

Mohawk Jr. High/High School

"Home of the Warriors"

605 SH 231, Sycamore, OH 44882

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Dear Student, on behalf of the staff at Mohawk, we want to welcome you to Mohawk Jr. High/High School. We are proud of who we are, home of the Warriors! We look forward to working with you and are pleased you are here. We are excited about assisting you in fulfilling your educational goals. We want your school years to be stimulating, challenging, and enjoyable while full of growth both personally and physically. Mohawk has a *tradition of excellence* in academics & extracurricular activities. We expect you to be familiar with and follow the guidelines that are set forth in this handbook in order to make your school a better place.

We encourage all of you to become actively involved and continue to create a culture of EXCELLENCE. Many doors will open for you creating endless opportunities during your high school years. Take the initiative, make an impact, stay active, and continue to challenge yourself as a learner. Take advantage of your opportunities because the mark you make now will create memories that will last a lifetime. This is your school, take pride in yourself, your class, and your community.

You can benefit from everything Mohawk has to offer by being engaged in your classes and the programs offered. If you encounter difficulties, seek out any of our trained professionals and we will do our best to assist you. Our goal is to make your years in school successful and educationally challenging.

Sincerely

Mr. Ken Ratliff
Superintendent

Mr. Mark Vehre
JH/ HS Principal

General Information

School Hours: 8:00 a.m. – 3:00 p.m.

(Doors open at 7:45 a.m.)

School Colors: Red/Black/White

Nickname: Warriors

Motto: *“Preparing today’s students for tomorrow’s challenges”*

2018 – 2019 School Calendar

August 20	Class Begins	January 7	Classes Resume
September 3	Labor Day	January 14	End of 2 nd Quarter
Sept 13 – 14	In-service/Fair	January 21	MLK Day
October 23	End of 1 st Quarter	February 18	Presidents’ Day
Nov. 21 – 26	Thanksgiving Break	March 19	End of 3 rd Quarter
November 27	In-service	April 18 – 22	Easter Break
Dec. 24 – Jan 4	Christmas Break	May 23	Last Day of Classes

Mohawk Alma Mater

Oh just a thought will make you sigh,
 For you’ve attended Mohawk High.
 Please look back on what you’ve done.
 For with your school the battle’s won.
 Loyal to her colors three
 With pride in loss or victory,
 From this school we will depart,
 With reverence for her in our hearts.

Mohawk Fight Song

Here’s mighty Mohawk hear them roar,
 Here’s mighty Mohawk watch them score,
 We’re the team with the steam
 In the red and black and white
 It’s our aim in each game to fight and fight and fight.
 We’re gonna cheer-cheer-cheer for mighty Mohawk
 Mighty Mohawk will win.
 Mighty Warriors, mighty Warriors, GO, FIGHT, WIN.
 We’re gonna cheer-cheer-cheer for mighty Mohawk
 Mighty Mohawk will win.
 Mighty Warriors, mighty Warriors, GO, FIGHT, WIN.

VISION STATEMENT

Our students must take an active role in their own education and will perform at a level that surpasses or is equal to their ability in all areas of achievement. We will promote high expectations for students in all areas: academic, artistic, physical, health, citizenship and service. In a fiscally responsible manner, we will commit the resources necessary to establish and maintain:

- A respectful, caring and safe environment
- Research-based, student-focused quality instruction
- Information-driven decision making
- A focused and challenging curriculum
- Collaboration focused on improving student learning

Assemblies

During school assemblies, the student body will be seated with their respective classroom teachers and be attentive and respectful of the program and its participants.

Attendance

If a student is absent from school, a parent must notify the office to inform the school of their student's absence. Without this notification, Ohio law requires that the school contact parents by phone or letter to inform them of the student's absence. Students are expected to be present and punctual for classes throughout the school year. To earn perfect attendance a student can have no tardies nor absences, excused or unexcused. **The maximum number of days a student can miss is nine per semester.** Board policy states that exceeding the maximum number of absences (excused or unexcused) results in failure of the course or grade.

Parents/guardians of students absent from school are expected to call the school office (419-927-6222 or 419-927-6292) the morning of the absence. The school will attempt to contact the parent of any absent student if a call is not received from the parent. No later than one day after returning to school, the student is to present a written note from the parent/guardian including dates missed, absence reason and parent/guardian signature or the absence will be considered unexcused. It is critical that parents track and monitor their student's attendance.

Absence and Make-up Work: If the absence has been excused, the student will receive credit for made up work that was missed. It is the responsibility of the student to see that all work is completed. The period of time allowed for making up work is equal to the period of time the student was absent.

Appointments: An attempt should be made by parents and students to schedule routine appointments during non-academic time to the degree possible. Students who need to leave during the school day for any reason **MUST** first report to the secretary to sign out. Permission from school authorities and the parent/guardian must be secured before the student leaves school. Students who enter/exit the building during the school day without signing in/out with the secretary shall be unexcused for the time missed.

Attendance Exemption: This form, available in the office, can be used for extended medical illness lasting three or more *consecutive days*. A doctor's note is required for medical illness at the time of illness.

Excused Absences: Excused absences include the following:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative (limited to three days unless reasonable cause is shown for a longer absence)
- Work at home due to absence of parents/guardians
- Observations of a religious holiday
- Circumstances deemed by the principal/designee to constitute a good and sufficient cause for absence from school

Pre-Planned Absence: Students may request a pre-planned absence form which should be returned to the office at least one day in advance of the absence. Reasons include:

- College visitation (limit 2 per year, counted as excused absence)
- Wyandot Co. Fair (when showing or selling)
- Family vacation (*one per year*, accompanied by parent/guardian, count as excused absence)
- Job Shadowing (1 day per year, counted as excused absence)
- Hunting (1 day per year, hunting license must be provided to principal in advance of absence)

Students with pre-planned absences must contact the teachers before the absence occurs. Work is due the day you return unless other arrangements have been made in advance. If the pre-planned absence is not approved, the absences will be unexcused.

School Related Absence (SR): As part of the educational experience, students may be involved in a learning environment other than the classroom. In coordination with their activity/teacher, it is critical that students plan accordingly for this educational opportunity. Students on a SR absence must contact their teachers before the absence occurs. Work is due the day you return unless other arrangements have been made in advance.

Student Illness: Students who are sick will report to the office to have the secretary call home for them. No one is permitted to leave school without permission from the office.

Tardy to Class: Teachers will handle classroom tardiness. Upon the third unexcused tardy to class, the student will receive a detention. Each successive unexcused tardy will result in a detention. Students who are excessively tardy to class will be referred to the office.

Tardy to School: A tardy is defined as an absence of less than two hours. Students entering school after 8:00 a.m. are tardy and must sign in at the office. Students must have a note signed by the parent/guardian including the date and reason for being tardy in order for it to be excused. Excessive tardies, as determined by the administrator, may result in loss of driving privileges or discipline.

Unexcused Absences: Any absence from school for an unacceptable reason will be an unexcused absence. A student with an unexcused absence will receive no credit for work missed and disciplinary action may be involved, as well as the filing of charges for truancy in court. Examples of unexcused absences include, but are not limited to the following:

- Truancy or skipping school or classes
- Job interviews or working, including babysitting
- Oversleeping or missing the bus
- Haircuts, fittings, tanning, pictures, or other such appointments
- Suspension or expulsion from school, or emergency removals from class
- Other business deemed unnecessary or which could be postponed until after school hours.

House Bill 410: This bill encourages and supports a preventative approach to student absences. Truancy and excessive absences are defined by hours, not days. Excessive absences: a student misses 38 or more hours of school in a single month, or 65 or more hours in one school year, with or without a legitimate excuse. Truancy: a student is absent from school without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year. In addition to students being in danger of losing credit or being retained in a grade level due to excessive absences, an absence intervention plan will be developed to improve attendance when a student becomes habitually truant.

Automobile and Power Bike Use

Parking is available for students on the north side of the school grounds in the student parking lot. Students who plan to drive to school must pay a \$5.00 maintenance charge and register their vehicle(s) in the main office by no later than the end of the first week of school. Students are **not permitted to loiter** in the parking lot. If driving to school and using the parking lot facilities, students must adhere to the following rules:

- The speed on school grounds shall not exceed 15 mph. Burnouts are not permitted.
- Pedestrians and school vehicles have the right-of-way.
- Students will NOT park or drive in the grass.
- Students will wear seatbelts as required by law.
- Students may not sit in vehicles parked in the lot before, during or after school.
- No student will ride in an automobile with another student unless parents/guardians have signed the auto permit granting permission.
- Registration tag must be visible hanging from rearview mirror.
- Any inappropriate behavior with the vehicle will result in the loss of driving privileges, fines, and/or towing of the vehicle at the owner's expense.

Ohio law provides that a student who is suspended or expelled from school for using or possessing drugs or alcohol may be referred by the school superintendent to the Bureau of Motor Vehicles for revocation of driving privileges. Likewise, the school superintendent will notify the Ohio Bureau of Motor Vehicles and the juvenile court if a student under the age of 18 drops out. The student will then be notified by the state that driving privileges have been denied for the future, suspended or revoked.

Book bags

Book bags are to remain in lockers and are not permitted in classrooms.

Building

Students are not to enter the school building prior to 7:45 a.m., unless authorized and supervised by a teacher or advisor for a specific activity. It is the responsibility of each individual using this building to care for it. Vandalism of any kind will not be tolerated.

Bus Conduct

In order to provide the safe operation of our buses, students are expected to follow all safety rules at all times.

Bus Rules:

1. When ahead of schedule, the driver shall wait for any pupil until time for the stop. The driver may then proceed.
2. Pupils shall cross the highway in front of the bus.
3. Take your assigned seat right away and remain there throughout the ride.
4. Remain seated, facing forward.
5. Keep arms, hands, and feet to yourself.
6. Keep all body parts inside the bus.
7. Do not throw anything out the bus window.
8. No food or drinks may be consumed on the bus.
9. No smoking.
10. The emergency door is to be used for emergencies only.
11. Talk quietly – no yelling or foul language.
12. All riders will be quiet at railroad crossings.
13. Hold carry-on objects on your lap.
14. Keep the bus clean. Do not litter.
15. Do not write on the bus or damage seats.
16. There will be no fighting.
17. No harassment of or picking on other students.
18. All school student handbook code of conduct rules applies.
19. Cooperate with the driver. Obey the driver's instructions.
20. All students who travel by school bus shall not transfer to a private vehicle when traveling to or from school. Anyone traveling to or from school in a private vehicle shall not transfer to a Mohawk school bus.
21. When a student arrives by bus, they are to enter the school building immediately and remain in the building.
22. A student must have a written note from a parent to ride a different school bus than his/her normal route. This note must be signed by the office for approval and received 48 hours in advance of the bus change.

Riding the bus is a privilege, which a student can lose by behaving poorly. Disruptions or repeated misbehavior cannot be permitted as this could endanger those riding the bus. If a student receives a bus conduct card for disciplinary reasons, the card must be signed by the parent/guardian before the student will be allowed to ride the bus again. The card sequence is as follows:

Pink card – This card represents a warning to the student that misbehavior will not be tolerated. The parent must indicate receipt of the card by signing it before riding privileges are restored.

Blue card – This is the second warning to the student that misbehavior will not be tolerated. The parent must indicate receipt of the card by signing it before riding privileges are restored. The principal will discuss the behavior with the student and may be phoning the parent depending on the circumstances.

Red card – The parent must indicate receipt of the card by signing it before riding privileges are restored. The student may ride the bus the next day with a parent signature on the card. The principal will talk with the student and determine the date(s) when riding privileges will be lost. For serious/gross misconduct the principal may assign loss of bus privilege for up to ten days for the first red card depending on circumstances.

1st red card – One to three days

2nd red card – Three to five days

3rd red card – Five to ten days

4th red card – Expulsion from bus privilege

(Gross misconduct will warrant the most severe penalty.)

Cafeteria

Students in the cafeteria should maintain order without pushing, shoving or running. Chairs are not to be moved, with six chairs per table. Throwing of food or other objects and other misbehavior is prohibited. Food should not be taken from the cafeteria to be eaten in other parts of the building, unless instructed by a teacher or principal. When finished with lunch, the student is to deposit all trash into wastebaskets, return trays, utensils, and dishes to proper area and leave tables and floor in a clean condition. Students may not leave the cafeteria without permission from a supervising adult.

Class Rank

A system of quality points will be used to determine class rank, including valedictorian and salutatorian honors. Students may refer to the program of studies for an explanation of the policy.

Closing/Delay of School

When school is closed or delayed for inclement weather, it will be announced over local radio stations as well as the Toledo television stations and their websites and the Mohawk School District website and Facebook page. Parents may sign up for text message alerts through the website.

Computers

The school computers and computer labs are available to students and teachers for instruction and for completion of assignments. All materials produced and developed with the use of Mohawk Local Schools equipment become the property of Mohawk Local Schools.

Because of the cost and complexity of the computer equipment, certain rules for computer use and behavior must be followed. Students not following these rules will lose computer use privileges. Software use will be limited to those programs legally purchased and provided by the Mohawk Local School District. Other computer software use is prohibited.

Individual students may have Internet use accounts. In all cases, the Acceptable Use Policy is in effect and the agreement must be signed by the student and parent. Failure to abide by the terms of the agreement may lead to termination of computer use privileges as well as disciplinary action. Any use not consistent with the educational goals of the school will not be allowed.

1:1 Chromebook program: Each year incoming freshmen and new students in classes that have already been issued them, will receive Chromebooks. They will also be provided with a "Parent and Student Personal Technology Handbook" that outlines their responsibilities and includes a consent form that must be signed and returned to the school designee.

Conduct/Discipline

While attending classes at Mohawk, you will meet many different teachers and staff members. Each teacher has certain policies and procedures that apply to his/her classroom. Administrators, as well as teachers, secretaries, cafeteria personnel, custodians, and bus drivers have the duty and obligation to discipline or control the conduct of pupils anywhere in the building or on the buses or school grounds. Students are to obey the adults in the area they are in at all times. Failure to do so may result in disciplinary actions approved by the Board of Education. The complete Code of Conduct is printed at the end of this handbook. It is impossible for proper learning to take place without discipline in the classroom. Students are reminded that the best form of discipline is self-discipline. With this understanding, you may form your own attitude and do your part to make Mohawk an effective place for learning and developing behaviors that will make you a better person.

The following include general school/classroom rules:

- All assignments will be ready to turn in when due.
- Cheating and plagiarism are not permitted.
- Students must bring supplies to class and be seated on time.
- Students will respect school property and the rights of others.

- All textbooks are to be covered.
- Book bags are not permitted in the classrooms.
- All personal portable electronic devices to include cell phones and electronic equipment are prohibited in the classroom unless school personnel give students permission to use them for educational purposes. Any unauthorized use of such equipment may cause them to be confiscated. The school is not responsible for lost or stolen items. The administrator reserves the right to modify.
- Flowers, candy, balloons, and food are not to be delivered to students at school. Please make other arrangements.
- Students are not permitted to write or pass notes at school.
- Students are not permitted to store items in the hallways.

(Teachers have additional rules that apply to their classroom situation.)

Dances and Activities

Class and activity sponsors will cooperate in the planning and directing of parties, dances, etc. with the Principal. Dates for events should be set on the calendar as soon as possible to avoid conflicts. School dances are intended for entertainment and social interaction for Mohawk students. High school dances are provided primarily for students in grades 9-12. No dates or escorts over the age of 21 will be permitted to attend the prom or other dances. No junior high students are permitted to attend high school dances and high school students are not permitted to attend junior high dances. High school students may bring a guest from another school provided they complete a Dance Guest Form that is available in the office. This form is due no later than one week prior to the dance, or unless approved by the principal due to extenuating circumstances. Guests from other schools are expected to remain with the student sponsoring their presence and they will obey all MHS rules listed in the student handbook and code of conduct. Graduates of MHS, as a general rule, may not attend school dances unless they are signed up as a guest by a current student of MHS. JH dances will be attended by MJHS students only.

Dress Code

The appearance of students should reflect good taste and personal pride. Each student is expected to be well groomed, clean, and modestly dressed at all times. Standards for school dress should reflect favorably upon the school and community and ensure the health and safety of all students while creating a favorable environment that is conducive to learning for all students.

Note: Exceptions may be made for special activities (spirit week, pep rallies, etc.)

Examples of unacceptable clothing and ornamentation are as follows:

- Revealing clothing or lack of proper clothing including but not limited to bare midriffs, halters, tube tops, tank tops, fishnet mesh tops, spaghetti straps, low cut tops, spandex type pants, pajama pants, and all types of shorts. Legging/Jegging/yoga/stretch type pants/tights are permissible but must be worn with a top that completely covers the rear and continues to do so during the course of normal body movements.
- Any article of clothing or jewelry or tattoos that are discriminatory, gang related, or contain inappropriate language or pictures, or make references in any way to alcohol, drugs, sex, or tobacco (including E-Cigarettes and other Vaping Devices) advertisements or logos.
- Students must avoid the wearing of buttons, insignia, or unusual clothing if it is intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, color, religion, national origin, sexual orientation, disability or individual views.
- No hats, bandanas, caps, hoods or sunglasses may be worn inside the building during the school day.
- Extremely worn, torn, cut or hazardous clothing is not permitted. Pants may not have any holes. This includes frays, tears, patches, rips, etc. Tape, paper, yoga/stretch pants, patches, etc. cannot be used to circumvent this provision.
- Undergarments are not to be showing.
- Shoes must be worn at all times. Cleats, roller blades, and roller skates are prohibited. For safety reasons, classes may also require wearing a closed toe shoe for extra safety precautions such as shop, industrial arts, science, and any time deemed necessary by the staff.
- Tops, shirts, must have sleeves and meet the waistbands of pants or skirts when the student is standing. Cold/open shoulder tops are permitted provided underarms remain covered and other provisions of the dress code are not violated.
- Students should also be aware that dresses and skirt lengths must be mid-thigh or longer.
- No excessive facial ornamentation/ piercings are permitted. The school administration has final determination.
- Hair style/color and makeup should not inhibit staff from being able to identify students or obstruct other students' visual learning.
- Chains, including those used with wallets, spiked jewelry, and other items which may damage the school facility and property or pose a threat to the safety of students and staff may not be worn by students at any time.
- Pants must be worn around the waist (wear belts if needed) No sagging pants.

If there is any question as to the acceptability of appearance and wearing apparel, the school administration will determine whether or not it is appropriate.

-Students who **violate the dress code** may be subject to the consequences as listed (discipline history and other extenuating circumstances may dictate penalty adjustments at the discretion of the school administration):

First Offense:	Warning and correct the problem
Second Offense:	Detention and correct the problem
Third Offense:	Saturday School and correct the problem
Additional Offenses:	At the discretion of the school administration

**All class time missed while correcting a dress code violation is considered unexcused.

Eighteen-Year-Old Students

Students eighteen years of age or older and living at home are still under their parents' authority as far as the school is concerned. All notes, early dismissals, and required school forms are to be completed by the parents. Eighteen-year-olds will not be permitted to sign themselves in and out of school and all grades and discipline information will be shared with their parents. All eighteen-year-olds and married students must abide by the student handbook.

Eligibility

Extracurricular activities and academics go hand in hand. In order to participate in extracurricular activities, students must meet eligibility requirements as approved by the Mohawk Board of Education and the Ohio High School Athletic Association.

- According to the Ohio High School Athletic Association, in order for students in grades 7-8 to be eligible to participate in sports, they must have passed a minimum of five subjects in which they were enrolled in the immediately preceding grading period. Summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year. Beginning seventh graders are eligible for the first 9 week grading period of the 7th grade. Once a 7th grader enters their 2nd nine week grading period, eligibility is based on the preceding 9 week grading period.

Students in grades 9 – 12 must have received five credits of passing grades in courses in the immediately preceding grading period. Local eligibility requirements: In addition to the OHSAA requirements, students may have to meet a minimum GPA for the immediately preceding grading period and/or attend study tables per the athletic handbook.

Additional rules regarding eligibility are as follows:

- Summer school grades may not be used to substitute for failing grades from the last grading period of the regular school year.
- Students involved in athletics or an extracurricular activity may miss no more than 90 minutes of the school day in order to participate in an extracurricular activity on that day.
- A student may be declared ineligible by the administration for reasons of discipline.
- Medical clearance and insurance waivers are required prior to participation. Physicals are good for the calendar year only.
- All guidelines in the Mohawk Athletic Handbook apply.
- Athletics and extracurricular activities are a privilege and not a right. Athletes are expected to model good behavior and represent the school and community in a positive manner.
- Any student participating in any school athletic program shall carry either the district's student insurance or provide a written statement signed by the student's parent or guardian that the parents or guardian are providing the insurance.

Emergency Drills

Fire, tornado, and school safety drills are held regularly in accordance with the law. Plans for drills are posted in the classrooms. It is essential when the first signal is given that everyone obeys orders promptly and moves to the assigned areas quickly and quietly.

Emergency Removal

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting school or school related activities, the superintendent or principal may remove a pupil from curricular or extra-curricular activities or from the school premises, and a teacher may remove a pupil from curricular or extra-curricular activities under his/her supervision, without hearing and notice requirements.

Extra-Curricular Activities

The student code of conduct applies to all extra-curricular activities. Any student that has achieved an honorary position may forfeit that position if he or she breaks any rule which would cause that person to receive suspension (in-school or out-of-school) or Saturday School. (This applies to all awards and activities, including, but not limited to, Homecoming, honorary and National Machinery awards.)

Fees and Fines

School fees are assessed to cover the cost of class dues, technology fees, and parking. Grade cards, credits, spring pictures, and school dances may be withheld to enforce payment of fines and charges prescribed by the school. Class dues for grades 9 – 12 are \$20 annually. These dues pay for such items as class donations and memorials, senior class trip, prom, and other class activities. Technology fees are: K-8, \$10; 9th & 10th, \$30; and 11th & 12th, \$10. Replacement cost for student handbook is \$5.00.

Grade Classification

In order to be classified for a grade level in high school, the following applies:

- Sophomore –1 year of attendance
- Junior –2 years of attendance
- Senior –3 years of attendance

Grading System

Each nine-week period a report of the student's progress is issued to the student at midterm and at the end of the grading period. Letter grades are used to designate pupil performance in each subject area. Instructors have the option of not accepting unsatisfactory work. The following grade scale is used:

A	100 – 93.5%	C	78.49 – 75.5%
A-	93.49 – 90.5%	C-	75.49 – 72.5%
B+	90.49 – 87.5%	D+	72.49 – 69.5%
B	87.49 – 84.5%	D	69.49 – 66.5%
B-	84.49 – 81.5%	D-	66.49 – 63.5%
C+	81.49 – 78.5%	F	63.49 and below

Exams

Exams will be given to students in grades 7-12 at the conclusion of each semester. CCP exams are based on each college's semester and will follow the requirements of that college/university. If an out-of-school suspension would occur during an exam day or days, the student under the suspension will not be permitted to take the exam and no credit will be given.

All students are required to take exams at the regularly scheduled time, unless other arrangements have been made with the principal prior to the scheduled exam. **Students may be released early on exam days once all exams are completed. If this or other options are made available, a note will be required from a parent.**

Semester Average: The semester averages are calculated using numerical percentages based on the student's quarterly grades and, when applicable, semester exams.

First semester grades are to be the numerical average of the first two quarters (doubled) and semester exam. The second semester grades are to be the average of the third and fourth quarters (doubled) and semester exam. The semester exam counts as 20% of the semester grade.

Course Credit: A student must pass 2 of the 3 grades in a semester and have a passing grade average of 63.5% or higher in order to receive credit for the semester. All course credit is granted on a semester basis. In the JH, only those courses designated as a HS course will be granted credit at the HS level.

Grade Point Average (GPA): Grade point averages are based on final course grades and figured on the four-point (4.0) system as follows:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	D- = .7
B = 3.0	C- = 1.7	

Graduation Requirements

Twenty-One credits will be required for graduation.

<u>Required Subject Areas</u>	<u>Required Credits</u>
English	4
Math	4
Science	3
Social Studies	4
Health (1 semester)	½
Physical Education (2 semesters)	½
Computer (1 semester)	½
Business, foreign lang, or fine art	1
Electives	3½

Flex Credit opportunities will be available as provided by the Mohawk Board of Education policy.

Graduation requirements for the class of 2019 and beyond must meet the board approved minimum credits, AND **Ohio's State Tests**. **Students earn a cumulative passing score of 18 points**, using seven end-of-course (EOC) state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies. EOC tests are in Algebra I, and geometry (or integrated math I and II); Biology; American History and American Government; English I and English II. For some students, there may be additional options to earn graduation points such as remediation free scores on college admissions tests and industry credentials and other alternative pathways for graduation. These are not guaranteed as they are determined on a yearly basis.

College Credit Plus

Students may participate in CCP but must meet the eligibility requirements as outlined by the college that a student wishes to attend and may incur certain fees. These courses have rigor that is at a college academic level. Parents and students must be careful with course selections to ensure student success. Please refer to the course of study for more information. Students who do not pass a CCP course shall be liable for the cost of the course to include books and fees.

Honor Roll

Scholarship and academic excellence are recognized and encouraged through an academic honor roll. The criteria for making honor roll are All A's or All A's & B's for the grading period in all courses taken. Students with an incomplete grade are ineligible for honor roll.

Incompletes

Students will have two weeks from the end of the marking period in which to make up any incomplete work. If work is not made up, it becomes a credit of zero and is averaged with the rest of the grades for the grading period and that becomes the grade.

Lockers

All students will be assigned a locker for their use. The locker is to be kept clean and neat, and may not be decorated without permission from the office. Students may use only the locker assigned to them. Student lockers remain the property of Mohawk School. Anything found in a locker will be considered the property of the student to which the locker was assigned.

Medications

Medications will be handled in accordance with the policy of the Board of Education. It is the responsibility of the parents to notify the school in writing of allergies, medical conditions, or physical limitations that may affect the student's health, welfare, or participation in activities. For the administration of medication at school the doctor and parents must complete the proper form. Medications (prescription and non-prescription) will be administered by the school nurse or designee and kept in the school office with the exception of emergency medications, such as asthma inhalers or others as stated by law.

Prescription Drugs – Students who need prescription drugs will need to have a signed statement from the doctor on file in the school office. This must specify the student's name, address, the drug name, dosage, and time it is to be administered. Prescription drugs are to be in their original container.

Non-Prescription Drugs – Non-prescription (over the counter) drugs will only be administered to students at school if the proper form has been completed and the drug, in the original container, is supplied to the school.

Schedule Changes

Students may be given an opportunity to make changes in their schedules at an appointed time and place, under the guidance of the principal or counselor. There will be no schedule changes after the first week of school.

Searches

School lockers are the property of the Mohawk Board of Education. In order to enforce school rules regarding drug, alcohol, thefts, weapons, etc., school officials will search lockers. Cars parked on school property may also be searched without student permission. Students have been granted the revocable privilege of using school property for parking vehicles. Parking on school property will be considered consent to search of the vehicles by the principal or principal's designee, under their duty to maintain a safe environment

where education is possible, if reasonable suspicion for the search exists.

Cell phones and other electronic devices are not to be used inappropriately or in the classrooms (unless school personnel give students permission to use them for educational purposes). Any violation of school rules may result in a search of the cell phone or electronic device involved in the rule violation.

Sentinel

If Sentinel is open and Mohawk is closed, transportation is not provided to Sentinel from Mohawk, a student is not required to attend Sentinel. Transportation to Sentinel is provided on fair days, in-service days, and teacher work days. If Mohawk does provide transportation to Sentinel, attendance is required. Students not in attendance under this situation will be given an unexcused absence.

Sexual Harassment Policy

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district suspension/expulsion procedures.

Study Hall

If a student does not have a class during a period of the school day, he/she will be assigned to study hall. Books and other materials needed for study hall should be brought with the student at the beginning of the period. Each student will be assigned a regular seat and must be in the seat when the period begins.

Telephone

The school telephones are for school business. Except for an emergency, a student will not be called out of class. A message will be taken and delivered between periods.

Textbooks

Textbooks are furnished by the Board of Education in most cases. They should be handled carefully and returned in good shape without marks or damage. When the teacher assigns you a book, place your name in ink on the blanks provided. Students will be charged a fee for any damage to a textbook.

Visitors

All persons requesting to visit during the school day must report to the principal's office. It is the discretion of the principal to issue all visitor passes. No persons shall trespass or loiter in the school building or on school grounds. All school personnel have the right to exclude uninvited or unauthorized persons from school premises in accordance with Ohio Revised Code and the policy of the Mohawk Local School District.

Work Permit

Any student under eighteen years of age and wishing to work must have a work permit. These forms can be picked up in the office. The completed certificate must be filed with the employer.

STUDENT CONDUCT CODE

The following rules have been approved by the Mohawk Board of Education. It is the student's responsibility to read these rules and abide by them. Students who choose to violate these rules will suffer the consequences of their behavior.

Students who are self-disciplined appreciate an orderly school climate that promotes freedom with responsibility and allows them to pursue educational goals without disruption or interference from irresponsible or immature students. We recognize that the vast majority of our students are mature and responsible in their actions.

The Student Conduct Code is reviewed with all students by a staff member each year at the beginning of school. For those students who may choose to violate the rules, the receipt by you of this booklet constitutes a first warning. These rules apply to all students when on school premises, at school sponsored activities, at designated bus stops, and when aboard a school bus or Board-owned vehicle. They may also be applied to students off school grounds under other circumstances outlined in state law.

The building administrator shall administer the Student Code of Conduct. He/She may use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

Disciplinary Procedures

The building administrator has the authority to use or authorize certified personnel to use any or all of the following disciplinary measures including a combination of them to correct student behavior.

1. Conference involving any combination of the following: student, teacher, parent, administrator, counselor, or other school personnel.
2. Temporary removal of student from a specific class or activity.
3. Permanent removal of student from a specific class or activity.
4. Detention after school with one-day notice to parents.

Detention Rules:

- a. Detentions will be held twice a week on days designated by the administration at the beginning of the school year and held from 3:05 p.m.-4:05 p.m.
- b. If assigned a detention, you will be expected to serve it at the assigned time or the detention will be doubled.
- c. If a detention needs to be changed due to unforeseen reasons, you may change it one time and only if you have only one detention. If you are changing a detention, you must do this with the principal or designee prior to 2:15 p.m. on the day of the detention.
- d. If a detention is missed after it has been doubled, you will be referred to the principal for assignment of Saturday School.
- e. Missing Saturday School will result in doubling Saturday School, ISS or OSS.
- f. You will bring enough material of an educational nature to keep you busy during the entire detention or the detention will not count and will be reassigned.
- g. If you feel you have been unfairly treated by being assigned a detention, you must resolve this issue with the person who assigned the detention. This must happen before the assigned time of the detention.
- h. The school will not be responsible for supervising students who are assigned detention after the dismissal time. Students must be picked up when detention ends.

- i. Twenty-four-hour notice is given so you will notify your parents and arrange to be picked up. Please inform your parents in advance.
 - j. If a scheduled detention is missed due to absence or other good cause, the student must attend detention on the next day detention is held. No written notice will be given.
5. Saturday Morning Discipline Program (Saturday School)
Saturday School Procedures:
- a. Students are to report prepared to study. They are to bring textbooks and school assignments with them.
 - b. Those not prepared to study will not be admitted and will be referred for further discipline. Saturday School begins promptly at 8:00 a.m. and ends at 12:00 noon. In some situations, the administration may also assign students to a 2-hr. session that runs from 8:00 a.m.-10:00 a.m. Late students will not be admitted and will be referred for further discipline. Students will not be dismissed early for any reason other than a verified emergency.
 - c. Talking, sleeping, and eating are not permitted during Saturday School. Students must bring books and materials for study. Students guilty of misconduct will be dismissed from Saturday School and referred for further discipline.
 - d. In cases of illness, a parent must call 419-927-6222 or 419-927-6292 between 7:45 and 8:00 a.m. the morning of the assigned Saturday School.
 - e. Students who fail to attend an assigned Saturday School without an administrative excuse will be subject to further discipline. Students may request an alternative Saturday School date assignment for due cause. This request must be in writing and approved by the administration prior to the assigned date. A student's absence will not be excused after the fact. Working at home or Saturday employment is not an excused absence.
 - f. Transportation to and from Saturday School is the responsibility of the students or their parents.

- g. Students will be permitted to use the restroom at the discretion of the Saturday School supervisor.
- 6. In-school suspension/Alternative Intervention Program
- 7. Emergency removal
- 8. Out-of-School Suspension
 - a. The length of suspension shall be up to the discretion of the administrator, but will not exceed ten (10) days.
 - b. A student is to be notified in person by the administrator. The administrator will give the student intent to suspend notification.
 - c. Parents of suspended students are to be notified within 24 hours in writing as to the reasons for the suspension.
 - d. Parents and students are to be offered a chance for a hearing before school administration within 72 hours after suspension. Results of such a hearing are to be mailed to parents within 24 hours. No counsel is permitted in the administrative hearing.
 - e. Suspensions begin at the end of the school day, except for emergency removals or cases where a parent is notified by phone. Suspensions end when the student returns to classes.
 - f. Students suspended from school may not participate in, nor attend any school functions.
 - g. Students are not permitted to make up school work missed because of an out-of-school suspension.
- 9. Expulsion
 - a. The Superintendent of Mohawk Local School District may expel a student from school.
 - b. Parents shall be notified in writing within 24 hours.
 - c. Parents will be offered a chance for a hearing with the Board of Education within ten (10) school days after expulsion.
 - d. Students expelled from school may not participate in, nor attend any school functions.
 - e. Students are not permitted to make up school work missed because of an expulsion.
- 10. Referral to juvenile court and/or law enforcement

11. School Service: At the discretion of the administration, work assignments may be offered as an alternative to other forms of discipline.
12. At the discretion of the administration, student privileges may be denied and/or revoked in cases of rules violations and/or acts which cause an embarrassment to the school or community. Privileges include: athletics, extra-curricular activities, field trips, dances, etc.

Category "A" (Illegal Behavior)

Offenses in this category will subject the student to possible emergency removal and/or suspension for three (3) to ten (10) days for a first offense depending on circumstances. A recommendation to the superintendent for expulsion may also be considered.

Alcohol: No student shall come to school or any school event or activity with alcohol in his/her possession or the smell of alcohol on his/her breath or clothes regardless of when and where the alcohol was consumed. No student shall use, possess, have in his/her locker, have easy access to, sell, intend to sell, transport, give away, or conceal any alcoholic beverage.

Arson: A student shall not burn, or attempt to burn, any building or property owned or leased by the Board of Education, nor shall a student set any unauthorized fires on school property. A student is responsible for restitution of all damages incurred by the school. A student may not be permitted to attend school until full restitution is made to the treasurer of the school district.

Assault: A student shall not act or behave in such a way as to cause or attempt to cause physical injury to other students, visitors, or staff members of the school district, nor shall any student encourage another person to commit the offense of assault.

Dangerous Weapons/Objects: A student shall not use, handle, have on his/her person, have any access to, transmit, or conceal any object or weapon such as, but not limited to knives, chains, clubs, lighters, chemicals, and firearms, that could be considered a dangerous weapon or object capable of inflicting bodily injury or damage. Any dangerous weapons or objects found in a student's vehicle, on school property, at school sponsored or related activities, are deemed to be in the possession of the student.

Drug Paraphernalia: No student shall use, possess, have in his/her locker or vehicle or have easy access to, sell, intend to sell, transport, give away, or conceal any paraphernalia that is commonly associated with drugs. Such articles shall include, but not be limited to, pipes, articles adapted to be used as pipes, rolling papers, "roach" clips, etc.

False Alarms: A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe without just cause and without notifying the building administrator of his/her actions.

Fireworks & Explosives: A student shall not have on his/her person, have access to, transmit, conceal, use or threaten use of fireworks, explosives, or other such devices capable of inflicting bodily injury or disrupting the educational process.

Mood-Altering Chemical or Substance: Any and all mood-altering chemicals, drug medications, and drug-like substances must be prescribed by the student's physician and be authorized by the school administrator before the substance is permitted for personal use or possession by a student at school.

A student shall not use, have on his/her person or in his/her possession, have in his/her locker or vehicle or have easy access to, be under the influence of, sell, intend to sell, transport, give away, or conceal any unauthorized mood-altering chemicals or substance. Those substances included as mood-altering chemicals include, but are not limited to, the following: stimulants such as diet medication, caffeine pills, amphetamines, cocaine, etc.; depressants such as LSD, marijuana, etc., or inhalants such as thinners, solvents, aerosols, and glue. Specifically included in this category are look-alike, counterfeit, or "bootleg" substances that are represented as any of the above-stated substances when in fact they are not.

Threats: A student shall not threaten to cause harm to another student, employee of the Mohawk Board of Education, or visitor.

Unauthorized Entry: A student shall not enter the school building or board-owned facility that has been locked and secured from student and public use without administration or staff approval.

Category "B" (Illegal Behavior)

Offenses in this category are considered serious infractions of school rules which may warrant consequences (such as suspension) depending on other circumstances. Repeat offenses may cause a recommendation for expulsion.

Destruction or Damage of Property: A student shall not cause or attempt to cause damage to school property or private property of employees or volunteers on school premises or at a school activity off school grounds. A student is responsible for all restitution when damage occurs. A student may not be permitted to return to school until full restitution is made to the treasurer of the school district for damage to school property or to the private party involved.

Extortion: A student shall not gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat. No student will

repeatedly ask other students for money for lunch or any items sold in the cafeteria.

Indecency: A student in violation of the public indecency section of the Ohio Revised Code on school grounds, at school activities, or at other times under school authority will be subject to school discipline and will be reported to local law enforcement authorities.

Stealing: A student shall not take or acquire the property of others without the consent of the owner.

Tobacco: Students shall not use or have in their possession tobacco products including, but not limited to, cigarettes and smokeless tobacco, e-cigarettes/vaping products and alternative tobacco products. This provision shall include tobacco imitation products such as mint chew.

Truancy: Ohio's compulsory school attendance law states: "A child between six (6) and eighteen (18) years of age is of compulsory school age. The parent of a child of compulsory school age shall cause such a child to attend school for the full time school is in session." No parent or guardian having legal care of a child of compulsory school age shall violate school compulsory attendance.

No student shall be truant from school. A student shall be considered truant when absent from school without permission of his/her parents and school officials. Students who arrive late to school more than 30 minutes after the starting time and who do not have an excused reason for being tardy may be considered truant from school.

Category "C" (Inappropriate Behavior)

Offenses in this category are considered serious infractions of school rules which may warrant consequences depending on other circumstances which may include Saturday school, ISS, and possible OSS at the discretion of the administrator.

Disrespect: A student shall not intimidate, insult, verbally abuse, or abuse in writing, any student, employee of the Board of Education, or visitor to the school. Students may also be subject to disciplinary action for misconduct directed at a district employee regardless of where it occurs.

Unauthorized Bodily Contact: The act of physically touching or hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school-sponsored event.

Level I: Pushing, shoving, in the grasp

Level II: Students have physical altercation, but end altercation on their own.

Level III: Physical altercation had to be ended by bystanders/school personnel or an act of assault is involved.

***Upon investigation, self-defense will be taken into consideration.**

Insubordination: A student shall not disregard or refuse to obey directions given by school personnel. This includes administrators, teachers, teacher aides, secretaries, cooks, custodians, bus drivers, or any other employee.

Abusive or Vulgar Language: A student shall not use vulgar acts, gestures, or profane language (verbal or written) directed toward another person or object. This also includes pictures and publications. Swearing at any time in school, on the bus, or at school activities will result in the appropriate penalty.

Forgery/False Statements: A student shall not falsify school forms, school records, correspondence, examination papers, or other school data not herein listed, nor shall he/she make false statements to school staff or officials.

Repeated Violations of School Rules: A student shall not repeatedly violate the school rules listed in the various sections of the Student Conduct Code, nor shall he/she repeatedly violate classroom rules.

Category "D" (Inappropriate Behavior)

Students demonstrating these behaviors are subject to disciplinary procedures outlined at the beginning of the Conduct Code.

Disruption: Students must abide by all classroom rules so as not to interrupt the educational process of the classroom. Disruption of school or any behavior which tends to be disruptive or interferes with the learning of other students or with the operation of the school shall be deemed disruption. This includes in class, hallways, cafeteria, on the bus, on school grounds, and at any school-related activity.

Class Cutting: A student shall not cut any class, study hall, library, homeroom, field trip, etc. for which he/she has been scheduled. Students must report to their assigned class/area on time each period unless prior arrangements have been made with that teacher. Students may not leave the classroom without permission of the teacher.

Leaving School Grounds Without Authorization: A student is considered to be on school grounds and under the direction of school authorities upon boarding the school bus and upon driving or entering on school grounds. Students are not permitted to leave the school grounds until the end of the school day unless they have an early dismissal approved by office personnel or designee. Students are to remain within specific boundaries of their school building and grounds as specified for use. Any leaving of school, school grounds, or a school activity without the required permission shall be considered a violation of the rule.

Limited Access Entry: When school is closed, students are not to enter the school building unless (1) they are participating in a school activity and under the supervision of staff, (2) they are observers at a school sponsored event, (3) they have authorization from the office staff.

At such times, students are to remain in assigned areas and not enter into other sections of the building.

Bullying/Harassment: A student shall not harass another student. This includes, but is not limited to, verbal and/or physical harassment, intimidation or threatening, discriminatory or racial comments, or other verbal or physical actions.

Definition

“Harassment or bullying” is any intentional gesture or written, verbal, graphic, or physical act that a student has exhibited toward another particular student and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. In addition, harassment/bullying is not limited to where the bullying takes place but also includes where it is communicated and the place where the effect of the bullying materializes. This also includes Cyber-bullying. The aforementioned behavior perpetrated with computers, cellular phones, internet websites, or any other electronic device.

Category “E” (Inappropriate Behavior)

Students demonstrating these behaviors are subject to disciplinary procedures outlined at the beginning of the Conduct Code.

Aiding and Abetting: A student shall in no way aid or abet another student in violating the Student conduct code, including inciting and/or encouraging others in actions which violate the code.

Cafeteria: Misbehavior in the cafeteria including, but not limited to, cutting in line, throwing food, leaving trash on table or floor.

Cheating: Students shall not cheat. Cheating shall include, but not be limited to, plagiarism, copying homework, using cheat sheets, and obtaining answers from another student on a test or quiz. Students will not receive credit for dishonest work.

Dress Code: Proper dress and grooming are two important aspects of our lives and should be practiced in school. Students who dress inappropriately will be required to change to appropriate clothing.

Homework: Students are expected and required to do all homework assigned. Students repeatedly not completing their assignments are subject to possible assignment of detention or other penalties.

Unacceptable Behavior: This includes behaviors deemed by the staff to be unacceptable in accordance with the student handbook and/or acceptable school practice. Inappropriate display of affection (embracing, kissing, etc.) is also covered here.

Category "F" (Lockers, Search, School Bus)

Lockers: Students are advised that school desks, lockers, and storage areas are the property of the Mohawk Local School District and are subject to inspection and search by authorized school personnel. Student are responsible for any and all contents found in their desks, lockers, or storage areas and may be held liable for any violations of school rules that occur without written permission of the administration.

Bus: All rules listed in the Student Conduct code and their consequences apply to students when aboard a school bus and at designated bus stops. The school bus driver, like the classroom teacher, is an employee of the Board of Education and has the right and responsibility to enforce the Student Conduct code and to report to the principal all violations of these rules. While riding the school bus, reasonable conversation is permissible. Students are to remain seated and in assigned seats at all times. Students who violate the Student Conduct Code while riding the school bus or at a designated bus stop are subject to the penalty assigned for the violation as outlined in the Student Conduct Code. In addition, a student is subject to losing his/her bus riding privileges.