



# Eastern Middle/High School Student Handbook

## 2016-2017

**Mr. Lance Allen, Principal**  
**Mr. Robie Day, Dean of Students**  
1170 Tile Mill Road  
Beaver, OH 45613  
(740) 226-1544 / (866) 801-9512  
<http://www.ep.k12.oh.us/>

**Student Name:** \_\_\_\_\_

**EASTERN LOCAL SCHOOLS  
2016-2017  
District Calendar**

Teacher In-Service Day.....Tuesday, August 23, 2016  
 Teacher In-Service Day.....Wednesday, August 24, 2016  
 First Day for Students.....Thursday, August 25, 2016  
 Begin 1<sup>st</sup> Nine Weeks.....Thursday, August 25, 2016  
 Labor Day (No School).....Monday, September 5, 2016  
 Columbus Day (No School).....Monday, October 10, 2016  
 End 1<sup>st</sup> Nine Weeks.....Friday, October 21, 2016

**(40 Days)**

Begin 2<sup>nd</sup> Nine Weeks.....Monday, October 24, 2016  
 Parent/Teacher Conferences.....Week of October 31 - November 4, 2016  
 Veteran’s Day (No School).....Friday, November 11, 2016  
 P/T Conference Make-Up (No School).....Monday, November 14, 2016  
 Thanksgiving Break.....Wednesday, November 23 - Monday, November 28, 2016  
 Winter Break.....Monday, December 19, 2016 - Monday, January 2, 2017  
 Martin Luther King, Jr. Day (No School).....Monday, January 16, 2017  
 End 2<sup>nd</sup> Nine Weeks.....Friday, January 20, 2017

**(48 Days)**

**End of First Semester – 88 Days**

Begin 3<sup>rd</sup> Nine Weeks.....Monday, January 23, 2017  
 Presidents’ Day (No School).....Monday, February 20, 2017  
 End 3<sup>rd</sup> Nine Weeks.....Friday, March 24, 2017

**(44 Days)**

Begin 4<sup>th</sup> Nine Weeks.....Monday, March 27, 2017  
 Parent/Teacher Conferences.....Week of April 3 - April 7, 2017  
 Spring Break (No School).....Friday, April 14 – Monday, April 17, 2017  
 Memorial Day (No School).....Monday, May 29, 2017  
 Last Day for students.....Thursday, June 1, 2017  
 End of 4<sup>th</sup> Nine Weeks.....Thursday, June 1, 2017  
 Teacher In-Service Day.....Friday, June 2, 2017  
 No School (P/T Conference Make-Up).....Monday, June 5, 2017

**(47 Days)**

**End of Second Semester – 91 Days**

**Additional Information**

Pike County Fair: July 31 - August 6, 2016  
 Easter: April 16, 2017

**Testing Dates**

**Fall: OGT** – October 24 - November 6; **3<sup>rd</sup> Grade ELA** – November 7 - 18; **High School EOC’s** – December 5, 2016 - January 13, 2017  
**Spring: OGT** – March 13 - 26; **ELA** – March 13 - April 14; **Math, Science, SS** – April 3 - May 12

***Please note:*** Make-up hours/days will generally be accommodated by extra hours/days built into the original calendar or added where necessary.

**Student/Parent Handbook  
Middle & High School**

Welcome to the Eastern School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook. If you have any questions, please contact your building principal.

**Middle/High School Office.....(740) 226-1544**

Lance Allen, Principal – Lance.Allen@easternpike.com  
Robie Day, Dean of Students – Robie.Day@easternpike.com  
Kathy Osborne, School Counselor – Kathy.Osborne@easternpike.com  
America Myers, Secretary – America.Myers@easternpike.com

**Administrative Office.....(740) 226-4851**

Neil Leist, Superintendent – Neil.Leist@easternpike.com  
P.J. Fitch, Programs Director – PJ.Fitch@easternpike.com  
Marcia Clark, Special Education Director – Marcia.Clark@easternpike.com  
Rodney Schilling, Treasurer – Rodney.Schilling@easternpike.com  
Richard Balzer, Assistant Treasurer – Richard.Balzer@easternpike.com

**Board of Education.....(740) 226-4851**

Brad Bapst (Board President)  
Debra Hannah (Board Vice President)  
Micki Atkins (Board Member)  
Frank (Doc) Bevins (Board Member)  
Mike Rowe (Board Member)

## **FOREWARD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This Handbook contains important information that you should know. Please take time to become familiar with the following information and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building administrators. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 8, 2016. If any of the policies referenced herein are revised after August 8, 2016, the language in the most current policy prevails. Copies of current Board policies are available from the building principal and on the District's web site.

## **MISSION OF THE SCHOOL**

The Eastern Local School District will work in partnership with students and their families, the community and local business/industry in order to effectively prepare all students through a variety of experiences to be successful, productive citizens in an ever-changing society.

## **COMPREHENSIVE CONTINUOUS IMPROVEMENT PLAN (CCIP) AND THE FEDERAL GRANT PROGRAMS**

The Eastern Local Comprehensive Continuous Improvement Plan is a document developed by school personnel and community members to help raise student achievement. Our CCIP focuses on raising state test scores through the following venues: professional development, teaching and learning, and parent/family/business involvement.

Eastern receives federal dollars in the form of Title grants. Our funds currently go to reducing class size, providing additional counseling and test analysis, additional support personnel, safety and drug assemblies, technology support, professional development, administrative support, and innovative events. A copy of the CCIP for all districts can be found on the Ohio Department of Education Website ([www.ode.state.oh.us](http://www.ode.state.oh.us) - then go to DATA and choose CCIP, Search for Eastern Pike, select Planning Tools and then the District Plan).

Each fall, during the November PTO meeting, we meet to distribute surveys and to gain feedback. For a copy of the complete CCIP or additional information ask for the federal grant coordinator, P.J. Fitch, by calling (740) 226-4851.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer, P.J. Fitch, at 226-4851.

Complaints will be investigated in accordance with the procedures listed in this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **SCHOOL DAY**

### Arrival Time

Students who arrive before 8:00 a.m. will report to the cafeteria. Students are not permitted in the hallways of the High School before 8:00 a.m. Students are to report to their first period class for breakfast and attendance.

	<b>Arriving</b>	<b>Leaving</b>
8:00 - 8:05 a.m.	no penalty	full day absent
8:05 - 9:00	a.m. tardy	full day absent
9:00 - 11:45	½ day absent	full day absent
11:46 - 2:00	full day absent	½ day absent
2:11 - 2:46	full day absent	p.m. tardy

## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the teacher or principal.

In addition, if a new student resides in the District with a grandparent and is the subject of a: 1) power of attorney designating the grandparent as the attorney-in-fact; or 2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it

will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school, receive required medical attention, or go home. No student will be released from school without proper parental permission.

## **SECTION 1 – GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The guidance department will assist in obtaining the transcript, if not presented at the time of enrollment.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records required to be released by DYS to the Superintendent have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current individualized education program (IEP), if an IEP has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

No schedule change will be permitted after the first three weeks unless there has been an administrative mistake. Schedules are subject to change to balance classes or for disciplinary reasons. The following guidelines should be followed when changing, adding, or withdrawing from a class:

- A. Parent/Doctor letter stating why the change is necessary.
- B. Completed form from the office stating the change.
- C. Approval from the guidance counselor.
- D. Teacher approval.

Special Note: Students having discipline problems in a class should refrain from activities incurring such problems. The principal and/or guidance counselor have the authority to make any necessary changes, additions, or withdrawals.

### **Pike County Career Technology Center**

Students going to the trade school are to follow all the rules in this handbook. **When**

**returning from the CTC, students will go straight to their bus.**

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either: (a) a Written request signed by the parent or guardian; or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian. **Once signed out, students may not be on campus during school hours.**

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen (14) days of the parents' notice or request.

### **IMMUNIZATIONS**

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

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year.

### **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day must comply with the following guidelines:

- A. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.



- C. All medications must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.  
(Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.)
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The building principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **NON-PRESCRIBED MEDICATIONS**

If a student is found using or possessing a non-prescribed medication, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local

and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non casual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- A. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- B. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- C. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 – Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or health service. The student's parents are encouraged to

consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or health service.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The law defines a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA) and State law. Contact the county special education coordinator at (740) 289-4171 to inquire about evaluation procedures and programs.

### **STUDENT RECORDS**

#### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory

information and confidential information.

Policy BOARD OF EDUCATION  
EASTERN LOCAL SCHOOL DISTRICT  
OPERATIONS 8330 STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/ or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing *in loco parentis* (such as a grandparent or step-parent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon

- condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
  - C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
  - D. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records. The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

### **Directory Information**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s) /eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other

than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's educational records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's educational records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the Department of Education;
- F. obtain a copy of the Board's policy on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of record;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records. No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations. (End of Policy 8330.)

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the principal's office or by going to ed.gov. on the internet.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education

records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal of your child's school. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected

- from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES AND FINES**

**Students will be provided necessary textbooks for courses of instruction without cost in accordance with State law.**

**Charges may be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship for other forms of compensation. Students can avoid late fines by promptly returning borrowed materials.**

**Failure to pay fines, fees, or charges may result in the withholding of grades and credits.**

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive



clothing, electronic equipment, laptops, and the like, are tempting targets for theft and extortion. The School will not be liable for any loss or damage to personal valuables.

### **MEAL SERVICE**

The School participates in the Community Eligibility Option that makes lunches available to all students for free. Students may also bring their own lunch to school to be eaten in the School's cafeteria. **Eastern Local Schools is a closed campus, and no student may leave school premises during the lunch period without specific written permission from the Principal.** **BREAKFAST and Lunch is FREE to all students!** Ala Carte items will be available for purchase on a first come first serve basis during each lunch period. Extra milk is \$.25

### **SAFETY AND SECURITY PROCEDURES**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school day are to be closed off.

### **FIRE AND TORNADO DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of the PA system and/or word of mouth. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent either submitting a signed written request or coming to the School Office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify NBC 4 T.V. in Columbus. Information concerning school closings or delays can also be found on the School's web page at [www.ep.k12.oh.us](http://www.ep.k12.oh.us). The One Call Now notification system will also be used.

Parents and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials. A copy of the School District's *Preparedness for Toxic Hazard Policy* will be made available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parents, are welcome at the School. **Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the Principal.** If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

Full-time Post-Secondary Options and Virtual Learning Academy students must sign in and obtain a visitor's pass, have a specific purpose for his or her visit, and leave the building promptly at the conclusion of that business.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

## **LOST AND FOUND**

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **USE OF OFFICE TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES**

### **Middle School Policy**

In order to avoid disruption of the educational environment and protect students' right of privacy, students are prohibited from possessing/using cellular telephones, including camera phones, and electronic communication devices (ECDs) during school hours from 8:00-2:46 and on school buses or other vehicles provided by the District. Prohibited ECDs include laser pointers and attachments, paging devices/beepers, and other devices designed to receive and send an electronic signal. Student phones are to be turned off and kept in their locker during the school day. After 2:46 phones may be used for transportation needs and/or emergencies. ***In an emergency situation such as early dismissal, students will be allowed to use cellular phones in front of designated staff in the high school office once granted permission.***

**Consequences for unauthorized use of cellular telephones include but may not be limited to:**

### **MIDDLE SCHOOL POLICY**

**First offense-Teacher confiscation of phone and teacher will contact parent. Student can pick up phone at the end of the day.**

**Second offense- Teacher confiscation of phone, notify parent and phone must be picked up by parent. If the phone is not picked up it will be returned to the student after 5 calendar days.**

**Third offense-Phone must be picked up by parent and 3 days of In-School Suspension.**

**Fourth offense-Phone must be picked up by parent and 3 days Out of School Suspension.**

**Fifth offense- Administrative review**

Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cellular telephone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

The District is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

### **High School Policy**

In order to avoid disruption of the educational environment students are prohibited from possessing/using cellular telephones, including camera phones, and electronic communication devices (ECDs) during school academic time. Academic time is designated as the time they enter and exit a classroom door. This does not mean when the bell rings Students will be allowed to use phones between classes in the hallway and at their lockers. Phones will not be permitted in the classroom unless they are being used for an approved educational purpose designated by the classroom teacher. Students in grades 9 - 12 will be allowed to use their phone at lunch. All

students will refrain from taking photographs or videotaping, or social media about other students during school hours. **1<sup>st</sup> offense will result in a 5 day suspension, 2<sup>nd</sup> offense will result in up to a 10 day suspension.**

**First Offense – Confiscation of phone, 1 day of ISS, Parent must pick the phone up in the office.**

**Second Offense – Confiscation of phone, 3 days of ISS, Parent must pick the phone up in the office**

**Third Offense – Confiscation of phone: Parent must pick the phone up in the office: 3-Day Out-of-school Suspension**

**Fourth Offense – Confiscation of phone: Parent must pick the phone up in the office: 5-Day Out-Of-School Suspension.**

**Fifth and later Offenses: Subject to administrative review.**

**\*\*NOTE: Any student who refuses to relinquish a cellular phone to a staff member when asked will be subject to 3-Day Out-of-School Suspension.**

Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cellular telephone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within one (1) school day of its receipt.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- A. Attendance rules apply to all field trips.
- B. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- C. Students who violate school rules may lose the privilege to go on field trips.

### **GRADES**

#### **Grading Policy**

How a teacher decides the final grades of a student is ultimately up to the individual teacher. There are several grading systems that are fair and equitable to the student. As long as the teacher can show how he/she arrived at a given grade and that it has been applied equally to all, it is acceptable. The administration and Ross/Pike County Educational Service Center recommends the following grading system to its teachers and staff. It is the grading scale that will be used to figure grade point average and class standing from teacher grades.

Grade Value	Percent	Numerical Value	Averaging
A	96-100	4.00	4.00-3.83
A-	92-95	3.67	3.82-3.50
B+	89-91	3.33	3.49-3.17
B	85-88	3.00	3.16-2.83
B-	82-84	2.67	2.82-2.50
C+	79-81	2.33	2.49-2.17
C	75-78	2.00	2.16-1.83
C-	72-74	1.67	1.82-1.50
D+	69-71	1.33	1.49-1.17
D	65-68	1.00	1.16-0.83
D-	62-64	0.67	0.82-0.67
F	0-61	0.00	0.66-0.00

Semester exams will be required of all subjects except physical education, and a final grade is given in chorus and band. The semester test grade will count one-fifth (1/5) of the semester grade. Nine-week grades will be counted twice and will be two-fifth (2/5) of the semester grade.

Example:

Student's Report	1 <sup>st</sup>	2 <sup>nd</sup>	Semester Test	
Grade	C	B	B	
Numerical Value	2.00	3.00	3.00	
Multiplier	x2	x2	x1	
	4	6	3	= 13
	<u>Semester Formula -</u>			
	$13/5 = 2.6 = \text{G.P.A.} = \text{B-}$			

Second semester grades will be calculated using the same procedure. Lists of all course offerings and requirements for graduation are in the guidance office.

The Eastern Local School District will be participating in a cooperative agreement With S.C.O.C.A and the College Board to offer high school students advanced placement courses. In order to be eligible to take these courses, students must be in the top 50% of their respective class. In addition to classroom teacher instruction, a portion of the Advanced Placement classes will utilize blackboard, an online college lesson presentation system for the coursework. Students enrolling in these classes will be preparing themselves for college in the future. The additional workload associated with these classes is substantial. As a result, the grade calculating system will be weighted as follows:

\*All courses that are worth the 5.00 will be designated as Advanced Placement (A.P.)

The following classes will be advanced placement during the 2014-2015 school year and earn Advanced Placement weighting: Literature and Composition, and US History, AP Biology. **Advanced Placement Courses may be added and removed at Principal and Guidance Counselors discretion upon availability and need.**

5.00 A

4.00 B

3.00 C

2.00 D

0.00 F

### **Graduation Ceremonies**

**All seniors will attend practice dates set by the senior advisor/principal and should attend Senior Awards Day.** Seniors will not be permitted to participate in Baccalaureate/Commencement exercises if they:

- A. Do not attend practice(s) and awards day without an excuse. Excused absences will be determined by Senior Advisor, Guidance Counselor, and Administration**
- B. Do not pay all school fees.**
- C. Do not meet all course requirements as of administration deadline preceding graduation.**
- D. Are under suspension or expulsion at the time of graduation ceremonies.**

The class and senior advisor will decide the walking order of the graduating class. Ordering of cap/gown does not guarantee graduation.

### **Grading Periods**

Students will receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **PROMOTION, ACCELERATION, AND RETENTION FOR SIXTH – EIGHTH GRADES**

Promotion to the next grade (or level) is based on the following criteria:

- A. current level of achievement
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity

A student will be retained if s/he is truant (absent without excuse) for more than ten

percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he fails in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

### **PROMOTION, ACCELERATION, AND RETENTION FOR NINTH THROUGH TWELFTH GRADES**

#### **Class Standing**

Class standing for high school students will be determined according to the following number of credits earned:

- Freshman – 5 ½ or fewer credits
- Sophomore – Minimum of 5 ½ credits to 11 credits
- Junior – Minimum of 11 credits to 16 ½ credits
- Senior – Minimum of 16 ½ credits or more

#### **Forfeiture of Credit**

Students who miss excessive days of school may forfeit credit. The following standard will be followed: 12 unexcused absences per semester in a class and you will receive no credit in that class. The teacher will keep track in his/her class using an attendance book. The final decision will be made by the principal.

#### **Class Meetings and Elections**

During the first few weeks of school, the first class meetings will be held. At this time, each class will nominate students for president, vice president, secretary, treasurer, news reporter, and representatives to student council. Officers will be elected at a later date. It is the students' responsibility to elect a responsible person whose presence, as a class officer will benefit the class. **Class advisors may amend or change any elected positions.**

### **GRADUATION REQUIREMENTS**

#### **Regular Diploma**

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (I.E.P.) including either the exemption from or the requirement to complete the achievement tests required by the State Board of Education in order to graduate. Each student must also demonstrate, unless exempted, at least a proficient level of skill on the achievement tests required by the State Board to graduate. The requirements for graduation are as follows:

### **GRADUATION REQUIREMENTS**

In order to acknowledge each student's successful completion of the instructional

program appropriate to the achievement of the District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. Each student must demonstrate, unless exempted, at least a proficient level of skill on the tests required by the State Board of Education to graduate.

The requirements for graduation from high school include earning twenty-three (23) units of credit in grades nine through twelve as follows, however, no student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early:

The requirements for graduation from high school include earning twenty-three (23) units of credit in grades nine through twelve in either the Academic or Career Technical tracks as follows:

Academic Track

<u>Subject</u>	<u>Units Required</u>
English Language Arts	4
Health	½
Physical Education	½ <sup>2</sup>
Mathematics (which must include Algebra II)	4 <sup>1</sup>
Science (which must include Biology, Physical Science, and advanced study i.e Physics, Biology II, Chemistry, etc.)	4 <sup>3</sup>
Social Studies (which must include World History, United States History, and Government)	3 <sup>4</sup>
Electives (which must include 1 unit or 2 half units in Business/Technology and Fine Arts, and ½ unit of Personal Finance <sub>6</sub> )	7 <sup>5</sup>

1 Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.

2 The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 60 contact hours in its place.

3 Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.

4 Social studies units must include World History, American history and ½ unit of American government.

5 Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required (Must include 1 unit or 2-1/2 units of Business/Technology and Fine Arts and ½ unit of Personal Finance).



6 All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

### Career Technical Track

<u>Subject</u>	<u>Units Required</u>
English Language Arts	4
Health	½
Physical Education	½
Mathematics (which must include Geometry)	4
Science (which must include Biology and Physical Science)	3
Social Studies (which must include World History, United States History, and Government)	3
Business Technology (including ½ unit of Personal Finance)	8

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her I.E.P.; attains the applicable scores on the achievement tests required by the State Board of Education for graduation; and meets any additional criteria the State Board may establish.

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.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

R.C. 3313.60, 3313.603, 3313.61, 3313.611, 3313.614, 3313.647, 3323.08

R.C. 3301.07, 0710, 0711

R.C. 3301-41-01, 3301-13-02 to 07

Revised 6/18/07

## Graduation Requirements 2018-Beyond

These are the new graduation requirements that take effect with the class of 2018. These are students who are entering ninth grade for the first time in the 2014-2015 school year.

### Required Courses

The new requirements did not change the current courses or number of course credits that students must complete to be eligible for graduation.

<u>Subject</u>	<u>Units Required</u>
English Language Arts	4
Health	½
Physical Education	½ <sup>2</sup>
Mathematics (which must include Algebra II)	4 <sup>1</sup>
Science (which must include Biology, Physical Science, and advanced study i.e Physics, Biology II, Chemistry, etc.)	4 <sup>3</sup>
Social Studies (which must include World History, United States History, and Government)	3 <sup>4</sup>
Electives (which must include 1 unit or 2 half units in Business/Technology and Fine Arts, and ½ unit of Personal Finance <sup>6</sup> )	7 <sup>5</sup>

1 Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.

2 The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 60 contact hours in its place.

3 Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.

4 Social studies units must include World History, American history and ½ unit of American government.

5 Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required (Must include 1 unit or 2-1/2 units of Business/Technology and Fine Arts and ½ unit of Personal Finance).

6 All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

### Assessments

In addition to course credits, students will earn points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests.

The courses in which students take an end-of-course exam will be: English I and II, algebra I or integrated math I, geometry or integrated math II, physical science or biology, American history and American government. Beginning in 2015-16 districts may have the option to use the state end-of-course exams to replace their current course final exams and use the state's test as part of the class grade. This will help avoid double testing in future years.

Students can earn from 1-5 points for each exam, based on their performance.

- 5 – Advanced
- 4 – Accelerated
- 3 – Proficient
- 2 – Basic
- 1 – Limited

Students who take physical science, American history or American government as part of Advanced Placement, International Baccalaureate, college dual credit or Credit Flexibility programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points.

A student who earned high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available automatically will receive a score of three points per course exam toward the total points needed for graduation. Middle school students this year who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

### **Exam Retakes**

Students that score below proficient on an exam may retake it after they receive some extra help on the material. Students that score proficient or higher on an end of course exam can retake exams only if, once they take all the exams, they have not met the minimum graduation points to graduate. In this case, a student can retake any exam after receiving some extra help on the material. The same rules apply to substitute exams, which may be used interchangeably with approved tests.

### **Graduation Points**

With few exceptions, students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma.

### **More Flexibility for Students and Families**

Students who do not earn the required number of graduation points can still meet the requirements for a diploma if they earn a remediation-free score on a national college admission test. This assessment will be given to students free of charge in the fall of their junior year starting with the graduating class of 2018.

Students also can qualify for a high school diploma by earning 12 points through one or several approved [industry-recognized credential](#) within a single career field and achieving a workforce-readiness score on the WorkKeys assessment. The State Board of Education will approve the workforce-readiness score needed for graduation this fall.

## **Industry-Recognized Credentials**

### **Explore Career Fields**

<u><a href="#">Agriculture</a></u> 	<u><a href="#">Arts and Communications</a></u> 	<u><a href="#">Business and Finance</a></u> 
<u><a href="#">Construction</a></u> 	<u><a href="#">Education and Training</a></u> 	<u><a href="#">Engineering</a></u> 
<u><a href="#">Health</a></u> 	<u><a href="#">Hospitality and Tourism</a></u> 	<u><a href="#">Human Services</a></u> 
<u><a href="#">Information Technology</a></u> 	<u><a href="#">Law and Public Safety</a></u> 	<u><a href="#">Manufacturing</a></u> 
	<u><a href="#">Transportation</a></u> 	

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**How can a student earn a high school diploma under the “credential” pathway?**

In order to qualify for a diploma under the credential pathway, a student needs to do two things:

- Earn a minimum score on WorkKeys (to be finalized by the State Board of Education in September 2015)
- Earn an industry-recognized credential or credentials worth 12 credential points

**Can a student mix and match credentials?**

Yes, a student may choose any combination of credentials that totals to 12 points within a single career field. Students can consult with a counselor, teacher, or other professional to aid in choosing the bundle of credentials that best suits their career aspirations.

**Why can’t a student mix and match credentials from different career fields?**

The goal is for students to exit high school with a coherent bundle of credentials that leads meaningful employment or post-secondary options. For example, obtaining a Taser certification (for law enforcement) along with a couple of IT certifications and the

ServSafe (for food handlers) as a bundle would not have an obvious use or application in the workforce.

### **Early Graduation**

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class

### **ALTERNATIVE WAY TO MEET THE TESTING REQUIREMENTS FOR GRADUATION**

A student may meet the testing requirements for passing all five Ohio Graduation Tests if he/she meets **ALL** of the following criteria:

- a. Passes 4 of the five tests and has missed passing the 5<sup>th</sup> test by no more than 10 points.
- b. Has a 97% attendance rate, excluding any excused absences, through all 4 years of high school and must not have had an expulsion in high school:
- c. Has at least a grade point average of 2.5 out of 4.0 in the courses of the subject area not yet passed;
- d. Has completed the high school curriculum requirement:
- e. Has participated in any intervention programs offered by the school and must have had a 97% attendance rate in any programs offered outside the normal school day: and
- f. Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.

**NOTE:** As specified in the Ohio Revised Code (Section 3313.615), this alternate way to meet the testing requirement only applies to students graduating after September 15, 2006.

### **State Honors Diploma**

The student, who completes the regular diploma requirements plus seven (7) of the eight (8) criteria listed below, will earn an honors diploma:

1. Earn four (4) units in English.
2. Earn four (4) units in mathematics, which shall include at least the competencies obtained in Algebra I, Algebra II, and Geometry and another higher level course or a four-year sequence of courses that contain equivalent content.
3. Earn four (4) units of science including chemistry and physics.
4. Earn four (4) units of social studies.
5. Earn either three (3) units of one foreign language or two (2) units each of two Foreign languages.
6. Earn one (1) unit of Fine Arts.
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.

8. Obtain a composite score of 27 on the ACT or a 1210 on the SAT (excluding scores from the writing section).

Note: Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio including: ½ unit Physical Education, ½ unit Health, ½ unit American History, and ½ unit Government.

### **Eastern Graduation Honors**

Graduation with Honors requires a GPA of 3.5.

Graduation with Highest Honors requires a GPA of 3.75.

### **College Credit Plus ENROLLMENT**

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the District. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Any interested student should contact the high school guidance counselor to obtain the necessary information. Students may also enroll in any college credit plus classes offered at the home school if they have met the requirements.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

#### **Honor Roll(s)**

To be eligible for the honor roll, a student must maintain a 3.00 – 4.00 grade point average.

#### **National Honor Society**

The Eastern High School National Honor Society is devised to honor those students whose academic achievement are at or above 3.50, who have no suspensions and/or expulsions, who are sophomores, juniors, or seniors, who have superior attendance and exhibit good character during school. A written survey will be issued to the teachers and principals to see if the student applying has met all of the above requirements. Membership is earned by meeting the criteria. If you have any questions or concerns, please speak with the advisor. A complete set of bylaws is located in the principal's office.

#### **Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

## **HOMEWORK**

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

## **COMPUTER TECHNOLOGY AND NETWORKS**

See the Eastern Local Schools Computer and Internet Acceptable Use Policy Statement on the school website.

## **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

## **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Middle School Achievement tests are given in grade 6-8 the first week in May. Grade six has reading and mathematics. Seventh have reading, mathematics, and writing. Eighth has reading, mathematics, social studies, and science.

### **Ohio Graduation Tests**

Beginning with the class of 2007, students must pass all five parts of the Ohio Graduation Test, in addition to completing all Eastern Local School District Board of Education requirements.

## **SECTION III – STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ATHLETIC ACTIVITIES**

Eastern provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include but not limited to: Volleyball, Cross Country, Golf, Basketball, Baseball, Softball, Track, Quiz Bowl, Math Club, Pep Club, Cheerleading, FFA, and Science Club.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and

not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

### **Junior-Senior Prom**

The Eastern High School juniors will sponsor the prom each year. The following rules should be observed:

- A. Students are to be in attendance at least ½ day before attending the prom.
- B. The name of the guest should be submitted to the principal's office 5 days prior to the event. (Sign in sheet in office)
- C. Student and their guests are expected to follow all school rules. Students are entirely responsible for the behavior of their guest.
- D. Students cannot participate if they have not paid their school dues.
- E. Students who have quit school during the school year are not permitted to attend.
- F. Suggestive dancing will not be tolerated at Prom or any other school related dance.

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups may meet in the school building during no instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that no school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-school-sponsored organization may use the name of the school or school mascot on any materials or information.

### **ACADEMIC ELIGIBILITY FOR ATHLETICS**

Eligibility for athletics is in accordance with the OHSAA guidelines and any other guidelines imposed by the coach.

### **STUDENT EMPLOYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.



## **FAN OR EXTRACURRICULAR ACTIVITIES AND BEHAVIOR**

Students are asked to attend and support both home and away sporting activities; however, students are to maintain a friendly and respectful attitude toward the opposing team. Students can be asked to leave or refrain from negative activities. No taunting, profanity, physical violence, criminal vandalism, or activity deemed inappropriate by the principal, athletic director, or dean of students will be permitted. Students violating these rules will be subject to school disciplinary actions.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

## **SECTION IV – STUDENT CONDUCT**

### **ATTENDANCE**

Eastern students should avoid missing school at any time. All appointments should be made outside of school hours when possible. All students returning to school the next day must have a note explaining why they were absent from school. It will be determined at that time whether or not the absence is excused. We do not question the first seven notes from home. You should use them sparingly for you never know when you will need them. Doctor and Dentist's excuses do not count as one of the seven. An absence without some kind of note will be marked unexcused.

**(STUDENTS WILL BE ALLOWED ONE EXCUSED DAY PER MONTH FOR A MAXIMUM OF SEVEN PER YEAR)**

#### **Unexcused absences:**

The Eastern Local School District/Pike County has adopted the following attendance procedure:

- 1 Unexcused Absences will result in the first contact by talking to the student and Mailing a "*Be a Winner*" letter to the to the parent/guardian. A weekly list with the names should be faxed or emailed to the Pike County Attendance Officer.
- 2 Unexcused Absences or tardies the Pike County Attendance Officer shall be notified by email or fax, and the Pike County Attendance Officer shall mail a "*First Response Warning Letter*" to the Parents/guardian. An attempt then shall be made by the Pike County Attendance Officer to make contact with the Parents/guardian.
- 5 Unexcused Absences or tardies the Pike County Attendance Officer shall be notified by email or fax, and the parents/guardian shall be summoned by the School Administration using regular or registered mail to attend a "*Parental Conference Hearing*" with the Pike County Attendance Officer and School Administration. From This time forward, only medical excuses will be accepted.

- 7 Unexcused absences or tardies The parent/guardian and/or student will be Mandated to attend the “*Parental Educational Classes.*” When mailing this summons, only registered mail shall be used, with a copy of the summons and the return receipt faxed to the Pike County Attendance Officer. The Pike County Attendance Officer will then forward this list to the “*Parental Educational Class*” Instructor. Failure of the parents/guardian and/or student to attend the “*Parental Educational Classes*” will cause a charge of “*Parental Educational Neglect*” (O.R.C. 2912.222) to be filed against the parents/guardian.
- 12 Unexcused Absences or tardies will result in the parent/guardian being in violation Of section 3321.38 of the Ohio Revised Code and be cited into Juvenile Court. The student will be in violation of Section 2151.022(A) or (B) of the Ohio Revised Code for being a “*Habitual Truant*” from school and will be cited into Juvenile Court.

### **Illness or accident**

If your son/daughter becomes ill or an accident of sufficient nature occurs making it necessary for the student to go home, you will be called. If you can't be reached, we will call the person you designated on your Emergency Medical Authorization Sheet. Please designate an alternate who is accessible to the school in a short amount of time.

Exclusion of sick students is the responsibility of the school administration.  
Transportation of sick students is the responsibility of the parents or alternates.

An Emergency Medical Form (as required by state law) will be kept in the office on each student. Please list two different numbers at which you or a designated person can be reached. Please keep the office informed of any changes to be noted on your son/daughter's form.

### **Truancy**

**Unexcused absence from school (truancy) is not acceptable.** Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual or chronic truancy can also result in:

### **Notification of Absence**

If a student will be absent, the parents must notify the School at (740) 226-1544 by 10:00 am. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will

notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

### **Home Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the guidance counselor.

### **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. The student should contact the teacher via the secretary as soon as possible to obtain assignments.

**The number of days for completion of make-up work will be equivalent to the number of excused days of absence.**

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the counselor to arrange for administration of the test at another time.

### **Suspensions and Expulsions**

Suspensions and expulsions will be processed by the school administration. Each student will be granted an informal hearing where the charges and the punishments are to be stated. Students will be given the opportunity to respond to the charges. Prior to being suspended or expelled, the student will receive a (Notice of Intended Suspension Form.) If an "emergency removal" is necessary, then the (Notice of Intended Suspension Form) can be filed after the fact. Emergency removal will then be entered on the form. The principal or superintendent will invoke all suspensions.

Any appeal of suspension made by the student should be in writing to the superintendent of Eastern Local Schools. Any appeal of expulsion made by the student should be in writing to the superintendent of Eastern Local Schools. The superintendent will notify the Board of Education of the expulsion appeal, and the Board will hear the appeal at its next regular monthly meeting.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State

If a student, under the age of 18, has ten (10) or more consecutive or fifteen (15) total

days of unexcused absence during a semester, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

### **Tardiness**

It is important that students understand the importance of being punctual. Students who are continually late to school create both bad habits and a distraction to themselves and others. A student who arrives after the 8:05 am bell will be considered tardy.

Students will receive a school penalty on every 3<sup>rd</sup> tardy to school. The 3<sup>rd</sup> tardy will be a level 1 offense and the 6<sup>th</sup> on up will be a level 2 offense.

### **Vacations during the School Year**

It is recommended that parents not take their child out of school for vacations. **Vacation related absences will be deducted from the 7 allowable parent notes for the school year. Vacation absences exceeding 7 will be unexcused absences.** When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

Policy BOARD OF EDUCATION  
EASTERN LOCAL SCHOOL DISTRICT  
OPERATIONS 5200 STUDENTS

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s /he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s) / guardian(s)

- F. observation or celebration of a bona fide religious holiday
- G. such good cause as may be acceptable to the Superintendent

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year. Legitimate excuses for the absence of a student who is otherwise habitually or chronically truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy. If a student is chronically truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court. In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- A. assign the student to a truancy intervention program .
- B. provide counseling to the student
- C. request or require the student's parent to attend a parental involvement program
- D. request or require a parent to attend a truancy prevention mediation program
- E. notify the Registrar of Motor Vehicles of the student's absences
- F. take appropriate legal action

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

The Superintendent shall develop administrative guidelines that:

- A. establish proper procedures so the student and his/her parents are provided the opportunity to challenge the attendance record prior to notification and

- that such notification complies with R.C. 3321.13 (B)(2);
- B. establish a school session which is in conformity with the requirements of the rules of the State Board;
  - C. govern the keeping of attendance records in accordance with the rules of the State Board;
  - D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
  - E. provide students whose absence has been excused an opportunity to make up work they missed and receive credit for the work, if completed;
  - F. refer for evaluation any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence to determine eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Whenever any student of compulsory school age has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school during any semester, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar. (End of Policy 5200.)

### **CODE OF CONDUCT**

A major component of the educational program at Eastern Elementary is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **ANTI-HARASSMENT**

#### **General Policy Statement**

**It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the board.**

**The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties,**

who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate action.

See Policy #5517 for further details.

### **BULLYING AND OTHER FORMS OF AGGRESSEIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students; the board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidation, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

Bullying cases confirmed by administration will be disciplined as a level 2 under harassment of students or a level 3 under threats of violence and included in year-end bullying report to superintendent.

For further details, see Policy #5517.01

## STUDENT DISCIPLINE PROCEDURES

Discipline measures are designed to convince students that their actions are inappropriate for the school setting and must be changed. The system of discipline measures at Eastern Middle and High School is based on two principles: 1) the severity of the penalty should match the severity of the offense, and 2) discipline is progressive – meaning that the more offenses a student commits, the more stringent the penalties become. To these ends, below explains the “Level System” which divides student offenses into Levels 1 – 4.

**Level 1 Offenses-** For these offenses, students may receive a warning letter, writing assignment, phone call to parents, lunch detentions, privilege revocation, or after school detentions. Examples of Level 1 offenses are:

- Tardiness
- Unprepared for Class/Not working
- Gum/food in the classroom
- Dress code
- Skipping class
- PDA

The principal reserves the right to increase penalties as offenses accumulate, even into Level 2 penalties.

**Level 2 Offenses** – For these offenses, students may receive In-School Suspension of 1-3 days.

Examples of Level 2 offenses are:

- Disrespect toward staff
- Class disruption
- Leaving school without permission
- Tobacco use or possession (including electronic cigarettes)
- Harassment of other students
- Vandalism

Repeated violations or extreme cases of Level 2 offenses can result in out-of-school suspension.

**Level 3 Offenses** – For these offenses, students will be suspended from school from 1 – 10 days.

Examples of Level 3 offenses are:

- Weapon
- Fighting
- Alcohol
- Drugs
- Threats of violence
- Inciting violence

**Level 4 Offenses** – For these offenses, students will be recommended for expulsion to the Superintendent.

Examples of Level 4 offenses are:

- Repeated Level 2 and 3 offenses
- Extreme cases of Level 2 and 3 offenses



Criminal Activity  
Assault of staff or students

**\*In reference to the paragraph above on page 37 about discipline being progressive: The following steps may be taken, but are not limited to the following actions as discipline referrals accumulate that do not require immediate out of school suspension:**

<b>4 referrals</b>	<b>Consideration for 3 day suspension</b>
<b>6 referrals</b>	<b>Consideration for 5 day suspension</b>
<b>8 referrals</b>	<b>Consideration for 10 day suspension</b>
<b>10 referrals</b>	<b>Consideration for 10 day suspension with recommendation of expulsion</b>

### **Eastern Local Schools Student Athlete Code of Conduct**

1. Student athletes will represent the Eastern Local School District in a positive way on and off the athletic field of competition when participating in interscholastic sports. Failure to do so will result in disciplinary action from coach.
2. Students will return all athletic equipment to the appropriate coach or administrator before being allowed to start a sport the following season (For example: volleyball season to basketball season).
3. A student who quits or is dismissed from one sport during a season (fall, winter, or spring) will not be able to start another sport in that season unless granted permission by Principal and Athletic Director.
4. Student athletes are expected to be at all practices, contests, and other team functions unless granted permission from the coach. It is the student athletes' responsibility to contact the coach when issues arise that may be of conflict. **Failure to contact a coach may result in disciplinary action from the coach and in the event of extreme or repeated offenses may result in team dismissal.**
5. Any student athlete found using or possessing drugs, alcohol, or tobacco while participating in an interscholastic sport will be subject to discipline from the school code of conduct and may be dismissed from the team at coaches and athletic director/principal discretion.
6. No student shall plan, direct, encourage, aid, engage, permit, condone, or tolerate hazing. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, who is found to have violated this policy.
7. Coaches may have additional rules for student athletes to follow that are not included in the athletic code of conduct.

#### **Section 1: Alcohol and Drugs**

Alcohol and Drug Policy – Eastern High or Middle School student use, possession,

distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, “look-a-like” drugs, steroids or possessing drug paraphernalia on school premises or at any school function (home or away) is strictly prohibited. In violations of the alcohol and drug policy, the sheriff department may be called into investigate.

A counterfeit controlled substance is defined as any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark.

A controlled substance is any medication that is required by law to have a prescription. It is illegal and prohibited to bring any of these items to school without a doctor or parent note. All prescriptions or medications, with an attached doctor or parent note, must be turned into the office upon entering the school.

Any substance that is represented to be a controlled substance but is not, or is represented as a different controlled substance, will still constitute a violation of the Code of Conduct. Likewise, any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or its marking, labeling, packaging, distribution, or the price for which it is sold or was offered for sale, will also be considered as a violation of the Code of Conduct.

Special Notice: Eastern High School, in conjunction with the Pike County Sheriffs Department, will ask that the drug dog be brought in to check lockers, students, staff, automobiles, book bags, and rooms for drug and/or drug paraphernalia. Under Ohio Revised Code 3313.20, lockers are school property and are subject to random searches without cause. All automobiles can and will be searched by the principal if there is reasonable suspicion.

## **Section II: Automobiles**

Students who use automobiles for transportation to and from school are expected to comply with all the rules listed below. Driving may be only permitted to select students due to parking facilities. It is the discretion of the principal to make this decision.

- A. Students are to obey all signs and speed limits when entering school grounds.
- B. Students are to exit in an orderly manner following teacher direction.
- C. Automobiles are to be parked in the designated areas only. There is no parking in the front of the school or on the left or right side of the main drive. The student parking lot is located behind the high school on the upper tier.
- D. Students are to ask the office for permission during the day before returning to the parking lot.
- E. Students are not allowed to transport other students without written permission from the parent/guardian to the office.
- F. Eastern Local Schools reserves the right to revoke driving privileges to any student who has been warned about reckless driving. **Failure to comply will result in consideration of 3 days suspension in addition to revoked driving privileges.**
- G. Due to limited parking, Eastern High School reserves the right to limit the number of students parking at anytime.
- H. Students are to keep their doors locked at all times. Eastern Local Schools are not responsible for lost, damaged, or stolen items.

- I. Students are not permitted to leave during the school day without permission from the office.
- J. Students leaving school with another student in their automobile without Permission may not be permitted to ride or drive to school the rest of the year.
- K. Students must park in their assigned parking space.
- L. Parking Permit must be visible while vehicle is parked in the student lot. Passes will be issued by the office. If lost there is a replacement fee of \$5.00. Passes will be collected at the end of each year. Any passes not returned will result in a \$5.00 replacement fee.
- M. Students may not leave the parking lot without being dismissed by the teacher on duty.

### **Section III: Bomb Threats**

#### Bomb Threats

Students who are found guilty by the school or courts to have telephoned, written, or threatened to bomb the school will be suspended and possibly expelled by the Superintendent. Bomb threats are very serious and will not be taken lightly. Students should not talk about making threats or even joke about making threats at anytime.

### **Section IV: Classroom Behavior and Responsibilities**

Any conduct, which causes or creates a disruption that deters from the educational process is inappropriate. Students should be responsible and actively participating in the classroom. Accordingly, Eastern Local has a zero tolerance for violent, disruptive, and inappropriate behavior. Below is a general set of guidelines to which all students should adhere. Again, this is only a guide for students. The teacher is ultimately responsible to determine what actions, rules, or behaviors are inappropriate for the classroom.

- A. Sleeping in class.
- B. Cheating on assignments.
- C. Being unprepared for class--no books, pencils, paper, etc
- D. Classroom Disruption
- E. Refusing to work in class
- F. Showing disrespect toward the teachers and toward their classmates
- G. Belligerent, abusive behavior toward staff , toward students
- H. Failure to follow orders from staff.

Special Note: Students cannot refuse to work in class. If the student continues to act up or refuses to work, then he/she may be permanently removed. Students being removed from a class will forfeit credit and receive a failing grade.

### **Section V: Dress Code**

Students are to dress accordingly at school. The following rules should be followed:

- A. Skirts and shorts are to be no more than three (3) inches above the bend of the knee.
- B. Students are not to wear clothing that has vulgarities, drugs, profanity, and alcohol or tobacco advertisements.

- C. No slippers can be worn in school. Slippers refer to shoes that are to be worn inside the home. Wearing non-sole shoes is a health hazard.
- D. No tank tops are allowed.**
- E. Sleeveless shirts are to fit tightly under the armpits.
- F. Students wearing loose pants are to have a belt. Pants cannot sag below the waist. Students are not to walk around holding up their pants.
- G. Stomach and back must be covered. No exceptions!!
- H. No head coverings are to be worn (including hoods, scarves, hats, etc.), unless its hat day, team spirit day, or any other activity deemed appropriate by the principal.**
- I. No visible undergarments.
- J. No exposure of female cleavage.
- K. No clothing with holes above the knee is permitted**
- L. Eastern Middle/High School reserves the right to deem any clothing detrimental to the educational process unacceptable.

**NOTE: Any student failing to meet the school clothing policy will be provided clothing to wear during that school day or they will be sent home (unexcused).**

### **Section VI: Conduct in General**

Any conduct which causes or which creates a distraction or interference at any school sponsored activity or classroom activity is prohibited. The following is a set of guidelines that are strictly enforced. Students who violate any of the following guidelines will be subjected to the disciplinary action listed below.

- A. Possession of or use of tobacco products of any kind is prohibited. According to Ohio Revised Code 2151.87, it is now prohibited for a minor to “use, consume or possess cigarettes, other tobacco products, electronic cigarettes or papers used to roll cigarettes.”  
A first offense may result in a mandatory attendance at a smoking education course, a fine up to \$100.00, community service, or a suspension of driver's license. The sheriffs department will be contacted in a tobacco violation.
- B. Students are not permitted to carry lighters, matches, smoking devices, or any other form of tobacco paraphernalia.
- C. **Students are not permitted to smoke or use tobacco on school grounds. The parking lot is considered school grounds and falls into school jurisdiction. Automobiles located on school grounds are under the jurisdiction of Eastern Local Schools.**
- D. Students are not permitted to carry obscene material, electronic devices, heavy collar chains, hats, bandanas, wallet chains, gang related articles, anarchy signs or any item considered to be detrimental to the educational process.
- E. Students are not permitted to wear articles of that have profanity, vulgarities, gang associations, promotes alcohol, cigarettes, drugs, or any item that is considered detrimental to the educational process.
- F. Students are not permitted to use profanity or vulgarities at anytime.
- G. Students are not permitted to steal, destroy, deface, or damage any item belonging to Eastern Local Schools or students attending Eastern High School.
- H. Students are not permitted to fight, assault, or harass other students or teachers
  - a. 1<sup>st</sup> offense - - Automatic Suspension (3 days)
  - b. 2<sup>nd</sup> offense - - Automatic Suspension (10 days with expulsion recommendation)

- I. Students are to refrain from gossiping or instigating others to fight.
- J. Students are not allowed to skip class.
- K. Students leaving a class for any reason must have a hall pass.
- L. Students are not permitted to leave school without permission.
- M. Students are not to be out of their assigned area without a pass.
- N. Students are not permitted to have any gum, candy, or mints at school.
- O. No food or drinks will be permitted outside the cafeteria.
- P. Students are not permitted to stay on school grounds after school hours unless they are associated with an after school activity or have approval from the office

## **Section VII: Detentions**

### **High School**

Detention time will be served on Tuesdays and Thursdays from 2:46-3:46 p.m. in the library. The following steps should be followed in regards to detentions:

- 1. Detentions **must** be served.
- 2. Students can reschedule with a parent calling or writing the office or In-School Suspension.

### **Middle School**

Middle school detentions are served in Mr. Ray McFarland's classroom. Student will report to the Elementary office right after school.

## **Section VIII: Electronic Equipment and Accessories**

To reduce the risk of theft, we ask that students not bring electronic equipment or accessories to school. The School is not responsible for lost or stolen articles. Please put a lock on your locker to prevent theft.

- A. Radios, Laptops, CD Players, MP3 players, IPODS, tapes, and CD's are not permitted.**
- B. No beepers or cell phones.
- C. No noisemakers or any other electronic device that is detrimental to the educational process is permitted.
- D. No laser pointers.

## **Section IX: Gangs**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

## **Section X: Library Rules and Regulations**

### **Library rules and regulations**

Computers, typewriters, books, magazines, and other materials are easily accessible and should be respected while in the library. The following guidelines should be followed in the library:

- A. Students are to work quietly and must have something to do.
- B. Students are to have a pass with their first and last names from their teacher before coming into the library from a classroom.
- C. No food, candy, gum, or drinks are permitted.
- D. Students are to stay in their grade-level assigned areas.
- E. Students are not to leave the library without permission from the library staff.
- F. Students may use computers, as available and must follow all posted rules and all rules in the Eastern Acceptable Use Policy.
- G. No electronic devices (MP3 players, cell phones, CD players, headphones, etc.) are allowed in the library.
- H. Obey all handbook and posted library rules and policies while using the library.

Violation of these rules will result in (but may not be limited to) the following penalties:

Level One - student is removed and not permitted in the library the remainder of that day and the next school day.

Level Two – student is removed and not permitted in the library for 5 days.

Level Three – student is removed and not permitted in the library for 30 days. For academic purposes, arrangements may be made with the librarian for the student to obtain library materials.

Level Four - student is removed and not permitted in the library for the rest of the school year. For academic purposes, arrangements may be made with the librarian for the student to obtain library materials.

**\*\*NOTE** – The librarian and principal will work cooperatively to assign levels of punishment.

## **Section XI: Locker Information**

Students are to care for and maintain their lockers for the current school year. Students are encouraged to lock their lockers.

- A. Students are to use the locker assigned for 4 years.
- B. Students are not allowed to share lockers.
- C. Students are not allowed to block the lock.
- D. Students are not to damage to the lockers in any way or to mark on the front or inside of lockers (determined by the principal).

**NOTE: Students are to keep book-bags in their lockers unless there are special circumstances. If there is a need to carry a book-bag into class, it must be cleared by the principal.**

## **Section XII: Public Affection**

Students are to refrain from any display of public affection: holding hands, kissing, etc.

### **Section XIII: Sexual Harassment**

Eastern Local School Board policy prohibits sexual harassment from occurring among its employees and/or students and will make every effort to prevent it from happening by advising its employees of its prohibition. Students should respect others at all times.

- A. Students are not to make fun of or tease other students about gender and/or sexual activities.
- B. Students are not to touch other students in any way.

### **Section XIV: Threats**

No threats to students, staff, or administration will be tolerated. Please refrain from joking about threats to other students. All threats will be investigated and considered true and taken seriously. Any threat found to be intentional will receive disciplinary action.

### **Section XV: Zero Tolerance**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will not be tolerated.

Weapons are considered very dangerous and not permitted at school or on any Eastern Local school grounds.

#### **A. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

#### **B. Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

**C. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

**D. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

**E. Arson**

Arson is intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

**F. Physically assaulting a staff member/student/person associated with the District.**

No student may act with intent to cause fear in another person or immediate bodily harm or death, or intentionally bully, inflict or attempt to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. **Assault will result in criminal charges and may subject the student to expulsion.**

**G. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

**H. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.



## **I. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

### **INFORMAL DISCIPLINE**

Informal discipline takes place within the School. It includes:

1. writing assignments;
2. change of seating or location;
3. lunch-time, after-school, or in-school detention;
4. in-school discipline.

#### Detention

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

#### In-School Discipline

The school may assign in-school suspension to be held on-site. Students will take all assignments to be worked on in their classes the day(s) of I.S.S. It is the student's responsibility to see that the work is completed and handed in to the respective teachers. A student missing any portion of his/her assigned time in Detention or In-School Discipline may be given an additional session. Failure to timely serve Detention or In-School Discipline may lead to suspension from school for a period not to exceed the number of missed days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detention and In-School Discipline:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given permission to
3. do so.
4. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
5. Students shall not be allowed to put their heads down or sleep.
6. No electronic communication devices, electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
7. No food or beverages shall be consumed.
8. Any student who has not passed all of the State-mandated assessment tests will be required to work on a study packet for one or more of the un-passed tests.

## **FORMAL DISCIPLINE**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 5 days after receipt of the suspension notice, to treasurer or superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time

for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 10 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons on school property or at a school function;
- C. carrying a concealed weapon on school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a School function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

## **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

## **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property including vehicles, purses, knapsacks, gym bags, etc. with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

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

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

## **INTERROGATION OF STUDENTS**

The school is committed to protection students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with the law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being

investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and she/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, buttons, badges, or other insignia, clothing, insignia, and banners, and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
  - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
  - 2. advertises any product or service not permitted to minors by law;
  - 3. intends to be insulting or harassing;
  - 4. intends to incite fighting; or
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The School provides transportation for all students who live farther than 1 mile from school. The transportation schedule and routes are available by contacting the transportation coordinator at (740) 226-4851.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may if requested in writing by the parent approve a change in a student's regular assigned bus stop to address a special need. Such a note should describe the special need and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on District provided transportation are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety

### **BUS RULES**

At the start of each school year, each student will receive a copy of the bus safety rules for Eastern Local Schools. It is their responsibility to bring this document home for parents to review. Students should consider riding the bus as a privilege. During inclement weather, please make sure your son/daughter is by the door waiting for the bus. Rigid standards of discipline must be maintained at all times to insure the safety of all occupants. Whenever a bus driver focuses attention away from driving, danger exists. Students shall wait in their own driveway for the bus. Students are not to cross the road until signaled by the bus driver.

- A. Be properly seated – Students shall remain properly seated with all parts of the body inside the bus, keeping aisles and exits clear and behaving as if in a classroom.
  1. Do not turn around.
  2. What you carry on goes on your lap, not the seat.
  3. Sit quietly.
  4. No changing seats.
  5. No objects out the window.
  5. No dangerous or un-allowed items – Pupils shall not use or possess tobacco, alcohol, drugs, matches, lighters, knives, firearms, or other dangerous weapons.
  7. Have nothing in your mouth, such as:
    - a. Gum.
    - b. Food/Candy.
    - c. Pencils, Pens, Erasers.
    - d. Comb, Sticks.
    - e. Pop, Water, Cough drops, Paper, etc.
  8. Follow the driver's directions the first time given.
  9. Pupils shall not use profane language, fight, engage in horseplay, damage the bus, or discard trash on the bus. The following actions are prohibited also:
    - a. Throwing objects.
    - b. Pushing.
    - c. Shoving.
    - d. Agitating.
  10. Pupils must obey bus stop rules by being on time at the bus stop, waiting in an orderly manner, and waiting for the driver's instructions before crossing the road or starting to load.
    - a. Bus stop location must be in a safe place.
    - b. No horseplay, fighting, or pushing.

- c. Stay clear of traffic while waiting.
- d. Changing bus stops require administrative approval.

REMEMBER – Riding a school bus is a privilege, not a right. Failure to obey these rules could result in any of the following: Detention, In School Suspension, Suspension, Expulsion, or losing the privilege of riding the bus.

Bus discipline steps when referred to the office:

Lunch Detention as determined by principal.

Step 1: One After-School Detention

Step 2: One Day of In-School Suspension

Step 3: Three Days Off the Bus

Step 4: Five Days Off the Bus

Step 5: Ten Days Off the Bus

Step 6: Eighty Days Off the Bus or the Rest of the Year.

Please note that the office reserves the right to bypass steps in case of severe incidents. Also, severe incidents may result in suspension or expulsion from school as well as the bus, if the level of severity warrants such action as determined by the principal. Suspension or expulsion from school does require a hearing as well as normal due process.

Our drivers will try to communicate with parents directly whenever possible. The exception to this would be in cases of severe incidents. Fighting, belligerence, and open disobedience are examples that have to be dealt with immediately. Other exceptions would be students who have specific behavior plans which may dictate an alternate course of action. In many cases, we will begin a behavior plan after Step 3 involving parents, the bus driver, and principal in order to head off the final two steps.

The driver uses many different ways in dealing with problems before a child is referred to the office. Examples include talking to the student, assigning seats, calling parents, notes home to parents, writing sentences, asking the principal to talk to the student, or working with the office to set up a conference with parents. Please feel fortunate in these situations knowing that it is in place of an office referral.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

### **SELF-TRANSPORTATION TO SCHOOL**

Driving to school is a privilege, which can be revoked at any time. Students who are



provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

<b>Eastern Elementary School</b>	<b>(740) 226-6402</b>	<b>Toll Free (866) 801-9532</b>
<b>Eastern Middle/High School</b>	<b>(740) 226-1544</b>	<b>Toll Free (866) 801-9512</b>
<b>Administrative Office</b>	<b>(740) 226-4851</b>	<b>Toll Free (866) 801-9512</b>



**I have read and understand all rules and policies outlined in the Eastern Middle/High School Handbook and agree to abide by these rules and policies.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please tear this page out of the handbook book and return to the middle/high school office no later than September 5, 2016.**