

XENIA HIGH SCHOOL

2023-24 STUDENT HANDBOOK



GOOGLE CLASSROOM

- Posted daily in Google Classroom.
- Learning targets.
- Current assignments.
- Grade rationale and syllabus should be clearly posted at the top in each Google Classroom.
- Teachers' late work policy should be posted in Google Classroom.

TARDY SYSTEM

- This system applies to arrival to school and also to class.
- A student is tardy if he or she is not sitting in his or her seat when the bell rings.
- Tardy consequences are as follows:
 1. 1st & 2nd occurrence(s) - Warning.
 2. 3rd & 4th occurrences - 1 detention and a call home to parents.
 3. 5th & 6th occurrences - 2 detentions and a call home to parents.
 4. 7th occurrence - Office referral.

CLASSWORK

- Classwork is the term used to describe any graded assignment given to students by a teacher.
- Teachers will provide students with a time frame for submitting that work.
- Work should be turned in at the time assigned by the teacher in order for the student to receive full credit.

LATE CLASSWORK POLICY

- All late work for a grading period should be submitted no later than 3 days before the end of the grading period.
- Per Board Policy 5421:
 1. If a student completes 75% of all assignments in the quarter, they can get no lower than a 50% for the quarter.

2. Students who have absences should be allowed to make-up all missed class work, tests, and assignments for full credit for the number of days missed. Teachers CAN be more flexible with their individual policy.

ABSENCES

A. Reporting and Monitoring Student Absences

- It is the obligation of a student's guardian to advise the High School when their student is ABSENT or TARDY each day.
- Guardians shall provide written documentation - such as a note from a health care provider - stating the specific day(s) absent, reason for such absence, appropriate signature, and contact number.
- Guardians should phone the High School within one (1) hour from the start of school on the day of the absence. If a guardian cannot reach the Attendance Secretary, a voicemail will be accepted as notification.
- If written documentation is not received within 5 school days of the student's return, the absence will be "Unexcused".
- The guardian (not the school) maintains responsibility to make certain the absence note is submitted to the proper school attendance office in a timely fashion.
- The High School Attendance Secretary will attempt to notify a student's guardian when a student is absent from school via phone (OneCall Now) within 2 hours of the start of the school day if there has been no contact from that student's guardian.

B. Excused Absences

- Personal illness or injury.
- Illness in family and a child 14 or over must be kept home to help.
- Medical or dental appointments.
- Serious medical matter or death (including funeral services) of a relative.
- Absence of parents/guardian/caregiver from the home (emergency only) for those 14 up.
- Religious holidays.
- Emergencies and other reasons deemed sufficient by the Principal.

- *XENIA HIGH SCHOOL DOES NOT RECOGNIZE “SENIOR SKIP” OR “SKIP DAY”;*
ABSENCES FOR THESE REASONS WILL BE CONSIDERED UNEXCUSED.

C. Documentation of an Absence or Tardy

- Generally, 65 hours of absence from school per school year for the reasons identified as “Excused Absences” may be documented by a guardian note.
- Medical notes shall be required for every absence after the 65 hours of absence regardless of whether those 65 hours are excused, unexcused, or a combination of both.
- SCHOOL OFFICIALS MAINTAIN THE RIGHT TO INQUIRE AND/OR VERIFY THE AUTHENTICITY OF ABSENCE DOCUMENTATION.

D. Medical Excuses

- Medical excuses may only excuse absences or tardies to school for the specific date(s) the student was under direct medical care.
- Excessive medical excuses may result in the school requesting medical documentation. If the guardian fails to provide medical documentation signed by a doctor or medical provider, the absence will be unexcused.
- Students with a chronic illness/medical condition will be treated on a case-by-case basis.

E. School Assignments Missed Due to Absence

- The purpose of all assignments is to evaluate student learning. Students who miss assignments need to complete and submit those assignments so that the classroom teacher is able to adequately evaluate student understanding and mastery of the lesson objectives and state standards.
- It is the responsibility of the student to check into Google Classroom when absent.
- It is also the responsibility of the student to initiate contact with each of his or her teachers.
- When an absence is an excused absence, a student will be allowed to make-up any and all missed class work, tests, and assignments for full credit.
- In such instances, work should be submitted at a time so that the student who was absent does not receive more time to complete the work than their classmates.

- If students have more than one day to complete an assignment, and the absence occurs after the assignment has been made and before the assignment is due, the student will have the number of days they were out to complete the assignment.
- When an absence is unexcused, a student will be allowed to make up any missed class work, tests, and assignments.
- In such instances, work should be submitted at a time so that the student who was absent does not receive more time to complete the work than their classmates.
- If students have more than one day to complete an assignment, and the absence occurs after the assignment has been made and before the assignment is due, the student will have the number of days they were out to complete the assignment.
- Any work missed due to excused OR unexcused absence, will be considered late work if it is not turned in within the time frame listed above. The maximum penalty for late work will be no more than 35% of the value of the assignment. Individual teachers will provide classes with their rules regarding late work.

HALLWAY PASS

- As much as possible, students should be in classrooms as much as possible.
- No student should be allowed to leave a classroom without a pass from the Main Office, the Attendance Office, the Guidance Office, or the teacher's classroom pass.
- Each classroom will have **ONE** pass for students to use when leaving the classroom. That pass will contain a sign out sheet that will contain the following information:
 1. Teacher's name & classroom.
 2. Name of student using pass.
 3. The time the student left the classroom.
 4. Teacher's initials confirming student has permission to leave.
 5. A space for time the student returns to the classroom.
 6. A space for the teacher to initial when the student has returned.
- This new system will allow for Administration to track students that are abusing hallway pass privileges and could ultimately be put on hallway pass restriction.

HALL PASS RESTRICTION

Students who are determined, for any reason, to be excessively out of one or more classrooms may be placed on hallway pass restriction. Such students will be required to follow the restrictions given to them or face disciplinary consequences.

LUNCH PROCEDURES

- All students are expected to spend the entirety of their lunch period in the cafeteria.
- Students should report to the cafeteria and find a place to sit. Students should remain in their chosen seat until they are dismissed to the lunch line.
- After collecting their lunch, students should return to their seats and remain seated until the end of the lunch period.
- Students should clean up their areas and throw away all their own lunch trash before leaving the cafeteria for their next class.
- No food delivery from outside vendors is allowed.

LUNCH DETENTION

- All lunch detentions will be served in room B129 during the student's assigned lunch period (4L, 5L or 6L).
- Student should report directly to Room B129 after the bell rings for student's lunch.
- Upon arrival, student will be taken to the cafeteria to get their lunch by an Administrator.
- If student reports five (5) or more minutes after the detention starts, or if student does not report to the detention as assigned, student will be considered a "no show" to detention and an Administrator will speak with the student.
- Not attending detention as assigned could result in additional disciplinary action.
- Students will remain in the lunch detention area for the duration of the lunch period in which they are serving their lunch detention.

DRESS CODE

- No head coverings of any kind, including hoods on sweatshirts.
- No bare midriffs. At minimum, the student's shirt should reach the top of their pants, skirt, or shorts.
- Sleeveless shirts - the straps must be wide enough to cover any undergarment.
- Skirts, skorts, and shorts should be no shorter than where a student's fingertips rest when arms are by his or her sides.
- Students will not be able to wrap themselves in blankets, banners, or flags while in the building. These items should not be brought to school.
- No sunglasses

DRESS CODE VIOLATIONS

1. 1st Referral - Conference and call home from Administrator.
2. 2nd Referral - Call home and student sent to ISI until proper clothing is changed.
3. 3rd Referral - Call home, student sent to ISI until proper clothing is changed and Friday School assigned by the Administrator.
4. If there is any doubt about dress code violations, the Building Administrator(s) will make the final decision.

CELL PHONE POLICY

- Students are expected to put cell phones and ear buds in the YONDR pouch when they enter the building.
- If the student refuses to follow procedure (or found with an unsecured cell phone) the teacher calls for an Administrator with no conversation.
- If the student complies with the Administrator, the cell phone is secured in the pouch and sent back to class.
- The consequences of cell phone policy violations are as follows:
 1. 1st Violation - 1 day ISI and Administrator calls home.
 2. 2nd Violation - 3 Days ISI and Administrator calls home.

3. 3rd Violation - 5 Days ISI and Administrator calls home.
4. 4th or more violation - 3 Days OSS and Administrator calls home.

BACKPACK AND PURSE POLICY

- Students are expected to put backpacks and purses in their lockers at the beginning of the day.
- Failure to comply with this policy results in the following consequences:
 1. 1st & 2nd - Warning.
 2. 3rd & 4th - 1 detention and a call home to parents by teacher.
 3. 5th & 6th - 2 detentions and a call home to parents by teacher.
 4. 7th - Office referral.

August 15, 2023 - klw