

Clay High School Student Handbook

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Dear Students,

Welcome to Clay High School. The entire faculty and staff at Clay welcome you to the 2023-24 school year. We are excited to have you as a Clay student. Please take advantage of everything that Clay has to offer, whether your participation choices are academic, athletic, social, extracurricular, or co-curricular.

Clay has a long, storied tradition of academic excellence. The faculty is committed to building upon Clay's strong academic tradition, and we count on each and every student to carry on those traditions. Every teacher at Clay is prepared to assist you in your efforts to obtain a quality education and to maximize your potential.

This handbook is designed to provide each student with an explanation of our rules, policies, and regulations that every student must know and follow to be successful at Clay and to model the good behavior that is expected by your parents, by the community, and by Clay's faculty and staff.

Your high school years should be four of the happiest and most active years of your life. During these years, you will be creating memories that will last a lifetime. Put your best foot forward and continue to set high goals. Have a great year and welcome to CHS.

Best wishes for a successful year!

Mr. James Jurski

Principal

OREGON CITY SCHOOLS VISION AND MISSION STATEMENTS

Vision: Inspire students to: Dream, Discover, Learn, Achieve.

Mission: Develop and care for the whole student, in partnership with families and community, through rigorous, tailored educational offerings, customized services, and a culture of excellence and growth resulting in prepared, adaptable and engaged citizens.

OREGON CITY SCHOOLS 2023-2024 CALENDAR

August 15 No School - District Meetings/Building Meetings
 August 16 No School -Staff Work Day
 August 17 K-4 Parent Teacher Conferences (by appointment)
 August 17 5-6 Schedule Pick-Up/Pictures
 August 17 7-8 Chromebook Distribution/Pictures/Assign Lockers
 August 17 9-12 Chromebook Distribution/Pictures/Assign Lockers and Parking Passes
 August 18 K-4 Parent Teacher Conferences (by appointment) August 18 5-6 6th Grade Students Attend – Orientation Day
 (No School for 5th grade)
 August 18 7-8 8th Grade Students Attend – Orientation Day (No School for 7th grade)
 August 18 9-12 Chromebook Distribution/Pictures/Assign Lockers and Parking Passes
 August 21 K-4 Parent Teacher Conferences (by appointment) August 21 5-6 5th Grade Students Attend – Orientation Day
 (No School for 6th grade)
 August 21 7-8 7th Grade Students Attend – Orientation Day (No School for 8th grade)
 August 21 9-12 9th Grade Students Attend – Orientation Day (No School for 10th-12th grade)
 August 22 Classes Begin for Students in Grades K-12
 September 4 No School -Labor Day
 September 18 No School - Staff Professional Development Day
 October 17 End of First Nine Week Period

November 6 No School for K-6 Students - Staff Work Day Parent-Teacher Conferences--Grades 7-12—(Evening Conferences)
 November 7 No School - Staff Professional Development Day --(K-6--Day and Evening Parent-Teacher Conferences) (7-12 In-service)
 November 22 No School - Staff Work Day
 November 23-24 No School -Thanksgiving Break
 December 19-21 Clay High Exams
 December 21 End of Second Nine Week Period
 December 21 Christmas Break Begins at Close of Day

January 3 No School - Staff Work Day – (K-12 Reports and Records)
 January 4 Classes Resume January 12 No School - Staff Professional Development Day — (K-6 In-service) (7-12 Teacher Work Day)
 January 15 No School - Martin Luther King Day
 February 19 No School - President's Day
 February 20 No School for K-6 Students—Parent-Teacher Conferences—K-6 (Daytime Conferences)
 March 12 End of Third Nine Week Period

March 15 No School - Staff Professional Development Day
 Mar/Apr 29-5 No School - Easter Break
 April 8 Classes Resume May 7 No School - Staff Professional Development Day
 May 22-24 Clay High School Exams
 May 24 Last Day for Students (2 hour early release for K-8)
 June 2 Clay High School Graduation

FEDERAL/STATE/LOCAL COMPLIANCE

The Oregon City Schools District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. The Oregon City School district also complies with the Family Education Rights and Privacy Act of 1974 that grants to parent(s)/guardian(s) the right to examine their children's official school records. Inquiries regarding unlawful discrimination may be directed to Assistant Superintendent, Oregon City Schools, 5721 Seaman Road, Oregon, OH 43616, or by calling 693-0661.

SEXUAL DISCRIMINATION/HARRASSMENT POLICY

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Due process procedures are in place to protect students who feel they have been discriminated against in this way. See the Dean of Students for information about these procedures.

	3
ALMA MATER FIGHT SONG	6
ACTIVITIES/ATHLETICS	6
<i>ACTIVITIES/ATHLETICS – Advisors and Coaches</i>	6
<i>ACTIVITIES/ATHLETICS - Announcements</i>	7
<i>ACTIVITIES/ATHLETICS – Assemblies & Pep Rallies</i>	7
<i>ACTIVITIES/ATHLETICS – Posters, Displays & Publications</i>	8
<i>ACTIVITIES/ATHLETICS – Participation in Extracurricular Activities</i>	8
<i>ACTIVITIES/ATHLETICS – Responsibilities of Students During Athletic Activities</i>	8
ATTENDANCE REQUIREMENTS	8
<i>ATTENDANCE REQUIREMENTS – Consequences for Excessive absences in a quarter -</i>	9
<i>ATTENDANCE REQUIREMENTS – tardiness to school & Early Dismissals/Appointments</i>	10
<i>ATTENDANCE REQUIREMENTS – EIGHTEEN-YEAR-OLD Students</i>	11
<i>ATTENDANCE REQUIREMENTS – Family Vacations</i>	11
<i>ATTENDANCE REQUIREMENTS – Make-up Work</i>	11
<i>ATTENDANCE REQUIREMENTS – Tardiness To Class</i>	11
<i>ATTENDANCE – Emergency Closings and Delays</i>	12
BELL SCHEDULE	13
CLAY HIGH SCHOOL BUILDING MAP	14
CARE OF SCHOOL PROPERTY	15
CODE OF CONDUCT	15
<i>CODE OF CONDUCT – Cafeteria Conduct</i>	15
<i>CODE OF CONDUCT – Cafeteria, hallways and study hall</i>	15
<i>CODE OF CONDUCT – Extended Day</i>	15
<i>CODE OF CONDUCT – Behavior Intervention Center</i>	16
<i>CODE OF CONDUCT – Suspension/Expulsion</i>	16
<i>CODE OF CONDUCT – Violations</i>	16
<i>CODE OF CONDUCT – Class/Study Hall Cut</i>	16
<i>CODE OF CONDUCT – Chronic Discipline Problems</i>	17
<i>CODE OF CONDUCT – Cheating/Plagiarism OR ACADEMIC INTEGRITY</i>	17
<i>CODE OF CONDUCT – Collusion</i>	18
<i>CODE OF CONDUCT – Counterfeit Drugs</i>	18
<i>CODE OF CONDUCT – Back Packs/Book Bags and Other Similar Carrying Devices</i>	18
<i>CODE OF CONDUCT – Bullying/Cyber Bullying/Hazing/Sexual Harassment</i>	18
<i>CODE OF CONDUCT – Dangerous Act</i>	19
<i>CODE OF CONDUCT – Disruptive Conduct</i>	19
<i>CODE OF CONDUCT – Drugs and Alcohol Usage</i>	19
<i>CODE OF CONDUCT – Oregon City Schools Electronic Devices Policy (Grades 9-12)</i>	19
<i>CODE OF CONDUCT – Fighting and Assault, Harassment, Obscene Gesture</i>	20
<i>CODE OF CONDUCT – Firearms, Weapons, Dangerous Instruments, Fireworks</i>	20
<i>CODE OF CONDUCT – Forged or Altered Passes or Excuses</i>	20
<i>CODE OF CONDUCT – Gambling</i>	20
<i>CODE OF CONDUCT – Identification of Self</i>	20
<i>CODE OF CONDUCT – Insubordination</i>	20
<i>CODE OF CONDUCT – Property Damage/Vandalism</i>	21
<i>CODE OF CONDUCT – Public Display of Affection</i>	21
<i>CODE OF CONDUCT – Public Indecency</i>	21
<i>CODE OF CONDUCT – School Transportation</i>	21
<i>CODE OF CONDUCT – Smoking, Tobacco, Vaping</i>	21
<i>CODE OF CONDUCT – Theft and Unauthorized Use of Others’ Property</i>	22

<i>CODE OF CONDUCT – Threats</i>	22
<i>CODE OF CONDUCT – Unauthorized Leaving of School</i>	22
COMPUTER & NETWORK ACCEPTABLE USE POLICY and INTERNET SAFETY AGREEMENT	22
COUNSELING SERVICES	23
<i>COUNSELOR SERVICES – College Visitations</i>	23
<i>COUNSELOR SERVICES – Graduation Requirements</i>	24
<i>COUNSELOR SERVICES – Course audits</i>	24
<i>COUNSELOR SERVICES – Course Re-Take Policy</i>	24
<i>COUNSELOR SERVICES – Oregon Digital Academy</i>	24
<i>COUNSELOR SERVICES – Physical Education Alternative Credit/Waiver</i>	25
<i>COUNSELOR SERVICES – Procedure For Dropping Or Adding A Course</i>	25
<i>COUNSELOR SERVICES – Withdraw Failing (WF) Grade</i>	25
CREDIT FLEXIBILITY	25
DELIVERIES	26
DRESS AND APPEARANCE CODE - School	26
<i>DRESS AND BEHAVIOR CODE – Dances and Social Events</i>	27
FEE SCHEDULE	28
FIELD TRIPS	28
FOREIGN EXCHANGE STUDENTS (FEX)	29
GIFTS	29
GRADING SCALE	29
GRADING SYSTEM	30
<i>Reassessment Policy</i>	30
<i>Grade Point Average</i>	30
<i>Latin Honors System</i>	30
<i>Student Recognition Based on Quarter Grades</i>	31
GRADUATION/COMMENCEMENT CEREMONY	31
<i>Selection of Valedictorian(s) and Salutatorian(s)</i>	31
<i>OHIO HONORS DIPLOMA</i>	32
FERPA AND DIRECTORY INFORMATION	32
HEALTH SERVICES	32
HOMECOMING COURT	33
HOMEWORK POLICY	33
INFORMATION SHARING NETWORK	33
LOCKERS	33
LOST AND FOUND	34
MONEY-RAISING ACTIVITIES	34
NATIONAL HONOR SOCIETY	34
OHIO TESTING	34
PARKING/DRIVING REGULATIONS	34
SAFETY DRILLS	35

SEARCH AND SEIZURE	35
SECURITY CAMERAS	35
SEMESTER EXAMS	35
<i>SENIOR EXAM EXEMPTION (Second Semester)</i>	<i>35</i>
HONORS NIGHT	36
STUDENT EMAIL	36
STUDENT GOVERNMENT	36
STUDY HALLS	36
TEXTBOOKS	36
TRANSCRIPTS	36
VISITORS	37
WORK PERMITS	37

ALMA MATER**FIGHT SONG**

Clay High we honor thee
 Our green and gold spells victory
 Through adoration and respect
 Our thoughts remain of thee
 Clay High in years to come
 May our memories of thee
 Guide us always on and on
 Most fervently

On Clay High School
 On Clay High School
 We are proud of you
 Fighting ever
 Shirking never
 Forward is our aim
 Rah, Rah, Rah
 On Clay High School
 On Clay High School
 We are proud of you
 So fight, fight
 Be square and right
 We're proud of you

ACTIVITIES/ATHLETICS

A full complement of activities will be offered at Clay High School in athletics, music, academically related clubs, student government, and special interest clubs. Students interested in becoming involved in any activity should contact the advisor. Advisors will inform members about rules and regulations for each activity. Students who violate rules may be denied participation in activity. **NOTE: Student must be present in school at least one-half day to be eligible to practice or participate in an extracurricular activity.**

All assemblies, evening social activities, dances, etc. must be approved by the assistant principal and placed on the activities calendar.

ACTIVITIES/ATHLETICS – ADVISORS AND COACHES

For more information on the student activities, please contact the coach or advisor.

Art Club	Advisor:	Mrs. Leah Walsh
Band	Advisor:	Mr. Joe Kuzdzal
Business Professionals of America	Advisor:	Mrs. Rhonda Hildebrand
Chess Club	Advisor:	Mr. Joe Carstensen
Class Advisor (Including Prom)	Advisor:	Mr. Michael Celusta
Class Advisor	Advisor:	Ms. Kathryn Seguin
Class Advisor	Advisor:	Mr. Joe Carstensen
Class Advisor Student Government	Advisor:	Mrs. Kristen Keller
Crystal (Yearbook)	Advisor:	Mrs. Lisa Joseph
DECA (Marketing Club)	Advisor:	Ms. Kathryn Seguin
Gaming	Advisor:	Mr. Mitch Myers
HOSA (Future Health Professionals)	Advisor:	Ms. Karrie Blewitt
International Club	Advisor:	Mrs. Cathryn Wilburn
Jazz Band	Advisor:	Mr. Joseph Kuzdzal
Limelighters	Advisor:	Mr. Thom Sneed
Model United Nations	Advisor:	Mrs. Erin Weiker
National FFA Organization	Advisor:	Mrs. Meredith Wolfe
National Honor Society	Advisors:	Mr. Ben Pfeiffer & Mrs. Beth Turner
Pep Band	Advisor:	Mr. Tyler Lentz

Powerlifting	Advisor:	Mr. Nate Quigg
Quiz Bowl	Advisor:	Mr. Tom Stewart
Strive (Youth to Youth)	Advisor:	Mr. Kip Anderson
Skills U.S.A.	Advisor:	Ms. Anna Skinner
Varsity Voices	Advisor:	Mr. Thom Sneed
Vocal Music	Director:	Mr. Thom Sneed
Volunteer Focus	Advisors:	Ms. Beth Turner & Mrs. Chris Walendzak

Athletics

Athletic Director:	Mr. Joseph Kiss
Asst. Athletic Director:	Mr. Scott Wamer
Baseball	Coach: Mr. Jim Phillips
Boys' Basketball	Coach: Mr. Lionel Armstead
Girls' Basketball	Coach: Mr. Brandon Roberts
Bowling	Coach: Mr. Ralph Cubberly
Cheerleading	Coach: Ms. Nicole Roach
Mascot	Advisor: Ms. Tammy Hughes
Boys'/Girls' Cross Country	Coach: Ms. Marissa Boos
Football	Coach: Mr. John Galyas
Boys Lacrosse	Coach: Mr. Jason Lohner
Girls Lacrosse	Coach: Mr. Jason Allen
Boys' Golf	Coach: Mr. Rob Belegrin
Girls' Golf	Coach: Mr. Kevin Crosson
Gymnastics	Coach: Ms. Melissa Miller
Hockey	Coach: Mr. EJ LeMay
Boys' Soccer	Coach: Mr. Zachary Soncrant
Girls' Soccer	Coach: Mr. Donald Hess
Softball	Coach: Ms. Brenda Radabaugh
Boys'/Girls' Swimming	Coach: Mr. Rod Gyurke
Boys'/Girls' Tennis	Coach: Mr. Walt Ralph
Boys'/Girls' Track	Coach: Mr. Brent Combs
Volleyball	Coach: Ms. Carrie Wagoner
Wrestling	Coach: Mr. Justin Wharton

ACTIVITIES/ATHLETICS - ANNOUNCEMENTS

Announcements are broadcast each morning during STRIDE. Students are asked not to talk, walk around, or carry on activity during this time. Afternoon announcements may be broadcast, but will be limited to those announcements that are absolutely necessary. Classroom interruptions via the PA system will be kept to a minimum.

ACTIVITIES/ATHLETICS – ASSEMBLIES & PEP RALLIES

A variety of programs or assemblies are held each year. There are pep rallies to support our teams, celebrations, and activity programs. Since special programs are a privilege to the students, every member of the student body should show his/her maturity by being considerate and quiet. Guests in our school often judge the school by the conduct of the students. The impression that the speaker takes away from our building is an important reason for good audience behavior. All school rules will be enforced during assemblies and pep rallies.

ACTIVITIES/ATHLETICS – POSTERS, DISPLAYS & PUBLICATIONS

Posters/displays are to be placed only in authorized areas. All posters shall be neatly displayed with masking tape provided by the sponsoring organization. Posters/displays may be put up only for school-related activities, and must be pre-approved by the assistant principal or principal. It is the responsibility of the sponsoring organization to remove all posters/displays within 24 hours after the end of the activity. Any poster/display not meeting these requirements will be removed. Publications such as the school newspaper, literary magazine, and yearbook are connected to the overall school program and are subject to editorial control by the school's administration.

ACTIVITIES/ATHLETICS – PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

It is maintained that every athlete is a student first. Therefore, the athlete must maintain their academic standing in order to participate in interscholastic athletics. Clay is a member of the Ohio High School Athletic Association and adheres to and enforces the eligibility rules of the O.H.S.A.A. and follows the policy adopted by the Oregon Board of Education.

- a) Athletes entering the 9th grade in the fall must have passed 5 of their classes during the 4th quarter of their 8th grade year and obtained a minimum GPA of 1.5.
- b) Athletes in grades 9-12 (10-12 for the 1st quarter of the school year) must have passed at least 5 credits that count towards graduation during the previous quarter and obtained a minimum GPA of 1.5.
- c) Athletes in grades 9-12 must be enrolled in coursework which is earning 5 credits towards graduation the current quarter. Therefore, it is recommended that an athlete enrolls in a minimum of 6 credits in the prior and current quarter in which a student will be participating in athletics.
 - Online or digitally-based classes may be used towards the 5 required credits under the condition that the student is completing work at a pace which would allow them to complete 1 full credit in a school year, and they were enrolled in the online course for the majority of the quarter.
 - i. Credit recovery courses may not be used towards eligibility in any circumstance.
- d) In accordance with the O.H.S.A.A. bylaws, summer school grades may not be used for eligibility purposes. Summer school is defined as any course that is completed beyond the pre-determined ending of the 4th quarter.

ACTIVITIES/ATHLETICS – RESPONSIBILITIES OF STUDENTS DURING ATHLETIC ACTIVITIES

Rules and regulations adopted by the Oregon Board of Education shall apply to all students participating in school activities including travel to and from the activity while under staff supervision. All student-athletes must use school approved transportation to athletic events in order to be eligible to compete. Any exceptions must be made in advance through the coach or athletic director. Every student athlete in Oregon Secondary Schools should exhibit qualities of good sportsmanship, proper behavior, and healthful living. It is the policy of Clay High School to follow the Ohio High School Athletic Association's recommended suspension for any student athlete ejected from a contest for fighting or for flagrant misconduct.

Students suspended from school because of violation of school regulations will also be suspended from all extracurricular activities for the same length of time. Students are to comply with directions of the director of the activity and officials of any contest or activity. Whenever limited participation is necessary due to size of the facilities or nature of the activities, etc., the director of the activity shall make the final decision as to who will be able to participate. Additional responsibilities may be added to this list by the director/coach of the activity with the approval of the school administrator. These rules must be made available to all participants prior to their participation.

A student must be in attendance at school or school-related events, (i.e. field trips, etc.), unless otherwise excused by the school administrator, for one-half of the school day in order to participate in a practice or a contest that same day.

ATTENDANCE REQUIREMENTS

The attendance office phone number is **(419) 693-9729** and the attendance email is **CHSAattendance@oregoncs.org**. Absence calls will only be accepted at this telephone number. The attendance office phone is a voicemail number, which is active 24 hours a day. It is the responsibility of the home to have students in regular attendance.

Per the Missing Child Law (ORC3313.205), parents will be notified of student absences by an automated message unless the students has been reported absent to the attendance office by 9:00a.m. ORC3313.205 requires a parent/guardian to provide the school with the current address (not P.O. Box), telephone number, parent employment number, and emergency number.

Truancy = Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

A "habitual truant" student is any child of compulsory age who is absent without a legitimate excuse for:

- 1) 30 or more consecutive hours (5 days) without a legitimate excuse*
- 2) 42 or more hours (7 days) in one month without a legitimate excuse*
- 3) 72 or more hours (11.5 days) in one year without a legitimate excuse*

***Legitimate/excused reasons** to be absent from school are:

- 1) Personal illness with a doctor's note excusing the student for the indicated day(s)
- 2) Medical Excuse by a licensed professional excusing the student for the indicated day(s)
 - a. Personal illness and medical excuse notes must be received within 72 hours of the student returning to school
 - b. A doctor's appointment or well-child checkup does not guarantee a full excused day. Students are within reason expected to be in school when the time of the appointment permits partial attendance.
- 3) Death in the family (Limit of 3 days per occurrence)
- 4) Religious Observations
- 5) Quarantine
- 6) Court Subpoena
- 7) Family Vacation (one vacation approved in advance as described in the student handbook)

***Unacceptable reasons** for being absent/tardy from school may include but are not limited to: oversleeping, car trouble, missing the bus, ride did not show up, shopping, haircut, beauty shop appointments, babysitting, out-of-school suspension, truancy, family errands, hunting, non-school sponsored activities or sporting events, non-treatment of head lice or other absences not listed as excused. A doctor appointment does not constitute an automatic excused absence.

When a student is habitually truant, the following will occur:

1. Within seven (7) days of the triggering absence, the district will
 - a. select members (2 reps from the school, parents/guardians and student) for the Absence Intervention Team (AIT)
 - b. make three attempts to secure the student's parent or guardian's participation on the AIT
2. Within ten (10) days of the triggering absence, the student will be assigned to the selected AIT
3. Within fourteen (14) days after the assignment of the team, the district will develop the student's Absence Intervention Plan
4. If the student does not make progress on the plan or continues to be excessively truant, the district will file a complaint in juvenile court.
 - a. A student who is habitually truant may not be permitted to attend prom, homecoming, or have approved vacations until they have attended an absence intervention meeting.

A student has "excessive absences" when a child of compulsory age is absent:

1. 38 or more hours (6 days) in one school month with or without a legitimate excuse
2. 65 or more hours (10.5 days) in one school year with or without a legitimate excuse

When a student is excessively absent from school, the following will occur

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

ATTENDANCE REQUIREMENTS – CONSEQUENCES FOR EXCESSIVE ABSENCES IN A QUARTER -

1. A student with more than **4 DAYS** or the equivalent number of **HOURS** of unexcused absences in a quarter will be considered to have excessive absences for the quarter. A student who misses all of their scheduled classes at Clay is considered to have been absent an entire day, even if they have less than a full schedule of classes. An absence intervention plan (AIP) may be developed with the student, guardian, and school personnel. Students may have limited privileges as part of the AIP and these privileges may be restored if the student meets the terms of the AIP. Failure to meet the terms of the AIP may also result in assigned extended days, BIC, diversion, suspension, or expulsion. Individual student plans will be developed based on the student's involvement and may include reviewing the following considerations:

- a. Issuance of extended days, BIC, or OSS
 - b. Ability to participate in extracurricular activities including athletic teams and club organizations. This includes both practices and competitions
 - c. Ability to attend school-sponsored field trips
 - d. Loss of senior privilege late arrival or early dismissal
 - e. Seniors will not be excused from any final exams
 - f. CHS parking privileges
 - g. Ability to attend Clay's events such as Homecoming or Prom, and whether guest forms for other school's dances/events will be signed
 - h. Issuance or issue of new work permits
 - i. Other potential options unique to the student situation
2. Excused Absences – If the student has a legitimate reason for the absence, the absence will not be counted against the quarter/semester limits if documentation is turned in within 72 hours of returning to school. Absences will not be excused beyond 72 hours.

ATTENDANCE REQUIREMENTS – TARDINESS TO SCHOOL & EARLY DISMISSALS/APPOINTMENTS

Tardies and early dismissals are defined as a student arriving or leaving within 60 minutes of the first or final bell of the day. A student arriving at school after the 7:50 a.m. bell has rung should report directly to the attendance office. After signing in, the student will receive an admittance slip to present to the teacher when reporting to class. Tardies and early dismissals will start over at the semester. Any student having a justifiable reason for leaving school before 2:35 p.m. must bring a written request signed by a parent(s)/guardian(s), and **present it at the attendance office before 7:50 a.m.** This note needs to have a phone number where a parent(s)/guardian(s) can be reached during the school day for attendance verification. Any student who must leave school for any reason, **must get a dismissal slip from the attendance office and sign out before leaving.** **A parent/guardian will need to speak to an adult in the attendance office.** Dismissal slips are issued to students by the attendance office for the following reasons:

1. doctor's appointment, dental or medical treatment (subject to verification);
2. funeral for a member of student's family;
3. illness during school (the school nurse will contact the home to arrange dismissal);
4. an emergency or set of circumstances which, in the judgment of the school, constitutes good and sufficient cause of dismissal from school

Students are not allowed to leave the school grounds for lunch or during the lunch period. College Credit Plus or Senior Privilege students who arrive after first period **MUST** sign in daily in the attendance office. Failure to sign in will result in the student being marked absent for that day.

Consequences:

- 3rd Tardy or Early Dismissal – 1/2 hr. extended day
- 4th Tardy or Early Dismissal – 1 hr. extended day
- 5th Tardy or Early Dismissal – 1-1/2 hr. extended day
- 6th Tardy or Early Dismissal – 1 extended day
- 7th Tardy or Early Dismissal – 2 extended day
- 8th Tardy or Early Dismissal – BIC / extended day on same day
- 9th Tardy or Early Dismissal – 1 Day OSS and put on an attendance contract

If the pattern of Habitual Tardiness/early dismissals continues, the parents will be notified. Options for students who continue to be tardy or leave early include filing truancy charges, revoking driving privileges, developing an absence intervention plan, or diversion hearing.

It is highly recommended that appointments be made after school hours. If an appointment is necessary, students are

expected to make every effort to arrange dental and medical appointments at differing times during the school day in order to reduce the loss of instructional time from the same class. Students will have ½ day excused for doctor's appointments once a note is submitted to the attendance office within 72 hours upon return to school.

ATTENDANCE REQUIREMENTS – EIGHTEEN-YEAR-OLD STUDENTS

All student attendance issues must be handled by the student's parent(s)/guardian(s), even if the student is 18 years old. Students are not permitted to write their own absence notices or to sign themselves in or out of school. The only exception to this is if the student has a legal emancipation agreement on file.

ATTENDANCE REQUIREMENTS – FAMILY VACATIONS

Oregon City Schools discourages family vacations during the scheduled school year. However, if a family vacation cannot be scheduled during scheduled holidays, the following regulations must be followed to insure uniform handling of family vacation situations:

1. A student must request a family vacation form from the attendance office.
2. The student and parent(s)/guardian(s) will complete the form and submit it to the attendance office **prior** to a family vacation. If the completed vacation form is not submitted prior to the vacation or if approval is not obtained, the absence will be unexcused and no work will be made up. In addition, unexcused absences will count as part of the attendance total for the quarter.
3. The student will present the completed form to all teachers, and if possible, obtain advance assignments.
4. Approved vacation days count as absences, but are not calculated in the total for the attendance policy previously listed under student attendance requirements.
5. Only one (1) family vacation of no more than 5 school days will be granted each school year.
6. Students with excessive absences or who are in danger of failing may be denied family vacation.
7. All vacation requests will be verified with the parent(s).

ATTENDANCE REQUIREMENTS – MAKE-UP WORK

It is the responsibility of the student to contact his/her teachers and obtain the make-up assignments. Most assignments are available on Schoology or can be e-mailed directly to the student. Parents may also e-mail a teacher to request work for their child. Students who know in advance when they will be out of school for an extended period of time should, if possible, request assignments from their teachers before being absent.

Students may receive credit for work missed during an excused absence as long as the work is made up in a timely fashion as prescribed by the teacher. Students will not be permitted to make up work for absences because of expulsion. Students that are suspended from school can receive up to 60% credit on work that was missed, at the discretion of each teacher.

ATTENDANCE REQUIREMENTS – TARDINESS TO CLASS

A student tardy to class (not tardy to school) after the first period class does not require a late slip from the office, and the student is to go directly to class. If a teacher or administrator retains a student, the student should have their hall pass signed by that person for admittance to class. Any student who is absent for over ½ of the class period will be marked as absent, not tardy, for that class. Three tardies to a class per year constitutes a first violation and each subsequent tardy constitutes an additional violation. Violations will be handled as follows:

- 3rd Tardy – 1/2 hr. Extended day
- 4th Tardy – 1 hr. Extended day
- 5th Tardy – 1-1/2 hr. Extended day
- 6th Tardy – 1 Extended day
- 7th Tardy – 2 Extended day
- 8th Tardy – 1 day BIC and Extended day on same day

9th Tardy – 1 Day OSS and development of an attendance contract

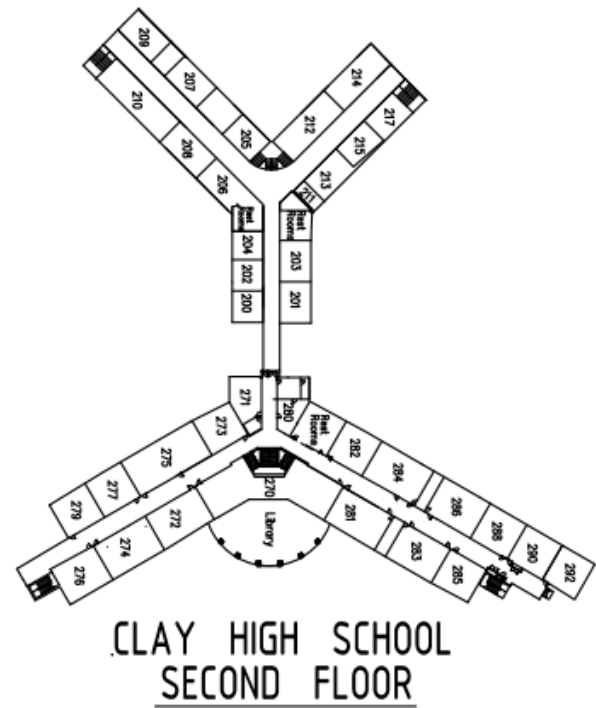
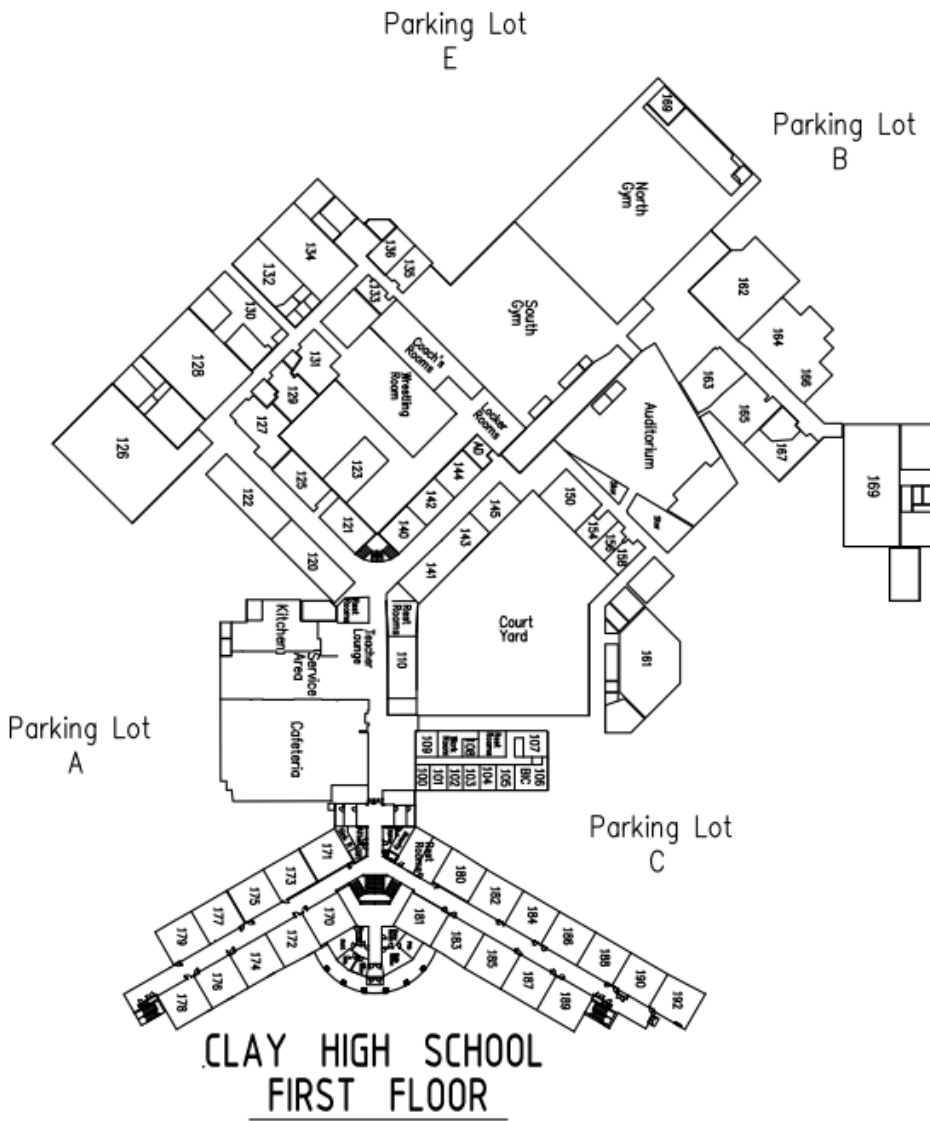
ATTENDANCE – EMERGENCY CLOSINGS AND DELAYS

If the Oregon City Schools are to be closed due to inclement weather, this information can be obtained via Twitter (@halgregoryOCS) or by listening to one of Toledo's television or radio stations. The school administration will make every effort to have this information to the media as soon as possible.

ATTENDANCE – Take Your Child To Work Day OR JOB SHADOWING

Because Clay High School offers a wide variety of opportunities for students to mentor, shadow, and intern with adults in the workforce, Take Your Child To Work Day is not considered an excused absence from school. Students who would like to accompany parent(s)/guardian(s) to work are encouraged to do so on a day when school is not in session. Exceptions may be approved by high school administration.

CLAY HIGH SCHOOL BUILDING MAP



CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, equipment, furniture, and lockers supplied by the school. Students who deface, disfigure or do other damage to school property will be required to pay all costs associated with repairing or replacing the damaged property.

CODE OF CONDUCT

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

Clay High School reserves the right to modify rules and regulations as needed at any time. Announcements will be made to inform students of any changes.

In addition, this Code of Conduct includes:

1. misconduct by a student that occurs off school district property, but is connected to activities or incidents that have occurred on school district property; and
2. misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
3. for any violation deemed more severe, the administrator/Dean's office has the right to use his/her discretion when assigning a consequence.

CODE OF CONDUCT – CAFETERIA CONDUCT

The district participates in the national school lunch program and offers free and reduced-price lunches based on a student's financial need. Information will be distributed in August or see the secretary in main office.

Breakfast will be served 7:20 – 7:45.

Some simple rules of courteous behavior during lunch periods include:

- Expected to be in cafeteria before the bell rings
- Expected to remain in cafeteria until released by supervisors
- Responsible for cleanliness of their table and floor area during breakfast and lunch
- Responsible for taking trays to dish room, and for placing debris in proper receptacles

Students must remain on campus during the lunch periods. During lunch, students are not permitted in hallways, classrooms or in the parking lot.

CODE OF CONDUCT – CAFETERIA, HALLWAYS AND STUDY HALL

1st violation – Written/Verbal Warning (emailed to student account)

2nd violation – 1/2 hour Extended day

3rd violation – 1 hour Extended day

4th violation + – 2-Hour Extended day

CODE OF CONDUCT – EXTENDED DAY

Students and/or parents will be given a written notice or email stating the day and time of their extended day. Extended days are held Monday through Friday from 2:40-4:40 pm. Extended days can range from 1/2 hour to 2 hours long. An email will be sent the morning of your extended day to your student email, indicating the location of your extended day. Extended day can be rescheduled (one time per occurrence) if a parent or student notifies Ms. Brescol or Mr. Wamer before the end of the school day. All extended days are to be served within seven school days from the date of the offense. Every student has a right to appeal the consequence assigned from a discipline infraction. The appeal must go through Ms. Kohler, Assistant Principal, within 48 hours of receiving assigned discipline.

Cutting an extended day will result in the following consequences:

1st violation – 2 hour extended day assigned

2nd violation – 1 day out-of-school suspension, plus the student still must serve the original extended day

3rd violation – 2 days out-of-school suspension, plus the student still must serve the original extended day

4th violation – Placed on a student behavioral contract, 3 days out-of-school suspension, plus the student still must serve the original extended day

CODE OF CONDUCT – BEHAVIOR INTERVENTION CENTER

Students who have more serious behavior and/or conflict management problems that involve breaking school rules may be assigned to the Behavior Intervention Center (BIC). While in the BIC, students are required to spend a portion of the day working on school assignments. The remainder of the time is spent in a variety of activities that help students develop conflict management skills and problem solving skills. The student will be placed under adult supervision in BIC from 7:50 a.m. to 2:35 p.m. This placement will not be counted as absent and all work can be made up. It is the student's responsibility to get assignments. If the student does not successfully complete his/her BIC placement, they will re-serve their BIC placement on the following day of school. Failure to attend two (2) days in a row without proper excuse will result in serving an out of school suspension. If school is canceled for any reason, the BIC placement will be served the next school day.

CODE OF CONDUCT – SUSPENSION/EXPULSION

(Governed by ORC 3313.66) - The principal or assistant principal or dean's office may suspend a student from school for a period of up to ten (10) school days for violations of the code of conduct. In all cases, the parent(s)/guardian(s) will be notified. In addition, students may be recommended for expulsion from school if their behavior warrants it. The Superintendent may expel a student from school for up to eighty (80) days and in some cases for the entire year. No student may participate in any school-related activity during a period of suspension or expulsion. If school is canceled for any reason, a suspension will be served the next school day.

Students that receive an Out of School Suspension (OSS) will be allowed to make-up work (assignments, reports, tests, quizzes.. etc.) for credit. The highest possible grade a student can receive is 60%. If a student scores anywhere from 60% - 100% they will receive a 60% for that grade. If a student scores anywhere from a 1% - 59% they will receive the actual grade the student earned.

CODE OF CONDUCT – VIOLATIONS

Classroom Behavior - Violations of classroom guidelines will be handled as follows:

1st violation – consequence and parent/guardian notification verbal or written.

2nd violation – teacher consequence and parent/guardian notification verbal or written.

3rd violation – referral to office – extended day assigned – parent/guardian written notification.

4th violation – removal from class; results in failure of class for the quarter and semester and parent/guardian notification.

Classroom violation of an unusually serious nature will be referred directly to the high school office for handling of the matter. It could result in placement in the Behavior Intervention Center, removal from the course, suspension, and/or expulsion.

CODE OF CONDUCT – CLASS/STUDY HALL CUT

Good classroom punctuality and regular attendance are essential for a good learning environment. Each class/study hall cut constitutes a violation. The academic result of a class cut will be no credit for assignments/tests on the day on which the class cut occurred. (Cumulative Class Cuts including all Study Halls and lunch Study Halls)

Cut 1 – 2 hour extended day

Cut 2 – 1 day BIC and a 2 hour extended day served on the same day

Cut 3 – 1 day OSS, 1 day BIC

Cut 4 – 2 days OSS

Cut 5 – 3 days OSS

Cut 6 – 5 days OSS, Diversion Hearing

Cut 7 – 7 days OSS, Recommend Expulsion

CODE OF CONDUCT – CHRONIC DISCIPLINE PROBLEMS

In addition to all other stated references of the Oregon City Schools diversion program, students who compile a continuing record of violations of school rules and regulations will be counseled and referred to the Oregon City Schools diversion program. Should they continue to violate usual rules and regulations, they will be recommended for expulsion.

CODE OF CONDUCT – CHEATING/PLAGIARISM OR ACADEMIC INTEGRITY

The intent of this policy is to communicate to students and parents that cheating and plagiarism are against school policy and are in violation of the Student Discipline Code. Cheating and plagiarism are unacceptable under any circumstances. Work presented for credit in all classes must be original student work.

Cheating is the use of a device or another individual in the completion of any assigned task, unless the directions for the task specify otherwise. Examples of cheating include, but are not limited to,

- violation of teacher’s expected assignment or testing procedures or protocols
- the deliberate copying or submission of another’s work on an examination, test, quiz, homework assignment or project which was assigned by an individual;
- representing work copied from another, or work which was done collaboratively with another, as one’s own;
- working with others on an assignment, quiz, or other work that was intended to be done by an individual alone;
- looking at an examination, test, or quiz of another student (whether or not information seen was used);
- accessing or submitting papers or other unapproved resources taken from the internet or another individual;
- using the internet or other electronic translator programs to translate a foreign language assignment, quiz, or test;
- the use of cheating devices such as “crib sheets,” books, or other materials to aid on a test or quiz.
- use of artificial intelligence including uses where the student claims as their own original work

Plagiarism is the presentation of all or part of another’s work as one’s own without giving credit to the originator. Work may include speeches, written work, music, video, art, graphic designs, or any other work that is not original. Examples of plagiarism include, but are not limited to,

- paraphrasing a portion of any written work or recorded work without giving credit to the original author;
- using direct quotations without identifying them as such;
- using a direct quotation without citing the source;
- the use of portions of music, video, photos, designs, or other media without citing the source; or
- misrepresenting the work of the author to be that of another or several others.

Cheating/Plagiarism Consequences – An incident of cheating or plagiarism will result in several consequences:

- the student found cheating or plagiarizing will receive a failing grade of 59% or 0% on the assignment, quiz, test, or project involved (teacher discretion);
- a referral from the teacher will be submitted to the administration. For the first violation one day in BIC may be assigned. Depending on the circumstances and seriousness of the incident, this referral may result in a more serious consequence such as suspension or expulsion;
- the teacher will notify the parents;
- cheating or plagiarism may be a factor in denial of admission to or continuation in the National Honor Society;
- repeated violations of cheating or plagiarism will be treated as serious offenses and referrals may result in a more serious consequence such as suspension, diversion, or expulsion;

CODE OF CONDUCT – COLLUSION

The administration may discipline a student who knowingly assists or aids in any way another person in violating school rules, and/or regulations concerning school policy. This includes inciting other students to violate the behavior code.

CODE OF CONDUCT – COUNTERFEIT DRUGS

State law makes it unlawful to possess, pass, sell, or offer to sell any substance represented to be or appearing to be a controlled substance (drug) or prescribed or over the counter medications.

CODE OF CONDUCT – BACK PACKS/BOOK BAGS AND OTHER SIMILAR CARRYING DEVICES

Back packs and book bags are allowed at Clay High School. Any carrying device may potentially create safety and/or nuisance problems in classrooms. Students are required to place carrying aids in areas designated by each classroom teacher. Students who do not follow teacher instructions and/or classroom procedures will be assigned a disciplinary consequence.

CODE OF CONDUCT – BULLYING/CYBER BULLYING/HAZING/SEXUAL HARASSMENT

Hazing, harassment, intimidation, bullying behavior, and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic, or physical acts, including electronically-transmitted acts, either over or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any district publication; through the use of any district-owned or operated communication tools, including but not limited to district e-mail accounts and/or computers; on school-provided transportation, or at any official school bus stop.

Hazing, harassment, intimidation, bullying, and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - a. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - b. sending abusive or threatening e-mails, web site postings or comments and instant messages;
 - c. using camera phones to take photographs or videos of students and/or distributing or posting the photos or videos online;
 - d. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.
7. In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, including how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Depending on the circumstances and seriousness of the incident, this referral may result in a BIC, extended day, suspension, diversion, or expulsion. After CHS has been aware of and has evaluated all available information, referral to law enforcement may occur.

CODE OF CONDUCT – DANGEROUS ACT

No student shall behave in a manner which endangers the safety of another student, staff, or visitor.

CODE OF CONDUCT – DISRUPTIVE CONDUCT

A student may not materially and substantially interfere with the educational process, including all curricular and extracurricular activities. Students interfering with the educational process may be placed in the BIC, suspended, and/or recommended for expulsion depending on the seriousness of this violation. Referral to law enforcement may also occur.

CODE OF CONDUCT – DRUGS AND ALCOHOL USAGE

A student shall not possess, transmit, conceal, offer for sale, consume, show evidence of having consumed, or used any alcoholic beverages, illegal drugs, over the counter medications, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, the abuse or misuse of prescribed and over the counter medications, nonalcoholic beers, steroids, and drug paraphernalia. If violations occur, the following guidelines will be administered:

1. First Offense
 - a. Parent/guardian notification and consultation emphasizing guidance service.
 - b. Law enforcement agency notification.
 - c. Suspension from school for up to ten (10) days with possible recommendation for diversion and/or expulsion.
2. Second Offense
 - a. Parent/guardian notification.
 - b. Law enforcement agency notification.
 - c. Suspension from school for ten (10) days with recommendation for expulsion.

Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the Superintendent may notify the Registrar of Motor Vehicles and the Juvenile Court Judge of the county of the suspension or expulsion.

CODE OF CONDUCT – OREGON CITY SCHOOLS ELECTRONIC DEVICES POLICY (GRADES 9-12)

Cellular phones and other personal electronic devices can be used for several valid educational purposes. Having access to the internet provides students with resources to solve problems, answer questions and communicate with classmates and teachers. However, they can also be disruptive to the educational process in many ways, including, but not limited to: communicating during instruction via text or call, academic dishonest, sexting, eliciting panic, making plans in conflict with established school rules, taking or disseminating or sharing obscene or inappropriate images, etc. It is important that students learn to maturely manage the use of these devices.

Therefore, educational devices such as iPads, Kindles, Nooks, cell phones, etc. are permitted to be used in the classroom unless their teacher has posted the RED “No Electronic Devices Permitted at This Time” sign. Additionally, students may use such devices INAUDIBLY before and after school, between classes, during lunch and during study halls (with teacher approval). Students who violate the electronic device policy will be subject to the following discipline procedures:

First Offense - Student will be issued a 1 hour extended day.

Second Offense - Student will be issued 2 hour extended day.

Third Offense - Student will be issued 1 day in BIC and an extended day to be served on the same day.

Fourth Offense - Student will be issued 1 day of OSS (out of school suspension).

Fifth or more Offenses - Student will be issued OSS (out of school suspension), number of days to be determined by administrator.

Students must receive explicit permission from their teacher(s) to record video, audio or take still pictures in the classroom.

Depending on the circumstances and seriousness of the incident, this referral may result in a BIC, suspension, diversion, or expulsion. Recording and/or disseminating recordings such as altercations between other students may result in disciplinary consequences.

The District assumes no liability for electronic devices that are brought to school if they are broken, lost or stolen. Administrative time will not be used to search for or investigate events surrounding lost or stolen items. Notices of this policy are posted in a central location in each school building and in the student handbooks.

CODE OF CONDUCT – FIGHTING AND ASSAULT, HARASSMENT, OBSCENE GESTURE

Fighting and similar conduct in the school setting is disruptive to the educational atmosphere. No student(s) may fight, harass, or physically assault another student in the school building, on school grounds, or at any school-sponsored function. Students shall be suspended from school for fighting, harassment, or assault for a period of one to ten (10) days with a possible recommendation for diversion or expulsion. The length of suspension will be based on a student's past record and seriousness of the offense. Obscene gestures will not be tolerated and may result in placement in the BIC, suspension, and/or recommendation for diversion or expulsion or referred to law enforcement depending on the seriousness of the offense. In addition, any student who is found to be recording and/or disseminating recordings of such may result in disciplinary consequences.

CODE OF CONDUCT – FIREARMS, WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS

Section 2923.11 & 12 of the Ohio Revised Code states that no person shall knowingly carry or have concealed on his person or concealed ready at hand any weapon or dangerous instrument or any "look-alike" weapon. The state law affects all persons and, therefore, it must be understood that students at Clay High School shall not possess, handle, or transmit weapons or dangerous instruments on school grounds before, during, or after school hours or at school functions, activities or events. This includes fireworks. Persons violating this section of the law and the Student Handbook regulation shall be subject to immediate suspension from school and possible expulsion as well as referral to law enforcement.

CODE OF CONDUCT – FORGED OR ALTERED PASSES OR EXCUSES

The signing of another person's name, altering, or knowingly using a note or pass with an unauthorized signature is considered to be forgery. Students who forge or alter passes or excuses will be subject to disciplinary consequence. Depending on the circumstances and seriousness of the incident, this referral may result in an extended day, BIC, suspension or expulsion.

CODE OF CONDUCT – GAMBLING

No students shall gamble on school premises or at school activities. This includes, but is not limited to, games involving card playing and/or the use of coins or any other devices used for gambling.

CODE OF CONDUCT – IDENTIFICATION OF SELF

All persons must, upon request, identify themselves to proper school authorities in the school building, on the school grounds, or at school sponsored events. Students should carry school I.D.'s during school hours and at school sponsored events, and furnish the I.D. upon request from a school staff member. Consequences include extended day or further discipline consequences.

CODE OF CONDUCT – INSUBORDINATION

A student will comply with reasonable directives of school personnel during any period of time the student is properly under the authority of the school. Students found to be insubordinate are subject to a disciplinary consequence including placement in the BIC, suspension, and/or recommendation for diversion or expulsion depending on the seriousness of the offense. Students may be referred to law enforcement.

CODE OF CONDUCT – CYBER BULLYING, OBSCENE GESTURE, PHYSICAL ASSAULT, PHYSICAL PROPERTY DAMAGE, VERBAL ABUSE, TOWARDS A STAFF MEMBER

In order for a staff member to function effectively, he/she must maintain a position of respect and leadership with students. Any student's cyber bullying, obscene gesture, physical assault, physical property damage or verbal abuse towards a member of the staff, has the effect of lessening that respect plus presenting physical danger to the person. Any student who assaults, abuses, bullies or uses an obscene gesture toward any member of the school staff (regardless of whether or not they are on school grounds or school time) will be immediately suspended from school and may suffer expulsion up to 80 school days and/or be referred to law enforcement.

CODE OF CONDUCT – PROFANITY

1st violation – 1 hour extended day

2nd violation – 2 hour extended day

3rd violation – 1 day BIC with 2 hour extended day on same day

4th violation – 2 days BIC with 2 hour extended day on same day

5th violation – 1-5 days out of school suspension

CODE OF CONDUCT – PROPERTY DAMAGE/VANDALISM

Marking, defacing, "setting off stink bombs" or damaging school or personal property of others is forbidden. Violators of this rule will be required to pay for repair or replacement according to the laws of the State of Ohio and may face other disciplinary action, including suspension and/or expulsion from school. If the student is a minor, his/her parent(s)/guardian(s), by law, are financially responsible. Violators may be referred to law enforcement.

CODE OF CONDUCT – PUBLIC DISPLAY OF AFFECTION

Any excessive public display of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited. This will include close body contact, kissing and like actions.

First Offense – Verbal Warning

Second Offense – 1 hour extended day

Third Offense – 2 hour extended day

Fourth Offense and Thereafter – 1 Day BIC

CODE OF CONDUCT – PUBLIC INDECENCY

Within the school building, no student shall expose him or herself, enter into sexual misconduct, or commit any other act deemed inappropriate by administration.

1st violation – 1-10 days out-of-school suspension and a diversion hearing or expulsion hearing will be scheduled

2nd violation – 10 days out-of-school suspension, expulsion hearing scheduled

CODE OF CONDUCT – SCHOOL TRANSPORTATION

Students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations. Failure to do so may result in loss of transportation privileges and/or disciplinary action.

CODE OF CONDUCT – SMOKING, TOBACCO, VAPING

Possession, smoking, evidence of smoking, use of snuff, chewing tobacco, tobacco look-a-likes, vape devices (e-cigs, breeze, drops, dab pens, etc.), or other tobacco or nicotine products on school property, in the school building, or on campus is not permitted. Obvious possession, smoking, chewing tobacco, using snuff or tobacco look-a-likes, exhaling of smoke, or tobacco in hand or mouth shall be sufficient evidence of tobacco usage or possession. All confiscated items are subject to be tested for the presence of illegal drugs. If the item is found to contain drugs the student will be subject to the drug violation policy as

described in this handbook.

First Offense

- a. A student will be assigned 1 day BIC and 1 day OSS. While in BIC, the student will be required to complete a behavioral intervention course. If the student does not complete the course by the end of the assigned BIC day, an additional 2 Day OSS will be assigned.
- b. Law enforcement notification, if under 21 years old

Second Offense

- a. 3 days of OSS
- b. Law enforcement notification, if under 21 years old
- c. InDepth Vaping Program assigned
- d. In-person meeting with parent scheduled including a behavior contract

Third Offense

- a. 5-10 days of OSS
- b. Law enforcement notification, if under 21 years old
- c. Expulsion hearing scheduled

CODE OF CONDUCT – THEFT AND UNAUTHORIZED USE OF OTHERS' PROPERTY

Theft of property, whether it be personal property or property owned by the Oregon Board of Education, will result in the student(s) being suspended from school and/or a recommendation for expulsion. The unauthorized use of property, whether it be another person's or Board of Education-owned, may result in suspension from school. The length of the suspension (1 to 10 days) will be determined by the principal or dean of students. Violators may be referred to law enforcement.

CODE OF CONDUCT – THREATS

Any verbal or written threat to the safety of a student, staff member or other person(s) will be taken very seriously. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Any threat, including hoax threats, will result in disciplinary action, which may include suspension with a recommendation for expulsion and referral to law enforcement.

Regardless of where violations occur, a student may be suspended or expelled if the misconduct is directed at an Oregon City Schools official or employee or the property of an Oregon City Schools official or employee. A student may be suspended or expelled if the student's misconduct occurs off of property that is owned or controlled by the school district, but is connected to activities or incidents that have occurred on property that is owned or controlled by Oregon City Schools.

CODE OF CONDUCT – UNAUTHORIZED LEAVING OF SCHOOL

No student shall leave the school building(s) or grounds unless:

1. Regular school day is complete.
2. Permission from the building principal or assistant principal has been granted.

1st offense – 1 day BIC and parent/guardian notification.

2nd offense – 1 day out-of-school suspension, parent/guardian notification.

3rd offense – 3 days out-of-school suspension and a diversion hearing set up.

4th offense – 5 days out-of-school suspension and a recommendation for expulsion.

COMPUTER & NETWORK ACCEPTABLE USE POLICY AND INTERNET SAFETY AGREEMENT

This document applies to all persons who use or otherwise access computers, network and/or Internet, whether with District

or personal equipment or whether on-site (wireless or hardwired) thorough remote access.

The following are uses which are unacceptable under any circumstances:

1. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to others
2. impersonating other users on the network either via e-mail, on bulletin boards, or during chats
3. committing forgery, fraud, or plagiarism
4. vandalizing or disrupting the operation of the network through abuse or alteration of hardware, software or network resources
5. malicious use of network or services through hate mail, harassment, profanity, vulgar or threatening statements, or discriminatory remarks
6. interfering with others' use of the network; disrespecting other users' rights to privacy
7. extensive use for non-curriculum-related communication
8. violating copyright law, which includes but is not limited to the storage or illegal use of copyrighted software, text, audio or video files as well as video games and/or using others' intellectual property without permission or citation
9. transmitting material that is obscene, disruptive or sexually explicit
10. sharing your password or logging on to another users' account (for any reason)
11. engaging in or promoting any other activity deemed illegal by local, state or federal law
12. hacking, accessing or attempting to access information in areas users do not have access to
13. attempting to defeat OCSN security features including, but not limited to account restrictions and Internet content filtering
14. non-educational uses including, but not limited to commercial, fundraising or profit making activities, religious or political uses, unless specifically authorized by an administrator
15. use of district provided electronic communications for expression of opinions, as a public forum of any kind, or to support private or public causes or external organizations

Please see Oregon City Schools website for complete policy. Legal Ref.: ORC 3313.20, 3313.47. Children's Internet Protection Act of 2000, 47 USC §254 (h), (l). Adopted: Aug. 2003. Revised: March 2012.

COUNSELING SERVICES

The Clay counseling services are designed to assist the student with individual problem solving, career goals, academic planning, and life choices. In addition, the department members:

1. address student concerns;
2. assist students in scheduling courses to fulfill graduation and college requirements;
3. serve as liaisons between the high school and college to process college and scholarship applications;
4. preside at meetings with students, parent(s)/guardian(s), teachers and groups;
5. organize college fairs and scholarship information for juniors and seniors, and coordinate Senior Honors Night;
6. act as intermediaries with the NCAA to clarify and approve the high school curriculum for athletic scholarships;
7. refer students to school and community resources.

Counselors and the registrar also handle progress reports, letters of recommendation, student records, enrolling and withdrawing students, schedule changes, post-secondary options and alternate program placement.

Students are divided in alphabetical order by last name and assigned to the following school counselor:

Mrs. Brandi Birr	A-E
Mrs. Kristen Keller	F-K
Mr. Michael Celusta	L-R
Mr. Andy Ramsey	S-Z
Mrs. Rebecca Dunsmore	Registrar & Secretary to the Counselors

Students are encouraged to visit the counseling office and sign up for appointments to see their counselors. Parent(s)/guardian(s) are welcome to phone during school hours for an appointment with their child's counselor.

COUNSELOR SERVICES – COLLEGE VISITATIONS

Junior and Senior students are permitted to visit a college or university campus up to three times during the 2nd semester of their junior year and all of their senior year. The student must first complete the College Visitation Form (available in the Attendance Office). The form must be signed by the parent(s)/guardian(s) and the assistant principal, and must be presented

to the attendance office at least one day prior to the scheduled visit. The day will not be counted as an absence if the student then brings official verification of the college visit on college stationery. The verification must be submitted to the attendance office upon return to school. The student must be on track to graduate in order for the visit to be approved. Any exceptions to this policy will be approved by the administration.

COUNSELOR SERVICES – GRADUATION REQUIREMENTS

The Oregon City Schools' graduation requirements meet the standards set by the Ohio Department.

A minimum of 20 units earned in grades 9-12 shall be required for graduation from Clay High School, including:

Language Arts	4 units	American History	½ unit	
Mathematics	4 units	American Government	½ unit	
Health	½ unit	Economics	½ unit	
Biological Science	1 unit	World Studies	½ unit	
Physical Science	1 unit	Social Studies Elective	1 unit	
Science Elective	1 unit	Physical Education*	½ unit	*(or designated sport/band substitute)
Fine Arts	1 unit	Electives	4 units	

No student will be permitted to graduate or to participate in the commencement exercise without first having fulfilled requirements for graduation established by the State Department of Education and the Oregon Board of Education and having settled all outstanding school fees.

COUNSELOR SERVICES – COURSE AUDITS

A student may audit the second semester of a non-required class with the permission of the instructor. A student must request a course audit for the second semester course before the beginning of the semester.

COUNSELOR SERVICES – COURSE RE-TAKE POLICY

Students are permitted to re-take a class* that is offered at Clay High School during the regular school day (if room allows)* or through Oregon Digital Academy if they received a grade of "C" or lower. If the student improves his/her grade for that class, the higher grade will replace the previous grade. If the grade is the same or lower, the original grade will remain. The student can only receive credit for the class once.

* College Credit Plus classes and disciplinary removal from class are excluded from this policy.

COUNSELOR SERVICES – OREGON DIGITAL ACADEMY

The Oregon Digital Academy offers special educational opportunities for students in two different ways:

- Students who need to make up a failed class may enroll in the credit recovery program. A comprehensive list of classes is available to make up a class(es) that will apply to your graduation requirements.
- Only students with counselor and/or administrative approval are eligible to enroll at the Oregon Digital Academy as a full-time student.
 - Special blended schedules involving traditional and online courses must be approved by administration.

Online classes through the Oregon Digital Academy can count towards athletic eligibility. See *Athletic Eligibility*. Full-time Digital students are permitted to attend homecoming and/or prom if they meet all other school requirements. Enrolling into the digital academy is considered a schedule change and new enrollments will only be considered at the semester. Students with serious health concerns may present a medical note to otherwise be considered. Students who wish to enroll in online classes should consult with their counselor to discuss the cost associated with the course and other scheduling restrictions that exist with digital students.

COUNSELOR SERVICES – PHYSICAL EDUCATION ALTERNATIVE CREDIT/WAIVER

Students can earn Physical Education (PE) credits/waiver by participating in athletics, cheerleading or Fall marching band. Students may earn two PE waivers per school year. Students must receive two waivers OR one-half credit of Physical Education to meet the graduation requirement.

COUNSELOR SERVICES – PROCEDURE FOR DROPPING OR ADDING A COURSE

During the registration period, students may drop/add a course with parental input and approval. This time period is from the date of registration until **June 5**. Final schedules will be made available in August, the week before school begins, provided all fees have been paid and a parent has completed online registration for the student. No course request changes or schedule changes will be made after **June 5** for any reason including but not limited to teacher-student personality conflict, rigor of courses, teacher of course, or grade in course. Any schedule changes made will result in the student receiving a withdraw failing (WF) grade which will be reflected for the quarter grade, the semester grade, the final grade, and indicated as a WF on the transcript.

After June 5, the following are acceptable reasons for schedule changes to be made by counselors:

1. I.E.P.
2. There has been an error in the scheduling process
3. College Credit Plus (CCP)
4. Earned credits during Summer session
5. Student has failed a required course and needs to retake the course
6. Graduation Requirements
7. Prerequisites have not been fulfilled

*Any student that withdraws from a course without the teacher approval after **June 5** will receive a “WF” (withdraw failing) for the class dropped. The “WF” will be reflected on the student’s transcript.*

It is important to accommodate the academic needs of the student. It is important, as well, to respect the proper class size and proper beginning of a semester course. Therefore, **there will be no 1st semester schedule changes after June 5.** Toward the end of the first semester, students may drop a non-required second semester class and/or add another second semester class, as long as no other schedule adjustments are needed. The students must fill out a *Drop/Add* form and parents must sign and return it by the designated date on the form.

NOTE: In order to be eligible for athletics, a student must be enrolled in school the immediate preceding grading period and receive passing grades during that grading period in five subjects that earn a minimum of one (1) credit each per year for graduation. For this reason, it is our recommendation that students take a minimum of courses equal to six (6) units of credit.

COUNSELOR SERVICES – WITHDRAW FAILING (WF) GRADE

Any course request changes or schedule changes must be made before June 5. No course request changes or schedule changes will be made after June 5 for any reason including but not limited to teacher-student personality conflict, rigor of courses, teacher of course, or grade in course. Any schedule changes made will result in the student receiving a withdraw failing (WF) grade which will be reflected for the quarter grade, the semester grade, the final grade, and indicated as a WF on the transcript.

Any student that withdraws from a course without the teacher approval after June 5 will receive a “WF” (withdraw failing) for the class dropped. The “WF” will be reflected on the student’s transcript.

Removal for 4th Classroom Violation

Any student that is removed from a course for a 4th classroom violation will receive a Withdraw Failing (WF), which will be reflected for the quarter grade, the semester grade, the final grade, and indicated as a “WF” on the transcript. If a student is removed for a 4th violation during the 1st semester, this student will not be permitted to take the 2nd semester of the same course with a different teacher.

Any student removed from a class with a WF will be placed in a study hall until the semester. Then at the semester, a different class may be selected to replace the dropped (WF) class.

CREDIT FLEXIBILITY

The Ohio Department of Education and Ohio Revised Code Section 3313.602 (J) have adopted a policy called Credit Flexibility

Options. Students at Clay High School have the opportunity to take courses in a non-traditional manner. Students may earn units of high school credit based on a demonstration of subject area proficiency, instead of or in combination with completing hours of classroom instruction. Students who demonstrate proficiency on an Ohio end of course state test, but fail the high school course will keep the 'F' and the associated GPA on their transcript, but may be awarded a no-GPA 'Passing' credit in the course. Students wishing to learn more about credit flexibility should contact their counselor.

DELIVERIES

Clay High School cannot accept deliveries on behalf of students. Items like flowers, balloons and candy should not be delivered to Clay High School, and will be returned to the delivering group for distribution to the student's home. Students are not allowed to order takeout/delivery from local restaurants and have it delivered to school to consume during lunch or the school day. All gift items brought by students should be kept in the student's locker during the school day. Latex balloons are strictly prohibited for health reasons.

DRESS AND APPEARANCE CODE - SCHOOL

There is appropriate and inappropriate attire for all of life's activities. Oregon City Schools has adopted the following dress code for all students, and all students are expected to comply with the dress code. The purposes of Oregon's dress code are as follows: to promote good behavior, support the learning environment, avoid discipline problems, enhance school safety, and prepare students for the world of work. Parents and students are equally responsible for the appearance of the student.

The following rules are considered necessary in order to maintain the health and safety of the students and insure a wholesome atmosphere in which the education function can be carried out.

- 1) Footwear must be worn at all times.
- 2) Hats, headbands, bandanas, other head coverings and sunglasses are not to be worn in school and are to be kept in lockers. Exceptions for religious beliefs must be approved by administration.
- 3) Gloves are not to be worn during school hours.
- 4) Coats, heavy jackets, and other outdoor clothing are not to be worn during school hours. Because of varying classroom temperatures, it is highly recommended a sweater or sweatshirt is kept in a locker to compensate for uncomfortable conditions. Coats should be stored in the student's locker upon arrival to school. Any exceptions must be approved by the staff and administration.
- 5) Not permitted are attire that includes clothing or accessories that:
 - a) Depict physical harm or graphic violence
 - b) Are construed as displaying gang related attire or promoting gang related activities
 - c) Refer to drugs, alcohol, tobacco or have sexual connotation
 - d) Display profanity
 - e) Degrade any race, religion, or ethnic group
 - f) Chains or other accessories that could pose physical harm
- 6) Pants, shorts, skirts, and dresses should appropriately cover student's crotch and posterior. The overriding determination to the appropriateness of shorts, skirts, and dresses will be that they need to be modest and that the students are to be appropriately covered.
- 7) Shirts must meet the following criteria to be considered appropriate: Zero cleavage should be seen. All shirts must be shoulder width (i.e. no tank tops or spaghetti straps), at all times, and have a manufactured collar, or be of the crew neck style on t-shirts or sweatshirts. Undergarments are not permitted to be visible. Any shirt that can be seen through must be layered with a shirt underneath where skin and bra straps cannot be seen. The bottom portion of the shirt/top must overlap to the top of the pant at all times (including when seated and when arms are raised overhead). Specifically, tops that expose the midriff when standing or walking will be deemed too short and are not permitted. Tube tops are not permitted.
- 8) If a student wears a rival school's apparel and the wearing is deemed disruptive or unsafe, the student will be asked to remove the apparel.

9) Hoodies/Hooded Sweatshirt may be worn as long as the hood is not worn on the head.

If a student's attire is considered to be questionable or in any way disruptive to the educational process, the teacher or staff member will refer the student to the Dean's office. Students who are sent to the Dean's office and are in violation of the student dress code will receive the following consequences:

1st violation – Verbal Warning and required to change clothes. The student will remain in BIC until the clothes can be changed.

2nd violation – 1 hour extended day and required to change clothes. The student will remain in BIC until the clothes can be changed. Parental notification, verbal or written.

3rd violation – 2 hour extended day assigned. The student will remain in BIC until clothes can be changed.

4th or more violations – 1 day of BIC and 2 hour extended day served on same day and required to change clothes. The student will remain in BIC until clothes can be changed.

Good judgment is expected to be used in choosing attire. Clay High School is not responsible for articles of clothing worn to school. Students are encouraged to leave expensive clothing, belongings, large sums of cash, or other accessories at home. Once again, the school is not responsible for any lost or stolen personal property. **The school official, not the student and/or the parent, will determine if the dress and appearance are appropriate for school. Repeated violations of the dress code will result in assignment to BIC and/or out of school suspension.**

DRESS AND BEHAVIOR CODE – DANCES AND SOCIAL EVENTS

Clay High School can provide safe, fun social events only with the cooperation of all students and their parents. Clay High School wants the student body to have fun, memorable, and meaningful experiences during high school functions, events, and dances. Clay High School believes the following guidelines will ensure safe experiences for all. These attire requirements are intended for the duration of the event and/or for the entire evening. Thus, the following guidelines will be strictly enforced at all Clay High School dances and events (including, but not exclusive of, homecoming, winter formal, prom, and fundraising dances):

- Formal attire is expected of all guests. This may include dresses, suits/tuxedos, shirt and tie, or other formal attire.
- Jeans, baseball hats, and t-shirts of any kind are not permitted.
- Undergarments should not be visible. See-through apparel is not permitted.
- Shirts or dresses must appropriately cover the bust and midriff. Backless dresses are permitted if they are not cut below the naval.
- Appropriate dress code expectations will be required for all students, at all times, for all informal dances.
- In order to gain entrance to school dances, bags may be searched and students may be randomly chosen to be scanned via metal detector, or take a breathalyzer test. When there is reasonable suspicion of alcohol consumption, attendees may be required to submit to a breathalyzer test. It is the discretion of school administration to determine the method of selection for searches.

If rules and expectations are not followed, the offending student will not be allowed to enter the dance. (Rules for dances may vary according to the theme of the dance.) Students are advised to use good judgment when purchasing attire. Students must remember that they are attending a school function where dress code expectations are both appropriate and required, and must present as responsible young adults.

Clay High School's dances are for Clay students and their guests. The expectation is that all attendees will be drug-, alcohol-, and tobacco-free. The following rules will be in place for guests who are not Clay High School students:

- All guests must have a guest form signed and turned in prior to purchasing a ticket. Forms must be signed by the CHS student, the guest, and the guest's parent/guardian.
- No middle school / junior high students are ever permitted to attend clay high school dances.
- College-age students, 20 years of age or younger, may be permitted at Clay High School's Prom, but must present a

photo ID to the principal or the assistant principal prior to the dance. All non-CHS guests are required to present photo ID, confirming date of birth, before they will be admitted to the Prom.

- All Clay High School rules and Board of Education policies will be enforced at all dances and school functions and all attendees will be expected to follow these rules.
- Expectations also include appropriate dancing. (Inappropriate dancing includes, but is not limited to, “moshing,” “body-surfing,” “slam-dancing,” and any style of dancing that suggests sexual innuendo). Students who do not dance appropriately or safely will be removed from the event and may be prevented from attending future school dances or events.
- Students who leave a dance may not return. All items needed by the student during the dance must be in the student’s possession upon arrival; there is no return to cars for cameras, purses, or other items of any kind.
- Dances will be held only when there are an appropriate number of chaperones available. If the appropriate number of required adult chaperones is not met, the dance will be canceled.
- Any disruption of a school dance, such as fighting, chanting of profanity, breaking of school rules, willful disobedience of an adult chaperone, or behavior or implied behavior which can be construed as unruly, will be handled on an individual basis. Such behavior may result in, but is not limited to, removal from the dance, discipline from school, or, in extraordinarily rare and extreme instances, intervention by law enforcement and arrest.
- Students and their guests are expected to behave in a courteous and polite manner at all times. Administration and school leaders will challenge and aid in correcting student and guest misbehavior and conduct. Dances are privileges, not entitlements. The privilege of having school dances requires the student body to assume responsibility for self-monitoring of their behavior.

FEE SCHEDULE

Fees are charged in courses where special materials are furnished to students. These fees are authorized by the Board of Education and collected at the start of the class. Workbooks for certain classes, safety goggles, etc. will be additional. Dues may be charged for membership into a student organization and certain courses require 100% membership in the associated student organization.

Fees and fines may be paid by cash, check, VISA or MASTERCARD at Clay High School or online via PaySchools Central. A complete list of course fees, approved by the Board of Education, is available in the Guidance Center and in the Cashier’s Office. ALL FEES AND DUES ARE SUBJECT TO CHANGE.

Ohio Law 3313.642 Materials for Course of Instructions

“Fees for materials used in a course of instruction and prescribing a schedule of charges which may be imposed upon pupils for the loss, damage, or destruction of school apparatus, equipment, musical instruments, library material, textbooks, or electronic textbooks required to be furnished without charge, and for damage to school buildings, and may enforce the payment of such fees and charges by withholding the grades and credits of the pupils concerned.” Extracurricular activities and traffic fines also apply to the fees rules and regulations. Students will not be allowed to participate in the graduation ceremony if they have outstanding fees or fines.

Outstanding School Fees K-12

Unless special arrangements for fee payments are made with the Principal, non-payment of school fees will prevent your student from participation in activities such as: Spring Field Trips, all Camps, Washington D.C. Trip, school and career tech competitions. Do not hesitate to contact your school if you believe there is a mistake in your charges.

FIELD TRIPS

It is recognized that field trips are an important part of the learning process. However, students must take responsibility for classes that are missed while on these trips. Students attending a field trip are required to present the “Student Authorization

to Participate on Field Trip” form to their classroom teachers prior to the trip in order to be excused for the trip. At the discretion of the teacher, a student scoring a D or F in any subject at the time of the field trip may not be allowed to attend field trips during the time when grades are below average or failing. Students who do not present the permission form to their classroom teachers may not be permitted to make up classwork missed as a result of the trip. Permission forms must also be signed by the student’s parent(s)/guardian(s) if the trip extends beyond the regularly scheduled school day.

Any student participating in a school related competition representing Clay High School will not be required to present the “Student Authorized to Participate on a Field Trip” form to their classroom teacher. The advisor will notify the entire staff of the students participating in the competition at least 3 days in advance of the competition. A student may be withheld from a competition if the advisor, classroom teacher(s) and administration agree that it is in the best educational interest of the child not to attend the competition.

FOREIGN EXCHANGE STUDENTS (FEX)

Foreign exchange students will be classified as juniors with second semester senior privileges. They will follow the second semester senior exam schedule, attend the senior picnic and place their handprint on the wall.

All enrolled foreign exchange students must take the same state tests as any peer in their enrolled courses would be expected to take.

GIFTS

It is inappropriate for students to present gifts to faculty members.

GRADING SCALE

<i>Regular Courses</i>			<i>Honors & AP</i>		<i>Other Grades:</i>	
<i>%</i>	<i>Grade</i>	<i>GPA</i>	<i>Grade</i>	<i>GPA</i>		
98-100	A+	4.0	A+	4.5	P	Pass
93-97	A	4.0	A	4.5	INC	Incomplete
90-92	A-	3.7	A-	4.2	N	No Grade
87-89	B+	3.4	B+	3.9	W	Withdrawn
83-86	B	3.0	B	3.5	WF	Withdrawn Failing
80-82	B-	2.7	B-	3.2		
77-79	C+	2.4	C+	2.9		
73-76	C	2.0	C	2.5		
70-72	C-	1.7	C-	2.2		
67-69	D+	1.4	D+	1.4		
63-66	D	1.0	D	1.0		
60-62	D-	0.7	D-	0.7		
0-59*	F	0	F	0		

Note: The rounding up of grades is required if the average grade decimal is .5 or higher.

College Credit Plus (CCP) Grades on the CHS Transcript (clarification)

The letter grade recorded on the college transcript is the letter grade that will be recorded on the high school transcript. The %-age earned in a CCP class is **not** taken into consideration when recording grades on the CHS transcript. The Grade Point Average (GPA) awarded for CCP grades is determined by the corresponding high school subject area for the course completed for CCP credit. Students will be awarded the corresponding GPA of the highest grading scale used in that subject area at the high school.

Example 1 – The highest possible Grade/GPA for an Art course at Clay High School is 4.0. Therefore, the highest

Grade/GPA for an Art CCP course is 4.0.

Example 2 – The highest possible Grade/GPA for a World Language course at Clay High School is 4.5. Therefore, the highest Grade/GPA for a World Language CCP course is 4.5.

GRADING SYSTEM

Students in grades 9 through 12 shall be evaluated quarterly (every nine weeks) using a computerized grading system. Grades will be determined by the percentage earned for that period. Quarter GPA will NOT calculate into cumulative GPA.

REASSESSMENT POLICY

The goal of a reassessment is to provide students with multiple opportunities to demonstrate mastery of the content. Each Teacher Based Team (TBT) will determine if a reassessment is appropriate for each course. The TBT will develop and apply a specific and common reassessment policy for their individual course.

Guidelines

- 1) Reassessments will be permitted on selected assignments, projects, quizzes and tests as determined by the TBT, when a student does not meet a TBT identified grade threshold (e.g. 80% B-). The highest possible retake grades should/may be limited to the identified grade threshold so that students retaking an assessment do not get an opportunity to score higher than a student who only took the assessment one time.
- 2) Reassessments will not be permitted on a quarter test or semester exam.
- 3) The student will request a reassessment.
- 4) The student will have one week to complete the reassessment from the time the student receives the graded item.
- 5) In order for a student to request a reassessment, all of the homework leading up to the assessment must be completed and submitted to the teacher. This does not indicate that the teacher must count the homework for a grade if the homework was not completed by the assigned date.
- 6) Students must show additional evidence that they have mastered the concepts that caused them to do poorly on the original assessment. The students will be asked to complete a learning activity such as, but not limited to, the activities listed below:
 - remedial assignments
 - one-on-one intervention with the teacher
 - complete a learning activity
 - create/study with flashcards
 - other learning activities required by the teacher

GRADE POINT AVERAGE

Current (Quarter) GPA is calculated for each quarter according to the table above. Cumulative GPA is determined solely by the semester grade. In grades nine (9) through twelve (12), to determine a semester grade, the first quarter shall count two-fifths (2/5); the second quarter two-fifths (2/5); and the semester examination one-fifth (1/5).

In grades nine (9) through twelve (12), a student must receive two (2) out of three (3) passing grades to pass the semester.

An incomplete (I) may be given to a student when the requirements of a particular course are not satisfied due to illness or for some other justifiable reason.

- All incompletes should be removed within twenty (20) school days after a student returns to class.
- The use of an incomplete shall not be applied to a student in the final semester of the senior year. If a student at any other grade level is assigned an incomplete at the end of the school year, a full statement of the work to be completed by the student must be prepared by the teacher and given to the principal at the close of the current school year.

LATIN HONORS SYSTEM

Students with cumulative grade point average of 3.5 or higher (after the conclusion of their 1st semester of the senior year) will be recognized in the graduation program using the Latin Honors System. The categories for distinction under the Latin Honors System are as follows:

Summa Cum Laude – meaning “with highest praise” is the highest recognition a student can receive. To receive this honor, a student must achieve a 4.0 or higher cumulative grade point average on a weighted 4.0 scale.

Magna Cum Laude – meaning “with great praise” is the second highest recognition a student can receive. To receive this honor, a student must achieve a 3.750 – 3.999 cumulative grade point average on a weighted 4.0 scale.

Cum Laude – meaning “with praise” is the third highest recognition a student can receive. To receive this honor, a student must achieve a 3.500 – 3.749 or cumulative grade point average on a weighted 4.0 scale.

STUDENT RECOGNITION BASED ON QUARTER GRADES

Each quarter the Oregon City Schools recognize the students that achieved high academic standing. Clay High School will publish the names of the students that attained the high academic standing according to the quarterly GPA using the Latin Honors system explained previously. In addition to the Latin Honors System, Clay High School will publish a *Principal's List* that will recognize the students that achieved a 3.000 – 3.499 quarter GPA.* (*Please note that CCP grades do not factor into the Quarter Honor roll because the colleges/universities do not issue quarter grades. CCP grades impact the cumulative GPA.*)

GRADUATION/COMMENCEMENT CEREMONY

Graduating students are required to attend the graduation practice to be eligible to participate in the commencement ceremony. Students must notify their counselor if they wish not to attend the graduation commencement. Dress expectations for all students should be casual to semi-formal. Jeans or tennis shoes should not be worn. Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school administration (unless approved by Student Services). No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. A student must pay all fees and fines and have a zero balance on their student account in order to participate in the graduation ceremony.

SELECTION OF VALEDICTORIAN(S) AND SALUTATORIAN(S)

The annual Clay High School graduation ceremony includes honors to the Valedictorian(s), Salutatorian(s) and a graduation speaker. Co-Valedictorians and Co-Salutatorians may be named by the following policy as long as all of the criteria below are met.

- 1) All students contending for Valedictorian and Salutatorian and Graduation Speaker will have received semester grades from Clay High School for the first and second semester of their junior year and the first semester of their senior year.
- 2) All students contending for Valedictorian and Salutatorian must be a member, inducted their junior year, of the Clay High School chapter of the National Honor Society.
- 3) In order to be considered as the Valedictorian(s) and Salutatorian(s), a student must have received (according to their cumulative GPA) Summa Cum Laude honors at the conclusion of their 1st semester of their senior year. Once the list of eligible students is determined, the following criteria will be used to determine Valedictorian(s) and Salutatorian(s)
 - a) One Valedictorian and one Salutatorian will be the students with the highest ACT Composite score and the second highest ACT Composite score achieved on one (1) test (writing not included), and one Valedictorian and one Salutatorian will be the students with the highest and second highest cumulative GPA.
 - a. The last possible ACT test to qualify a student as the Valedictorian or Salutatorian is the December ACT date of their senior year.
 - b. Taking the “superscore” (the act of taking the highest individual test score from multiple tests) will not be permitted.
 - c. If a student fulfills the above requirements for both Valedictorian honors or both Salutatorian honors, then only one Valedictorian or Salutatorian will be named.
 - d. If a student fulfills the above requirements to be named both a Valedictorian using their ACT score or GPA, and a Salutatorian using the other, then they will be awarded the higher honor and the co-Salutatorian will go to the next highest qualifying individual of the same criteria.

IF THERE IS A TIE, THE TIE WILL BE BROKEN BY USING

- b) The highest total points earned (range of 1-5), on the required Ohio State End of Course Tests per the graduation year cohort.
 - a. Possible tests are administered in Language Arts II, Algebra I, Geometry, US History, Government and Biology.
 - b. The last test result that will count in the calculation of total points would be the test administered in summer going into their senior year

- c. The highest test result for each individual test would be used in calculating the total as long it was earned prior to the first day of school of their senior year
- d. The points earned as a result of AP Tests or CCP courses will be used to calculate the total points. AP scores and CCP grades must have been earned at the conclusion of the 1st semester of their senior year or prior.

IF THERE IS A TIE, THE TIE WILL BE BROKEN BY USING

- c) The highest cumulative GPA at the conclusion of the 1st semester of their senior year

IF THERE IS A TIE, THE TIE WILL BE BROKEN BY USING

- d) The greatest number of service hours completed and submitted to the National Honor Society advisor. The NHS advisor must have all documented hours on file by December 1 of their senior year.

IF THERE IS A TIE, THE TIE WILL BE BROKEN BY USING

- e) The greatest number of A+'s and A's (not A-'s) earned as semester grades at the conclusion of their 1st semester of their senior year in Advanced Placement Courses and CCP courses

IF THERE IS A TIE, THE TIE WILL BE BROKEN BY USING

- f) The greatest number of A+'s and A's (not A-'s) earned as semester grades at the conclusion of their 1st semester of their senior year in Honors Courses, Advanced Placement Courses and CCP courses

- 4) The **Presentation of the Graduating Class Speaker** will be the Student Government President as long as that student is a senior.

These individuals will have the rights and privileges to make a formal address at the graduation ceremony, and to receive any scholarships related to the honored positions in the graduating class.

If a student eligible for one of these positions chooses not to speak at the graduation ceremony, then there will not be a valedictorian / salutatorian speech.

If the valedictorian(s) or salutatorian(s) and the graduation speaker are one in the same person, that student will have the option of making both speeches. If they decline, the honor of Presenting the Class will go to the Student Government Vice-President as long as that student is a senior. If the Vice-President is not a senior or declines the speech, then there will not be a presentation of the class speech.

OHIO HONORS DIPLOMA

Ohio students will have five pathways to earn an Honors Diploma: Academic, Career Tech, STEM, Arts and Social Science & Civic Engagement. Detailed information can be obtained through the school counselor or on the Oregon City Schools website.

FERPA AND DIRECTORY INFORMATION

The exception to disclosure of student information without consent is the release of "directory information." Directory information is typically requested by colleges, military, and athletic and awards programs. The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, awards received.

HEALTH SERVICES

Students who become ill while at school should report to the Sick Room. It will be determined there if parent(s)/guardian(s) need to be called. It is important that all students return Emergency Medical Forms with several correct phone numbers in case of emergency. These forms must be updated annually. Please be certain to return them as soon as possible, as the school cannot authorize any treatment for your student unless specifically instructed to do so on this form.

State law prohibits school personnel from dispensing medication, including aspirin. If your student requires medication at school, a Physician's Request Form must be completely filled out. Parent(s)/guardian(s) must bring the medication in to the office and give it directly to the secretary. The medication must be in its original bottle and must be labeled with both the

student's name and school ID number and specific dosing directions. Included as medication is any prescribed or over the counter medication. Failure to follow this procedure can subject the student to a violation of the school drug and alcohol usage policy.

HOMEcoming COURT

The requirements to run for Homecoming Court are:

1. minimum GPA of 2.5;
2. no out-of-school suspensions one year prior to date of Homecoming Dance;
3. no athletic handbook violations one year prior to date of Homecoming Dance;
4. be involved in at least 1 school activity. (Discretion of Advisor/Administrator)

HOMEWORK POLICY

Clay High School homework policy is in accordance with the Oregon City School district policy. Grade 7-12—The recommended composite time for all subjects should not exceed an average of two hours a night. Homework in the high school further extends and broadens classroom learning established in the previous school experiences. There will always be special projects that will require additional time and dedication. Advanced coursework should always consider quality versus quantity. Teachers should establish a weighting system for their course which includes homework accounting for a maximum of 25% of the course quarter grade.

INFORMATION SHARING NETWORK

The Information Sharing Network is a collaborative effort among the Lucas County Juvenile Court, local law enforcement agencies, and schools to share relevant information related to juvenile offenders. Information about students who are charged and/or arrested through juvenile court is provided to the schools, school resource officers, and local police agencies.

The purpose of this information sharing is to inform those individuals who have regular contact with the student about crisis situations the student may be facing in order to provide early intervention and support services. The reports are not placed in the student's cumulative file; rather, they are provided to a specific, designated official at each school and treated in a confidential manner.

The Lucas County Juvenile Court and Administrative Judges have deemed all court information that is shared public information. In his ruling dated January 8, 1993, case No. JC92-16401, pursuant to Ohio Revised Code 2151.01, 2151.40, and 2151.54, it was "ORDERED that all school districts, police departments, public and private agencies, social service agencies, societies and organizations within Lucas County, Ohio, which have as their objective the protection or aid of children, may release any and all information regarding any minor which is not otherwise confidential under federal or state law, which may prevent delinquency and/or serve the best interest of the youth."

Schools and law enforcement officials will be informed when youth are charged or arrested in Lucas County for the purposes of total community involvement in preventing further delinquency. For more information on this program, you may contact the Lucas County Community Prevention Partnership at 419-866-3611.

LOCKERS

Every student will have the opportunity to be assigned a locker and combination lock at the beginning of the school year. Lockers are the property of the Board of Education and are subject to inspection at any given time. Students should use only their assigned locker, and are responsible for the contents. Students are cautioned not to bring important personal items from home. The school is not responsible for a student's personal property. Students are required to keep their lockers locked at all times, and are required to use the school-provided lock. If a student's lock is missing or damaged, the student is responsible for replacing the lock at a cost of \$5.00.

Main Building Room Numbers

Main Building Locker Locations

1st Floor	100s	1st Floor	1001–1815
2nd Floor	200s	2nd Floor	2001–2717

LOST AND FOUND

All articles that are lost or found on the school grounds should be reported or turned in to the office.

MONEY-RAISING ACTIVITIES

Any school organization wishing to conduct a money-raising activity must fill out the Sales Project Potential form and obtain prior permission of the principal. All monies collected and disbursed by any school club or organization must be handled by and accounted for by the school bookkeeper. Students may not sell any items for their own profit.

NATIONAL HONOR SOCIETY

Induction to NHS is not a right, but an honor and a privilege. NHS promotes recognition of students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. Once selected, NHS members will be expected to uphold the standards of NHS during, and outside of the school year. Applications, along with a complete list of qualifications and expected personal accomplishments for selection, are available by contacting the NHS adviser, or on Oregon City Schools website.

OHIO TESTING

State of Ohio administers end of course exams for certain subject areas that vary by graduation cohort. Parents and students can check progress towards graduation in PowerSchool on the “Graduation Pathways” screen. Required performance levels on each test and subject area are defined by the Ohio Department of Education. Additional testing information is available through the counseling department or the Ohio Department of Education’s website education.ohio.gov.

PARKING/DRIVING REGULATIONS

Parking on Clay High School property is a privilege, not a right. The school reserves the right to search vehicles parked on school property. Before a permit can be issued, it is required that a student and parent(s)/guardian(s) understand the following parking rules:

1. All vehicles parked on Board of Education property must be registered with the school and display a current, valid permit from the rear-view mirror. (If a mirror is NOT available, see Security for exceptions.)
2. Students are not permitted to go to any car or move any car at any time during the school day unless dismissed from school.
3. Students must park only in the student parking lots unless otherwise directed by Administration. (Parking in a handicapped space, or any other reserved parking areas may result in fines. Fines for parking illegally in handicapped spaces may be assessed up to \$150.)
4. No student may park in yellow lined areas. These are reserved for visitors.
5. Permits are non-transferable.
6. 15 mph speed limit must be observed.

***A complete list of rules and regulations will be given when students get their application for a parking permit.**

In order to receive parking privileges the student must:

1. Have a valid driver’s license
2. Present proof of insurance
3. Have completed present school year re-registration

Violation of parking rules will result in disciplinary action to include, but not limited to:

- Verbal or written warning (not required)
- Extended days assigned

- Parking privileges being suspended or revoked
- Vehicle being towed at owner's expense

*Clay High School reserves the right to modify rules and regulations as needed at any time. Announcements will be made to inform students of any changes.

The school is not responsible for damage to any vehicle on school premises.

Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

SAFETY DRILLS

Emergency fire and tornado drills are held throughout the school year to familiarize students with the emergency exits from the school building. Procedures for evacuation during a fire or tornado are posted in each room. Students should leave the building in an orderly fashion immediately at the sound of the alarm and move **at least fifty feet** away from the building. During a tornado drill students will proceed to the assigned floor of the building where they are away from windows. Anyone caught tampering with or activating a fire alarm will be suspended from school, recommended for expulsion, and will be turned over to the law enforcement for necessary action.

Security Drills will be conducted throughout the year to prepare students and staff with the school's Crisis Response Plan. Specific directions will be given to staff and students over the P.A. system and by the classroom teacher. Security drills will be unannounced, and every security warning should be taken seriously. After a warning is completed, students and staff will be informed that the security warning was a drill.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. School authorities may seize illegal items such as firearms, weapons, knives, fireworks or other possessions reasonably determined to be a threat to safety or security of others. All confiscated items are subject to be tested for the presence of illegal drugs. If the item is found to contain drugs the student will be subject to the drug violation policy as described in this handbook.

Student lockers, desks, cabinets, and similar property are the property of the Oregon Board of Education, provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to random search by school authorities at any time and without warning. Random searches of locker and/or backpacks may include the assistance of dogs trained to detect the presence of drugs.

SECURITY CAMERAS

The Oregon City Schools use surveillance cameras in our buildings and on our grounds to promote order, safety and security of students, staff and property. Any student tampering with these devices are subject to disciplinary action.

SEMESTER EXAMS

Semester Exams are 20% of the class semester grade. Students are required to take the exams in order to earn credit for the course. Any student who does not take a required exam will fail the course for the semester, regardless of the grades earned during the two grading periods.

SENIOR EXAM EXEMPTION (SECOND SEMESTER)

Seniors who are eligible for graduation must meet the following discipline and academic criteria during both the third and fourth quarters to be exempt from second semester final exams:

Discipline:

1. No suspensions
2. No Behavior Intervention Center Placements
3. No extended days assigned

Any senior who has one or more of the above violations in either the third or fourth quarter must take all of their exams.

Academic: Minimum grade of B-

The academic criteria will be evaluated on a class-to-class basis for all seniors who meet the above discipline standards. A minimum grade of a B- is required for both the third and fourth quarters.

HONORS NIGHT

The 9-12 Honors Assembly is held each spring. An extremely select group of students is invited to this affair. Included are those students who have earned four-year honor roll at Clay High School, earned Summa Cum Laude, or receive a special recognition or award.

STUDENT EMAIL

All students are provided an email address for educational purposes while enrolled. Student's emails, Google Drive, and Google Chat are monitored by the tech department and high school administration. Administration and teachers use email as a way of connecting with a large student body and students should therefore plan to check their email every day. Email addresses are deactivated for graduating seniors the summer following their commencement and students should plan accordingly.

Misuse of student email may include: using it harass/bully others, unauthorized mass distribution, use of vulgarity/profanity, or other violations of the acceptable use policy. Discipline associated with misuse will be on a case by case basis and range from warnings, to loss or privilege, or extended day and/or suspensions.

STUDENT GOVERNMENT

A student needs a minimum cumulative GPA of 2.5 to run for Student Government.

STUDY HALLS

The study hall is a teacher-supervised, quiet study time, which operates every period of the day. Study halls are to be quiet, non-distracting areas used for homework, reading, or work related to learning. Students who are assigned to study hall must report on time, remain silent, bring materials for study and stay for the entire period. We follow the student code of conduct for study hall cuts or truancy from study hall.

TEXTBOOKS

Rules:

1. The appropriate teacher will issue textbooks and students are responsible for all books issued to them.
2. Textbooks must be kept clean and must not be defaced.
3. When a student withdraws from school or a class, the student's textbook(s) must be returned to his/her teacher(s).

Fines:

1. Textbooks that are destroyed or lost, or significantly damaged (defacing book, torn pages, breaking/tearing/bent cover, etc.) will be charged full replacement cost of the book.
2. Any student (including seniors) refusing to pay a fine will not receive a grade card, transcript, or a diploma. These will be held until all fines are paid. This policy is adopted under authority of ORC 3313.642.

TRANSCRIPTS

Student must request transcripts through their district issued Parchment account at <https://www.parchment.com/u/auth/login>.

Any questions about transcripts should be directed to the Registrar's Office, located in the Pfeiffer Guidance Center. The student transcript will include all course grades, the grade point average, certain honorary achievements. Standardized test results, as well as scores for the following standardized tests: ACT, SAT, PSAT will not be included and must be sent by the individual student to the institution(s) of their choice. Transcripts will be sent to colleges, employers, and other official parties at the request of the student.

When a student transfers into Clay High School, the administration will make an attempt to enroll the student in the most educationally appropriate coursework. If the validity or course equivalence of a student's past educational records are brought into question, the school may elect to verify past knowledge through other assessment means before recognizing prior earned credits and enrolling the student into selected coursework.

VISITORS

Visitors to Clay High School are welcome for those reasons determined legitimate by the administration. Authorized visitors must check in at the main office and must wear a visitor's pass during the length of the visit.

WORK PERMITS

1. Students attending Clay High School will pick up a work permit application from the Counseling Office.
2. OHIO Form II-APPLICATION FOR EMPLOYMENT CERTIFICATE (with parent(s)/guardian(s) signature), OHIO Form III-PLEDGE OF EMPLOYER (with employer signature), and PHYSICIAN'S CERTIFICATE FOR MINOR WORK PERMIT must be completed before Ohio Form IV-SCHOOL RECORD OF APPLICANT FOR EMPLOYMENT CERTIFICATE is submitted to Registrar for completion.
3. Completed forms are to be presented to the Registrar where the permit will be processed and employer copy given to the student to give to his/her employer.
4. A student needs only one physical examination per year for work. Subsequent work permits can be issued based on that exam.
5. A student must be in good academic standing and in regular attendance to receive a work permit. Work permits may be revoked for students who are truant or who violate the student code of conduct.