students are not to be in the halls, at their lockers, or in the restrooms during class without permission and will need a hall pass.

PERMITS (Work)

A student between the ages of sixteen and eighteen will be required to obtain a work permit for employment. The work permits are available and prepared at the Fort Loramie Schools Superintendent's Office.

SCHOOL DANCES

The following guidelines have been established for dances sponsored by the Fort Loramie Schools.

- Attendance -Once a student has entered a dance, he/she must remain. Once a student leaves a dance, he/she will not be permitted to return.
- Attire - Students must wear appropriate attire.
- Faculty advisors - Advisors are to plan and chaperone all dances sponsored by their group.
- Junior High Dances – The junior high dances are for Fort Loramie Junior High Students only. The Junior High dances are sponsored and chaperoned by various organizations.
- High School Dances are for high school students only and guests must be 20 years of age or under. Students may bring dates from other schools. Students are responsible for your date's behavior.
- Homecoming – Student Council coordinates the Homecoming Dance.
  Each class selects the court members with the King and Queen candidates selected by the senior class and voted on by the entire student body.
- Prom – the Junior Class officers coordinate the Prom. The senior class nominates the King and Queen and the junior and senior class members vote.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board and Administration are not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

STUDENT VALUABLES

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

VISITORS *Board of Education Policy #9150*

Visitors, particularly parents, are welcome at school. All visitors must report to the school office when they arrive to sign in and receive a pass.

- All visits to staff must be pre-arranged. The front office must be notified by the staff member prior to the visit.
- Students will not be allowed to have students from other schools attend classes with them without prior permission from administration.

STUDENT DRESS CODE

Board of Education Policy #5511

Students have considerable choice in the style of dress and appearance. No student shall dress in a manner, which represents a clear and present danger to student's health and safety, or in a manner which causes interference with school work, or which creates a classroom or school disruption.

All clothing should be clean, neat, and in good taste and modestly worn. With the continuing change in fashion and style, the Administration reserves the right to determine if a violation of the dress code has occurred. Students should consider the following when dressing for school:

- Clothing and accessories will not have words or visuals that are lewd, obscene, disruptive, abusive, and discriminatory. Nor will any clothing and accessories containing gang-related messaging or messages/advertisements relating to drugs, alcohol or tobacco be permitted.
- Non-Prescription dark glasses or sunglasses are prohibited in the building.
- Excessively torn, ragged, tight, short or revealing clothing is not permitted. Tank tops, single strap tops, "muscle shirts", midriff tops, and "see through" items are also not to be worn. Students shall not wear clothing that exposes or outlines undergarments.
    - Skin must be covered from shoulders to mid-thigh, regardless of style or item worn.
    - All garment tops must have sleeves.
- Jewelry and other decorative items that are hazardous are not permitted (spike wristband, chains, wallets on chains, etc.)
- Hats, hoods, and any head coverings are not to be worn in the building between 8:10am to 3:20pm.
    - Hats or headwear may be permitted on certain spirit days or in some elective programs, where under certain working conditions the headwear meets industry standards for safety and the student only does so with instructor approval.
- Pants, slacks, and shorts should be worn properly, not drooping, and at an appropriate length.
    - Shorts may be worn from April 1st-October 31st only.
- Footwear must be worn at all times.
- School administrators and teachers have the right to issue warnings or discipline to students who violate the dress code.
    - 1st Violation – Warning, requiring the student to change.
    - 2nd Violation – Detention, student sent home to change, and parents contacted.
    - Repeated violations will result in further disciplinary action

STUDENT DRIVING

The student driving rules apply to all students who operate any type of vehicle on the way to or from school, school activities or on school grounds. Student driving and student parking are privileges extended to those exhibiting good judgment and responsible behavior in the operation of a motor vehicle. Although parking areas are provided as a convenience, they, as well as any vehicle on them, are subject to school supervision, control, and search. *Board of Education Policy #8660*

- 1st violation - loss of parking privileges for 5 days.
- 2nd violation - loss of parking privileges for 10 days and will be considered as a violation of Rule A in the Athletic Code of Conduct; with possible punishment being denial of participation.
- Repeated violations of vehicle misuse - loss of driving/parking privileges for the remainder of the school year.

STUDENT PARKING REGULATIONS

The regulations will serve as a guide but are not limited to the following:

- All state and local traffic laws must be obeyed, vehicles must be operated in a responsible manner.
- All vehicles must be individually registered in the office.
- Students shall not enter parking lots or park their motor vehicles in any area designated as off-limits to student vehicles. The student parking areas and appropriate times will be assigned.
- Students shall not loiter in vehicles on school grounds.
- Students shall not go to vehicles during the school day without permission from the principal or designee.
- The transporting of other students off school grounds when they do not have permission to leave will be considered as leaving yourself without permission.
- When you drive to school, you accept the consequences if you fail to get to school on time. Tardiness for any reason will be unexcused.
- No contraband, such as but not limited to, alcoholic beverages, tobacco, illegal drugs, drug paraphernalia and weapons, is to be kept in any vehicle. The student will be subject to discipline measures being enforced.

SCHOOL TRANSPORTATION

Students are under the direct authority of the bus driver while on a school bus. Violation of basic safety and conduct rules can result in temporary or permanent loss of riding privileges. Video Cameras may be installed on school buses to monitor student behavior and will be used as evidence of misbehavior. Drivers shall report in writing to the principal all rule violations or conduct that justifies suspension of bus riding privileges. *Board of Education Policy #8600*

BUS PASSES

Students are taken to their own home through the bus transportation system. If a student chooses to ride a different bus from their regular bus, a bus pass will be required. The bus pass may be picked up in the office with a signed permission from the parent or guardian and given to the bus driver.

BUS REFERRAL AND DISCIPLINE *Board of Education Policy #5610*

Students who fail to comply with the basic safety rules will be disciplined as following manner.

- 1st Violation: Written report from bus driver, conference with the Principal, parent notification, and detention to be served.
- 2nd Violation: Written report from bus driver, conference with the Principal, parent notification, and Saturday School.
- 3rd Violation: Written report from bus driver, conference with the Principal, parent notification, and 3-day bus suspension.
- 4th Violation: Written report from bus driver, conference with the Principal, parent notification, and 5-day bus suspension.
- 5th Violation: Written report from bus driver, conference with the Principal, parent notification, and 10-day bus suspension.
- 6th Violation: Written report from bus driver, conference with the Superintendent, parent notification, bus removal (expulsion from bus) for up to 80 school days.

BUS SAFETY REGULATIONS *Board of Education Policy #8600*

The regulations listed below will serve as a guide for students being transported on a Fort Loramie school bus.

- Students shall remain in their seats and face the front of the bus.
- Students shall refrain from using vulgar or abusive language.
- Students shall keep their hands and feet to themselves.
- Students shall be aware of the bus "danger zone."
- Students shall arrive at the bus stop before it is scheduled to arrive.
- Pupils must wait to board or leave at a location assigned.
- Behavior at a school bus stop must not threaten life, limb or property of any individual.
- Students must go directly to an available or assigned seat.
- Pupils must remain seated keeping aisles and exits clear. Moving from seat to seat, pushing, jostling, putting head or arm out the window, throwing articles, yelling, or creating any disorder or distraction impeding safe operation of the bus is prohibited.
- Pupils must observe classroom conduct and obey the driver.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not have tobacco, alcohol, weapons or drugs in their possession on the bus except for prescription medication.
- Pupils must not throw or pass objects on the bus or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps unless otherwise authorized by the bus driver.
- Students are to observe quiet regulations at all railroad crossings.
- Students will ride only on assigned buses. Parents may request deviation from this rule in writing only. Requests will be directed to the Building Principal and approved only in accordance with established procedures.

TECHNOLOGY / COMPUTERS

The Fort Loramie Board of Education recognizes that technology can greatly enhance the instructional program. Computers and use of the District network or on-line service network are to support learning and to enhance instruction as well as assist in the administration of the District.

Access to telecommunications will enable users to explore thousands of library databases, bulletin boards and other sites while researching educational projects and/or exchanging messages with people throughout the world. Access to telecommunications can provide connections to other computer systems; users and parent(s)/guardian(s) must understand that the school district cannot control all the information available.

ACCEPTABLE USE OF COMPUTERS, LOCAL AREA NETWORK AND ON-LINE SERVICES

Board of Education Policy #7540

The following guidelines and procedures are expected to be utilized by staff, students or community members who are authorized to use the District's computers, local area network or on-line services (e-mail, Internet, commercial services).

- Use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users. Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number or that of other personnel.
- Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- Use of the computer and/or network will not be for financial gain or for any commercial or illegal activity.
- Internet safety training will be provided by the technology coordinator in grades 3, 6, and 9. Documentation of such training will be kept by Technology Coordinator.
- Internet safety training will cover, but is not limited to, appropriate online behavior including interacting with other individuals on social networking and chat rooms, and cyberbully awareness and response will be covered.
- The network should not be used in such a way that it will disrupt the use of the network by others.
- All communications and information accessible via the network should be assumed to be private property.
- Rules and regulations of network are subject to change by the administration.
- The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep their password, personal account numbers, and home addresses and telephone numbers private.

- Users shall use this system only under their own account password. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should you give your password to another user. Impersonation is not permitted. Real names must be used. Pseudonyms are not allowed.
- The system shall be used only for purposes related to education or administration of the District. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
- Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or policy.
- Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
- Copyrighted material may not be placed on the system without the author's permission.
- Vandalism will result in the cancellation of privileges. Vandalism includes uploading or downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or data of any other user.
- Users are expected to keep messages brief and use appropriate language.
- Users' activity will be filtered and monitored for inappropriate information, obscene images, child pornography, online activity, email, personal identification information, and any material considered to be harmful to minors.
- Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- Users are not permitted to violate regulations prescribed by any on-line service provider.
- Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.
- Electronic mail and telecommunications are not to be utilized by employees to share confidential information about students or other employees.

Violations of any of the above guidelines and procedures may result in any or all of the following sanctions:

- Loss of access.
- Additional disciplinary action may be determined at the building level in line with the student code of conduct.
- When applicable, law enforcement agencies will be involved.

ACTIVITIES / ORGANIZATIONS / CONTESTS

All students of Fort Loramie High School and Junior High School have the opportunity to participate in a variety of curricular related activities and academic contests. *Board of Education Policy #2430*

- Participation in all school sponsored activities is a privilege not a right and all school rules and guidelines apply to the activities.
- All groups and contests have specific eligibility guidelines to follow.

ACADEMIA – High School
AMERICANISM TEST – High School
ART COMPETITIONS – High School and Junior High
BAND AND CHORUS EVENTS –Junior High and High School
CLASS OFFICER – Junior High and High School
DRAMA CLUB – High School
ELEMENTARY VOLUNTEER – High School
FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA - High School & Junior High
F. F. A – High School
NATIONAL HONOR SOCIETY – High School
OLD SCHOOL HISTORY CLUB – High School
POWER OF THE PEN – Junior High
SCIENCE OLYMPIAD – Junior High
SPANISH CLUB – High School
SPELLING BEE – Junior High
STUDENT COUNCIL – Junior High and High School
YEARBOOK – High School

ATHLETIC PROGRAM

Fort Loramie High School is a member of the Ohio High School Athletic Association (OHSAA) and the Shelby County Athletic League (SCAL).
The Fort Loramie High School Athletic Department follows the guidelines and procedures established by the OHSAA and the SCAL.
Board of Education Policy # 2431

- Participation in interscholastic sporting activities is encouraged in the following sports and activities.
- High School students: Baseball, Basketball, Cheerleading, Cross-Country, Football, Golf, Softball, Track and Field, and Volleyball.
- Junior High School students: Basketball, Cheerleading, Cross-Country, Football, Track and Field and Volleyball.

GENERAL REGULATIONS

Required Forms

Student athletes and their parent(s)/guardian(s) must complete the following requirements before being permitted to try-out, practice or participate in any athletic program each school year.

Form A Waiver, Consent and Release Form
Form B Emergency Medical Authorization Form
Form C OHSAA Authorization Form (2 Sided).
Form D OHSAA Physical Evaluation (2 Sided) - Complete Examination
Form E Ohio Department of Health - Health Concussion Information Sheet
Form F Wilson Health Sports Medicine – Concussion Statement sign/return
Form G Lyndsay's Law – Sudden Cardiac Arrest

- ***All forms must be completed, signed, and submitted via Final Forms.***

General Guidelines

- A student athlete is to follow all rules and regulations established by the coaching staff as well as the guidelines established in the athletic contract.
- A student athlete is to attend every practice unless excused by the coach.
- The student athlete will conduct oneself at all times in a manner that will bring credit to the team, school and community.
- The student athlete is to travel to and from contests with the team when transportation is provided unless the coach has prior notification from a parent and the Athletic Director or Principal has approved this request.
- All student athletes are to dress in an appropriate fashion as determined by the coach on days of a contest as well as travel to the contest.
- A student athlete may not practice, attend open gyms, participate in conditioning, or receive post-season awards, until all uniforms and equipment from the previous season have been returned. Exceptions will be granted for extended tournament play or all-star competitions.
- Any student athlete who quits or is dismissed from a team after the first contest has been played, at the discretion of the Athletic Director or Principal, may be denied the ability to participate in another sport or in the off-season workouts for another sport, until the end of the regular season of the previous sport has occurred.

Attendance Guidelines

- All students are expected to attend a full day of school. Student athletes absent during any portion of the school day due to a doctor's or dentist's appointment, funeral, college visitation or other excused absence as judged by the principal will be permitted to participate in practice or a contest on the day of the absence.
- A student athlete absent from school during any portion of the school day due to an unexcused absence shall not participate in practice or a contest on the day of the unexcused absence.

ATHLETIC ELIGIBILITY GUIDELINES

- Residence – A student is eligible to participate in athletics at Fort Loramie Local Schools if the student and the parent(s) or legal guardian(s) resides in the Fort Loramie school district. Tuition students may also be eligible if they meet the OHSAA guidelines.
- Age-limitations – Grades 9-12: A student who turns 19 after August 1 is eligible during the school year. Grades 7-8: A student who turns 15 after August 15 is eligible during the school year. A student who is ineligible in grade 7 or 8 due to age limitations is eligible at the high school level.
- A student-athlete will have 8 semesters of High School eligibility.
- Transfers – OHSAA Bylaw 4-7-3 states "If a student transfers after the first day of the student's ninth grade year or after having established eligibility prior to the start of the school by playing in a contest (scrimmage, preview or regular contest), the student will be ineligible for one year from the date of enrollment in the school to which the student transferred, regardless if the school is public or non-public, member or non-member or in the same district.

ENROLLMENT AND ELIGIBILITY ***BOARD OF EDUCATION POLICY #2430***

- Eligibility for each grading period is determined by grades received in the preceding grading period.
- A student not meeting the eligibility requirements is ineligible for the nine-week grading period.
- The eligibility or ineligibility of a student will begin on the fifth day following the end of the preceding grading period.
- Semester and yearly grade have no effect on eligibility.
- Students enrolled in Grades 9-12: To be eligible, a student must be currently enrolled in school and have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period.
    - Students taking post-secondary options will comply with these standards.
- Students enrolled in Grades 7-8: To be eligible, a student must be currently enrolled in school and have received passing grades in 75 percent of subjects in which he/she is enrolled in the immediately preceding grading period.

SCHOLARSHIP PROCEDURE

A student athlete who is academically ineligible for a nine-week grading period will no longer be a member of the team if the regular season will conclude before the end of the next grading period

When a student athlete is academically ineligible for a nine-week grading period but the length of the season would allow the opportunity for the athlete to return to the sport before the end of the sports regular season, the student will be allowed limited participation as per the following guidelines.

- The student will be permitted to practice and travel with the team.
- The student will not wear the team uniform, will not participate in any game warm-up activities and will not be on the bench during any contests.
- The student must maintain passing grades in all courses during the period of eligibility.
- If the student is failing/incomplete in a class during the period of nine week ineligibility, the student will not participate in any team functions or practice with the team until passing all classes.

ATHLETIC CONDUCT CODE

The Fort Loramie Athletic Contract and Training Code will be in force during the sport seasons that a student athlete participates in. The student athlete will follow and be held accountable for all the rules and regulations outlined in the Athletic Contract and by the coach. The student athlete's conduct while representing a team, traveling to and from an event as well as in the community is seen as a direct reflection of the athletic program and the standards of Fort Loramie Schools.

- Sports season refers to the length of the season beginning from the first day of the athlete's participation in that respective sport's season and terminates with the conclusion of the team's post season tournament (per the OHSAA Sports Regulations and Guidelines)

Procedures for Addressing Athlete/ Parent Concerns

The student athlete should take the initiative to meet with the coach to discuss any concerns.

- Game nights and practice times are not the proper time for a meeting.
- Schedule meetings at a time removed from the game nights and practice times at a mutually convenient time.
- Phone calls received by the Athletic Director will refer parents to the steps below.
- The Athletic Director will confirm with the coach involved if the step-one meeting has taken place before proceeding.
- Head coaches, as well as the coach involved, will be informed if the Athletic Director has received a legitimate complaint.

Steps to be taken by the Athlete or Parent/Guardian:

1. Athlete/Coach meeting
2. Athlete/Coach and Parent meeting
3. Athlete/Coach, Parent and Athletic Director meeting.
    - *Steps 2 and 3 may be combined if requested by one of the parties, but only after step 1 has been completed.*

Administrative Organization / Chain of Command.

1. Athlete/Parent or Guardian
2. Head Coach / Assistant Coach
3. Athletic Director
4. High School Principal
5. Superintendent of Schools
6. Fort Loramie Board of Education.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

The school encourages the promotion of positive interpersonal relationships between members of the school community. School personnel are encouraged to find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student / school personnel.

Permission, consent or assumption of risk by an individual subjected to hazing, harassment, intimidation, or bullying does not lessen the prohibition contained in this policy. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. ***No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, harassment, intimidation, or bullying activities***. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, harassment, intimidation, or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, harassment, intimidation, or bullying. If hazing, harassment, intimidation, or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, harassment, intimidation, or bully activities immediately**. All hazing, harassment, intimidation, or bullying incidents are reported immediately to the building administrator**. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim.

If the investigation finds an instance of hazing, harassment, intimidation, and/ or bullying/ cyber bullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/ or disciplinary action. This may include suspension or up to expulsion for students, exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials. If, during said investigation, the Principal or appropriate administrator believes the reported misconduct may have created a hostile environment and may have constituted unlawful discriminatory harassment, said will report the act of to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517. The district will also follow on Sexual Harassment and Sexual Violence procedures, as outline in Board Policy #5517.03

Retaliation against any person who reports/thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of aggressive behavior, bullying, and/or sexual harassment is prohibited. Deliberately making false reports about harassment, intimidation, bullying and/or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports or retaliation may result in disciplinary action.

The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.

CONDUCT AND TRAINING RULES REGULATIONS

Rule A Student Athletes are expected to behave in a manner that reflects positively on Fort Loramie Schools and their team. Behavior which reflects negatively would include, but is not limited to, the following offenses:

- Academic Ineligibility
- Repeated violation of school rules
- Abusive language, gestures, or profanity
- Acts of vandalism, or abuse of persons or property
- Repeated violation or infractions of the coaches' rules (attendance or pre-contest preparations)
- Behavior such as insubordination or unsportsmanlike conduct at practice, or during athletic contests
- Violations of law

Penalties for violations of Rule A

The Principal, Athletic Director, and Coach will review the facts of the violation and, in accordance with the student conduct code in the Student Handbook and Athletic Conduct & Training rules, will determine the penalties for these behaviors.

- The penalties could include, but are not limited to detention, in-school suspension, out of school suspension, and/or denial of participation.
- In instances of denial of participation for one or more complete contest, the student athlete will receive Due Process procedures.

Rule B Student athletes are not to use and/or possess tobacco or tobacco products of any kind.

Rule C Student athletes are not to use, possess, and attempt to possess and/ or attempt to sell any alcoholic beverages.

Rule D Student athletes are not to use, possess, attempt to possess, and/or attempt to sell any illegal or controlled substance or any substance posing to be illegal or controlled substances of any kind.

Examples of violation(s) could include but are not limited to:

- A student athlete with alcohol, tobacco or drugs in his/her vehicle is in violation.
- A student athlete who brings alcohol, tobacco or drugs to another person's home is in violation.

Penalties for violations of Rules B, C, & D

The Principal/Designee will follow the steps for Denial of Participation with the following consequences.

- The student-athlete will receive an informal hearing.
- The student-athlete and his/her parent(s)/guardian(s) will be informed in writing of the denial of participation and be informed that they may appeal the decision to the Athletic Review Committee.

Junior High Student Athletes

1. Self-referral – defined as admission of problem
- Denial of participation for 20% of the season.
    - Cancelled dates do not apply.
    - Required to receive an assessment and/or enroll in a counseling program.
    - School will need to receive confirmation of the assessment and counseling program.
2. Judged guilty through due process or second offense - no self-referral permitted on second offense.
    - Denial of participation for one calendar year.
    - Required to receive an assessment and enroll in a counseling program.
    - The school will need to receive confirmation of the assessment / counseling program.
3. Penalties will carry over into the student's freshman year.
    - Example: The student is caught on Jan. 10th of his/her 8th grade year. He/She will remain ineligible until Jan. 10th of his/her freshman year.
4. Students will be permitted to try-out and practice for a sport for which they will become eligible.

High School Student Athletes - First Violation

1. Self-referral – defined as admission of problem.
    - Denial of 20% of the season.
        - Cancelled dates do not apply.
    - Denial of any Special Awards. Example: MVP, MIP.
        - Student will still be eligible for numerals, letters and tournament awards.
    - Required to receive an assessment and/or enroll in a counseling program.
        - The school will need to receive confirmation of the assessment and counseling program.
2. Judged guilty through due process
    - Denial of participation for the remainder of the season.
    - Denial of Post Season awards, letters, numerals, etc.
    - Required to receive an assessment and enroll in a counseling program.
        - The school will need to receive confirmation of the assessment and counseling program.
    - Exception – See State Tournament in procedures list.
    - Students will be permitted to try-out and practice for a sport for which they will become eligible.

High School Student Athlete - Second Violation

1. Self-referral – defined as admission of problem.
    - Denial of participation for the remainder of the season.
    - Denial of any Special Awards. Example: MVP, MIP.
        - Student will still be eligible for numerals, letters and tournament awards.
    - Required to receive an assessment and enroll in a counseling program.
        - The school will need to receive confirmation of the assessment/counseling program.
2. Judged guilty through due process
    - Denial of participation for one calendar year.
    - Denial of Post Season awards, letters, numerals, etc.
    - Required to receive an assessment and enroll in a counseling program.
        - The school will need to receive confirmation of the assessment/counseling program.
    - Exception – See State Tournament in procedures list.
3. Students will be permitted to try-out and practice for a sport for which they will become eligible.

High School Student Athlete - Third Violation

1. Denial of participation for the remainder of High School athletic career.
2. The three violation rule begins in the freshman year and carries over throughout the athletic career of a student athlete.
3. If an athlete is competing in two sports at the same time (ex. Cross Country and Golf), the penalty covers both sports.

Penalties for a violation of rules B, C, and D are cumulative. After receiving a penalty for the 1st violation, any additional offenses to either of the rules listed (B, C, or D) will count as a 2nd violation (loss of season/calendar year). Violations of any rule beyond the 2nd violation; will then be considered the athlete's 3rd violation (which denies the athlete any further participation in athletics).

If the action of a student athlete violates multiple rules of conduct or is extreme in nature, penalties for rule violations may then be combined, and the determination of suspension or denial of participation will be at the discretion of the Principal and Athletic Director.

DUE PROCESS PROCEDURE

The actual violation or evidence of the violation of the Conduct and Training rules must be observed by a teacher, coach, advisor, chaperone, school administrator, school board member, a member of any law enforcement agency, or the parent or guardian of the student athlete or there must be a statement of admission on the part of the student athlete. Board of Education Policy # 5610

In the event of an infraction of the training rules, the Principal shall be informed and the following steps will be followed.

- The principal/designee will meet with the student athlete to conduct an informal hearing. The principal/designee will inform the student athlete what the violation is and the student athlete will be given the opportunity to explain his/her actions.
- The principal/designee will review the information and inform the student athlete of the consequence for the violation of the training rule.
- The principal/designee will review the information with the coach.
- The student athlete and his/her parent(s); guardian(s) will be informed in writing of the denial of participation and shall be informed that they may appeal the decision to the review committee.
- If the student and his/her parent(s), guardian(s) request an appeal; a reasonable effort shall be made in a timely manner to hold the appeal prior to the disciplinary action being enforced upon the student athlete.
- If appealed, the Review Committee, consisting of the Athletic Director, a coach of another sport, and a non-coaching teacher, will meet with the student, his/her parent(s), guardian(s) and the coach to hear the issue. The Review Committee will then recommend to the principal to uphold, vacate, or modify the decision.

Procedures for student athlete during a denial of participation

The student athlete must follow all training rules and requirements of the sport during this time.

Regular Season – The student athlete will participate in practice and travel with the team and will be with the team, not in uniform, during the contest, under the direction of the coach.

Tournament Season – The tournament season includes sectional, district and regional tournament. If the student athlete can serve the denial of participation and still participate in further tournament contest, the student athlete will follow the regular season guidelines listed above. *

State Tournament – The state tournament includes the entire state level event. If the denial of participation for the student athlete will carry over to this event, then the student athlete will not participate in practice or travel with the team.*

*As OHSAA will move to varied divisions and tournaments structures for athletics in the 25-26 school year, and since the structure of State Tournaments may not be uniform amongst all sports - in certain situations - the athlete may be allowed to follow regular season guidelines at the discretion of the coach and administration.

FORT LORAMIE HIGH SCHOOL FIGHT SONG

He wears an L for all his Loyalty
He wears an O for all his Other Traits
He wears an R for all his Resourcefulness
He wears an A for all the Ambition that he has
He wears an M for all his Mentality
He wears an I for all his Intelligence
He wears an E for all his Energy. Yes-sir-e-e
You can tell he's a Loramie Man
Loramie High School – Rah, Rah, Rah
Loramie High School – Rah, Rah, Rah
We're Fort Loramie High School Students
Team members gather here – Rah, Rah, Rah
Let us welcome one another
With a mighty cheer.
Hit them hard and see how they fall
Never let them have the ball
Hail, Hail the gang's all here
And we're in for a fine time now! R-E-D-S-K-I-N-S

FORT LORAMIE JR./SR. HIGH SCHOOL
2026-2027 BELL SCHEDULE

Schedule is subject to change due to inclement weather – a two or three hour delay will take place instead of the regularly scheduled school day.

TIME	"A" Day*	"B" Day*	"C" Day*	"D" Day*
8:11-9:07	2	1	1	1
9:11-10:07	3	3	2	2
10:11-11:07	4	4	4	3
11:11-11:41	HS Lunch JH Tribe Time	HS Lunch JH Tribe Time	HS Lunch JH Tribe Time	HS Lunch JH Tribe Time
11:45-12:15	JH Lunch HS Tribe Time	JH Lunch HS Tribe Time	JH Lunch HS Tribe Time	JH Lunch HS Tribe Time
12:19-1:14	6	5	5	5
1:18-2:13	7	7	6	6
2:17-3:12	8	8	8	7
Dropped Periods	1 & 5	2 & 6	3 & 7	4 & 8

TIME	"F" Day
8:11-8:53	1
8:56-9:38	2
9:41-10:23	3
10:26-11:08	4
11:11-11:41	HS Lunch JH Tribe Time
11:45-12:15	JH Lunch HS Tribe Time
12:18-12:59	5
1:02-1:43	6
1:46-2:27	7
2:30-3:12	8

*Schedule is also subject to change for any reason schools or the school calendar has to change by orders from the State of Ohio.