

To Students and Parents:

Welcome to the 2019-2020 school year! We, the administration, hope parents and students are ready for another exciting, productive, and rewarding educational experience at East High School. It is our belief that education is the top priority for all our students. We would like the school day to remain uninterrupted so every student will have the best opportunity for educational success every day. To allow for the best chance for success, we request that students are not signed out during the school day. Please schedule appointments after school hours. This handbook has been prepared to provide important information that will enable us to have a successful school year. In it you will find pertinent information concerning your rights and responsibilities at East. We strongly urge both students and parents to carefully read this handbook and keep it for reference throughout the school year, since you are responsible for understanding, and abiding by, its content. Thank you for your part in continuing the tradition of educational excellence at East!

Jim Mahlmeister, Principal

EAST HIGH SCHOOL

Any business, club, organization, group or school must establish guidelines and rules for its members in order to be successful. Rules establish consistency and help protect the rights and privileges of all members. All students at our school are expected to comply with the rules and, by doing so, will benefit by experiencing an enriching educational environment.

VISION

The East High School community will empower our students to successfully meet the challenges of their futures.

MISSION

Together, we will learn as much as we can each day to be responsible, respectful and successful in our personal, social and academic lives

PHILOSOPHY (Our Beliefs)

We believe students are the number one priority and that it is our obligation to meet their ever-changing needs. We believe character, including compassion, kindness, forgiveness and honesty, must guide us in meeting the challenge of our globalized society. We believe decisions must be fair, based on relevant and accurate information, and ultimately be in the best interest of our students. We believe everyone in our school community must be committed to a shared partnership of responsibility towards meeting the needs of our students. We believe we, as parents, community members and educators, must model what we are teaching. We believe a variety of teaching tools and methods are necessary in order to meet the learning needs of our students. We believe a positive atmosphere is essential and failure is not an option. We believe parental and community participation is critical to the educational and emotional development of our students. We believe extracurricular activities promote self-discipline and

responsibility in our students. We believe staff development is essential to the creation and implementation of a high quality, research/standards-based educational program.

WHO MAKES THE RULES

East High School's general behavior policy is determined by those duly constituted by law to make these rules: the Governing Board, the school administration and faculty. Input from the student council has also been taken into consideration.

ELECTRONIC SURVEILLANCE

Electronic Surveillance (ES) equipment has been placed in public areas inside and outside our building. This ES equipment is not covered, nor is it hidden behind partitions or walls. All ES equipment has been placed in high-traffic areas to protect personal safety and/or school assets. No ES equipment has been placed in areas where the public has a reasonable expectation of privacy (locker rooms, restrooms, showers, etc.). All ES equipment operates 365 days a year and 24 hours a day. This equipment is accessed only by authorized personnel. Signs have been placed at all entrances to warn the public that ES equipment is in use in this facility.

EAST HIGH ALMA MATER

East High forever, We will sing to you We'll defend our standards, In what e're we do Hail, hail the gang's all here, Cheering you today We'll stick together, For the blue and the gray

EAST SCHOOL SONG

Stand up and cheer, come on along for dear ole East High For today we raise, the blue and gray above the rest Rah, rah, rah Our team is fighting and we are bound to win this fray We've got the team, we've got the steam, For this dear ole East High day E-A-S-T, E-A-S-T, E-A-S-T East, East, East

THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the republic, for which it stands, one nation under God, indivisible, with liberty and justice for all.

THE STAR-SPANGLED BANNER

Oh say, can you see, by the dawn's early light, What so proudly we hailed at the twilight's last gleaming? Whose broad stripes and bright stars, through the perilous fight, O'er the ramparts we watched were so gallantly streaming? And the rockets' red glare, the bombs bursting in air, Gave proof through the night that our flag was still there. Oh say, does that star-spangled banner yet wave O'er the land of the free and the home of the brave?

ENROLLMENT PROCEDURE

1. The following must be completed before a student will be accepted for enrollment:
 - a. Parent/Guardian must provide proof of custody.
 - b. Parent/Guardian must provide proof of residence.
 - c. A grandparent must have an affidavit filed in the court for educational rights to the child.

d. Must have the signed paper that they have read and understand the Sciotoville Community School Parent/Student Handbook.

ATTENDANCE RATIONALE

Every child of compulsory school age (age six to eighteen) who is not employed on an age and schooling certificate (full-time work permit) and has not been determined to be incapable of profiting by further education must attend school. The Sciotoville Community School (d.b.a. East High School) is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take state mandated tests as prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the school administration or the Ohio Department of Education. Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work. We ask that parents refrain from signing their children out of school or allowing them to miss school unless it is an extenuating circumstance. Parents/Guardians will be required to sign their child out of school in person before the child will be permitted to leave. If the parent/guardian is unable to sign the child out in person, they may send a note asking for the child to be released to another adult. Please assist us in keeping the school day sacred. Every student is expected to be in school every day.

ATTENDANCE POLICY AND PROCEDURES

To receive credit for any course, students must adhere to the school's course credit policy. Student attendance in regards to class credit is recorded by class period and each student will only be allowed a maximum of 7 unexcused absences per semester to remain eligible for class credit. For full-year or semester classes, any student who accumulates 8 or more unexcused absences in a semester will receive "no credit" for that grading period. To pass a full-year course, the student cannot receive a failing grade or fail to receive credit in two of three (semesters plus final exam). To pass a semester-only course, the student cannot receive a failing grade or have 8 or more unexcused absences. The student must also attempt the final exam to be eligible for credit. All unexcused absences, including suspensions days, DO count toward the number of days missed. Days of absence due to excused school business (field trips, assemblies, college visits, mentorship, etc.) DO NOT count toward the days of absence. If a student misses thirty (30) minutes or more of a class, it is considered an absence from that class. The total number of allowable absences will be prorated for new students based on the date of enrollment. Students have the right to appeal the loss of credit to the principal within ten (10) days of receiving a loss of credit notification. In a case of loss of credit for a class, the classroom teachers' records will be the official records. Parents/guardians may attend the appeal hearing and present documentation, such as additional medical records or court papers other than those already on file. The school reserves the right to adjust the course attendance

policy in case of special circumstances, such as hospitalization or other documented just-cause situations.

Each student is expected to be in class, except when excused for a valid reason. The school will no longer automatically accept parent notes or calls as acceptable excuses for being absent, tardy or being released early from school. The administration reserves the right to consider any note that is submitted by a parent or guardian and determine if the reason is valid and the absence will be counted as excused. The school will always honor doctor's notes and court notes in order for an absence to be excused. Other extreme circumstances must be approved by the administration to be counted as an excused absence. All other absences will be considered unexcused. For any written excuse to be valid it must be received by the school within fifteen (15) days upon returning to school. For any absence to be considered valid, the parents/guardians must submit the reason to the school administration in writing within (15) school days upon the student's return to school. The following are valid excused absences from school:

1. Personal illness
2. Illness in the immediate family
3. Death in the immediate family
4. Quarantine of home
5. Court appearance
6. Observance of religious holidays
7. Approved travel requests (as defined in East High School Handbook)
8. Emergency or circumstances that constitute good and sufficient cause as determined by the school administration. (Immediate family is defined as a parent, grandparent, brother, sister, aunt, uncle, nephew or niece.)

A student who misses assigned work because of any absence is required to make arrangements upon returning to school to complete all missing assignments. Providing make up work to the student is the responsibility of the teacher. If no excuse is provided, the absence is considered unexcused until an allowable excuse is provided to the attendance officer.

Examples of unexcused absences include, but aren't limited to the following:

1. Missing the bus
2. Oversleeping
3. Out-of-town (without obtaining prior permission for approved travel)
4. Needed at home
5. No means of transportation.

East High School will follow the guidelines set aside in House Bill 410 and use the court system for 30, 42 and 72 hours of unexcused absences. This means that the Scioto County ESC Truancy Officer will be notified by the school when a student misses their 30th, then 42nd, then 72nd unexcused hour of school.

Prorated Attendances According to Student Entry Dates.

For those students who enroll after August 25, 2019 they will not be permitted to exceed (7) unexcused days in a semester. Their total number of absences must not exceed the number of days allotted based on their date of enrolling at Sciotoville Community Schools.

INTERVENTIONS FOR IMPROVING POOR ATTENDANCE AND PRESERVING CLASS CREDITS

Each student's individual classroom attendance will be evaluated two times during a semester by administration as well as weekly by the student's I/E teacher. If a student misses 8 or more periods unexcused in a class per semester, consequences may be assigned. For each class period missed greater than seven unexcused, students may be assigned after-school detention to make up class time missed. One after-school detention will allow a student to make up one class period. At the discretion of the Principal, students may be assigned alternative options to make up missed class time. Students will be expected to obtain permission from the Principal and must get their work from the teacher in order for missed time to be made up. All work done to make up time must be given to the after-school detention monitor and forwarded to the classroom teacher for credit to be received by the student. Records will be kept of time made up by the principal, and at the end of the year, will be subtracted from the student's total classes missed at the end of the semester/year. After-school detention or Night School assigned for disciplinary reasons will not count toward make up time. Students assigned to a Night School in a nine week period will not be allowed to attend school functions during a regular school day during that nine weeks grading period. Any transportation to and from these sessions is the responsibility of the parent/guardian. Continued absences from school could result in referral to the Truant Officer and/or Scioto County Juvenile Court.

Any student in grades 6-12 with no absences, no tardies and no early releases will be excused a ½ day to be designated by administration at the end of each nine weeks.

Parent/Guardian will be notified for failure to attend after school detention or assigned Night School. Failure to attend can result in the following:

1. Detention will be reassigned if student presents a legitimate reason for a student absence. If there is no legitimate reason, In School Suspension or Night School can be given.
2. Loss of participation in extracurricular activities or the loss of the right to attend extracurricular activities. This could include, but is not limited to sports, clubs, musical groups, etc. and In School Suspension can be assigned.
3. Any other disciplinary action as determined by the building principal.

Students will be expected to track their own absences, tardies and early releases with the assistance of their Intervention/Enrichment Teacher. Students are expected to meet with their I/E teacher at least once per week to review any class periods that have been missed for any

reason. With these weekly reviews, students should be aware of their status in regards to credit and are able to request to have time made up in Night School as needed.

TRUANCY

Truancy is defined as absence from school without permission of guardian or school personnel. This also includes leaving school without permission at any time during the school day. Truancy will be handled as a disciplinary problem. A student who is truant from school will be assigned to Night School or the Alternative Learning Center. Truancy will be referred to the Truancy Officer in Scioto County.

The State of Ohio provided the following definitions regarding truancy: "Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for 30 or more consecutive school hours, 42 or more school hours in one school month, or 72 or more school hours in a school year. Any student who attains the "Habitual Truant" status will no longer be permitted to participate in/or attend any extra-curricular activities for the remainder of the school year.

The school has entered into a partnership with the Scioto County Juvenile Court to help prevent truancy and to educate students and parents about school truancy. The school will host the Juvenile Court representatives to speak with students and parents and conduct meetings/hearings. These meetings will be assigned to students and guardians of students who are habitually absent from school, tardy or are leaving school before normal dismissal time. The school will maintain an Attendance Intervention Team that will consist of the Attendance Officer, Principal and a member assigned by the Scioto County Juvenile Court. This team will maintain attendance records, notify students/parents/Scioto County Court of attendance concerns, provide interventions in hopes of improving attendance and hold attendance meetings/hearings. East High School will report student absences through the ESC/Court for 30-42-72 hours of unexcused absences and will also make further attempts to resolve truancy issues directly with students and their guardians..

TARDY AND EARLY RELEASE POLICY

All students arriving after 8:00 a.m. bell will be considered "tardy" and will report to the attendance officer. All students that, after arriving at school, leave school for any unexcused reason shall be considered "early released". For truancy purposes, being tardy and early released will count as the same truancy offense. The following system will be put into place to deter students from arriving late for school and leaving before the final dismissal bell. The number of occurrences will NOT be reset at the beginning of each new grading period.

Number of Truancy Occurrences	Deterrent
1-8	No formal action

9	Warning letter given to student
10-14	After school detention
15	Parent meeting/detention
16-18	Night School
19+	ALC/Referral to Juvenile Court

WITHDRAWAL OF STUDENTS

In accordance with the Ohio Revised Code Section 3314.03 (A) (6), students will be automatically withdrawn from school if a student fails to participate in seventy-two (72) consecutive hours of learning opportunities without a legitimate excuse. Such policy shall provide for withdrawing the student by the end of the eleventh (11th) day after the student has failed to participate.

REWARDS FOR GOOD ATTENDANCE

Perfect attendance is granted to students who have no absences from school with no sign-outs or tardies. Excellent attendance is granted to students who have missed no more than four (4) excused days, no more than three (3) sign-outs, and no more than three (3) tardies.

Any unexcused absences, sign-outs or tardies will exclude a student from these awards.

Any student with perfect attendance may choose to exempt from taking all final exams.

If a student has only 1-3 attendance incidents (excused absences, sign-outs, tardies), he/she can choose to exempt from two final exams.

If a student has 4-6 attendance incidents, he/she may choose to exempt from one final exam.

An incident of absence is a single absence, consecutive days of absence for the same reason or the accumulation of two (2) tardies to school. Students cannot exempt from a final exam for a class in which they received a failing nine weeks grade during the first three nine weeks. Students who have been suspended from school will not be permitted to exempt from any final exams. Due to new state testing requirements students cannot be exempted from end of course exams in state tested areas. The teacher will inform the students at the beginning of the course if this is the case. If a student chooses to exempt from a final exam, he/she will receive a final exam grade of the average of the grades for all four nine week grading periods. Absences for approved school business will not be counted as long as they are documented appropriately.

before the absence. Approved travel for non-business reason will count against the student's attendance.

ARRIVING AT SCHOOL

Once students arrive at school in the morning, they must immediately come on school property and stay on school property. Students who drive, walk, or are dropped off must immediately report to the Farney Avenue side of the building on the patio, in the lobby, or in the cafeteria until the first school bell rings. No students are to wait on the Marshall Avenue side of the building, in parking lots, or in vehicles. Skateboards and bicycles are not to be ridden on school property at any time.

TARDY AND EARLY RELEASE POLICY

All students arriving after 8:00 a.m. bell will be tardy and will report to the attendance officer. Students who are tardy and miss the first 30 minutes or more of a class will be charged with an absence from that class

ABSENCE BEFORE PLAY, CONCERTS, ATHLETIC CONTESTS, PROM, ETC.

A student must be in school for at least $\frac{1}{2}$ a day on the day of the activity (1/2 day will be four periods). He/she may not participate in the activity unless special permission has been given by the Principal, and/or Superintendent. This policy also applies to SATURDAY events. If the event is not on a school day, the attendance rule applies to the last regular school day.

LEAVING SCHOOL

A student is not permitted to leave school property during the school day unless he/she has permission from the administration. If you become ill during the day, secure permission from your teacher to leave the room. You should then report to the main office. If it is necessary for you to leave school before the end of the school day, bring a note from your parent or guardian to the office. Your note will be signed which you will show to your teacher. After leaving your class, come to the office to be signed out. Parents/Guardian will be expected to come into the office to sign the student out of school. Students who drive will be the exception. After checking out of school early or being absent, students must report to the attendance officer to check in and present a note or doctor's excuse stating the reason for the absence. All absences will be unexcused until verified as an authorized excuse.

APPROVED TRAVEL

A student should have the Approved Travel Request Form submitted five (5) days prior to the planned activity and be granted permission by the Superintendent or Principal. Forms are available in the main office. Approved Travel may be used one time in a school year. All missed class work must be completed and submitted to the satisfaction of their teachers within five (5) school days after the student returns to school. The student will not be counted absent for these days if work is made up within five school days. The student will not be eligible for Excellent Attendance, Blue/Gray/White Star Card, Tartan Superstars, Perfect Attendance or final exam exemption. Students cannot use Night School to makeup approved travel time missed.

STUDENTS BEYOND COMPULSORY ATTENDANCE AGE

Students age eighteen (18) or older will be expected to follow the school policies, including attendance, as is every student that attends East High. Noncompliance may result in the student being withdrawn from school.

VISITING COLLEGES

A junior or senior may be excused from school to visit a college not to exceed two days per year, if: (1) he/she has a definite appointment at the admissions office of the college, (2) he/she has returned a completed college visitation form to the Guidance Office, (3) he/she has checked with his teachers in advance in order to make up any work/tests missed. (4) has not missed more than 10 days for the school year. The student is responsible for all make-up work. These visitation days are not counted as school absences providing the student has sufficient documentation from the college. Forms for college visitation may be picked up in the Guidance Office.

NONDISCRIMINATION POLICY

The policy of the Governing Board, both additionally and currently, is that discrimination against any individual for reasons of race, color, creed, religion, national origin, sex, age, homelessness or handicap is specifically prohibited. No student shall be denied admission to the school or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, homelessness and handicap or any other basis of unlawful discrimination. Equal access to employment opportunities, records, educational programs, and all other school activities is extended to all appropriate persons.

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT

Parents have the right to inspect and review educational records, seek to amend educational records, and consent to the disclosure of personally identifiable information from educational records except as specified by law. A complete copy of this federal law is available upon request from the Office of the Superintendent.

East High School follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. The exception to disclosure of student information without consent is the release of "directory information. The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

STUDENT CONDUCT POLICY

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The administration develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior. If a student violates this code of conduct, school personnel, students and/or parents should report the student to the Principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

ACADEMIC INTEGRITY

Plagiarism is defined as presenting the ideas or words of another as your own. This also refers to direct duplication of materials, copy and pasted from internet, computer, or written material. Any student found to be guilty of plagiarism will be given a zero for that assignment or in some cases as determined by the teacher and principal, alternate work can be assigned. Repeated incidents of plagiarism will result in additional disciplinary action. All incidents of plagiarism will be documented and recorded as disciplinary action.

CODE OF CONDUCT DISCIPLINE/BEHAVIOR PROGRAM

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

- 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
- 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
- 3) The Scioto County Career Technical Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of both East High School and the Scioto County Career Technical Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Disciplinary Alternatives

1. Student Conference
2. Parental Conference
3. Written Assignment
4. Signing out of Class Limited
5. Lunch Detention
6. After School Detention
7. Emergency Removal
8. Limiting Activities
9. Removal of Non-permitted Items
10. Payment of Damages
11. Denial of Privileges
12. Suspension from Bus Transportation
13. Student Contracts (Behavior, Attendance)
14. Suspension of Privileges
15. In School Suspension
16. Night School
17. Out of School Suspension
18. Referral to Law Enforcement Agency
19. Court Referral
20. Referral to Truant Officer
21. Expulsion from School
22. Reverse Suspension

It should be noted that disciplinary alternative #10, Payment of Damages, is not noted as a disciplinary action at any specific level of the disciplinary program. This is because payment may be assessed at any level of discipline where the behavior has caused damage to or the loss of property public or private. Payment will be determined by the cost of the repair or replacement of the damaged or lost item. The following is a behavior code that should be used to direct the conduct of students while attending curricular or extra-curricular activities of East High School. The staff and administration shall retain the right and responsibility to deal with unlisted situations in the best interest of the school, staff and students. The classroom teacher is empowered to take appropriate disciplinary action for behaviors up to the point at which time the student's behavior is disrupting the educational process at which time the administration will be notified. Classroom expectations will be posted in the rooms. The following are examples of violations/infractions and the possible types of disciplinary actions that could result. The punishment and its length for each violation/infraction will be determined by its severity and frequency. The staff and administration shall retain the right and responsibility to deal with unlisted situations in the best interest of the school, staff and students. The district will honor any suspension or expulsion from any other school district which has not expired.

Violation/Infraction	Detention	ALC	Night	Out of	Recommend
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			School	School Suspension	Expulsion
Violation of School Attendance Policy	x	x	x		
Tardies to Class/School	x	x	x		
Transmission/Sale/Use/Possession Evidence of Consumption of Drugs/Alcohol				x	x
Arson/Attempted Arson				x	x
Breaking and Entering				x	x
Disorderly/Unruly Conduct	x	x	x	x	x
Disruption of the Classroom	x	x	x	x	
Public Display of Affection	x	x		x	
Inappropriate Material	x	x		x	x
Sexual Misconduct	x	x	x	x	x
Use/Possession of Explosives/Fireworks				x	x
False Fire or Bomb Threat					x
Fighting	x	x	x	x	x
Forgery/Cheating	x	x	x	x	x
Physical Assault				x	x
Profanity/Obscenity	x	x	x	x	
Sexual Acts				x	x
Sexual Assault				x	x
Stealing/Theft	x	x	x	x	x
Vandalism	x	x	x	x	x

Threats	x	x	x	x	x
Inappropriate Dress	x	x	x	x	
Intoxication				x	x
Repeated Violation of Rules	x	x	x	x	x
Unauthorized Leaving of School Grounds	x	x	x	x	x
Gambling	x	x	x	x	x
Accumulation of 15 Days of Suspension					x
Harassment/Intimidation/Bullying	x	x	x	x	x
Use/Possession/Transmission of Weapons				x	x
Use/Possession /Transmission of Tobacco and Electric Cigarette or similar look alike devices/products	x	x	x	x	x
Falsification of Notes/School Documents, False Reporting, Falsification of identity	x	x	x	x	x
Insubordination	x	x	x	x	x
Skipping Class	x	x	x	x	
Safety Violation	x	x	x	x	x
Failure to Accept Discipline	x	x	x	x	x
Failure to Follow a Reasonable Directive	x	x	x	x	x
Creating Panic Situation				x	x
Indecent Exposure			x	x	x
Disrespect	x	x	x	x	x

STUDENT SUSPENSION

The Superintendent and Principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than ten school days. The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year. The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) if a suspension is issued.
4. Within 24 hours, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the: A. Superintendent: B. Treasurer and C. Student's school record (not for inclusion in the permanent record)

Appeal Procedure

Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so in writing to the Superintendent or his/her designee within 10 days of the notice of suspension. The Superintendent is the designated hearing officer. The procedure for such is provided in regulations approved by the Board. All witnesses are sworn and a verbatim record is kept of the hearing, which may be held in executive session at the request of the student or his/her parent(s). The student may be excluded from school during the appeal process.

Appeal to the Court Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

STUDENT EXPULSION

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than ten days but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year. The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have

the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days or more than five days after the notice is given. Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and Business Manager of the Board. The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session. The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student. Expulsions involving firearms must be for one year. An expulsion involving a knife may be for any period of time not to exceed one year. A student that is 16 years of age or older may be permanently excluded from school for commission of serious crimes specified by law. These serious crimes are basically included in levels three and four of our Discipline/Behavior Program with the addition of murder, aggravated murder, voluntary or involuntary manslaughter and rape or gross sexual imposition. A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process. Under Ohio law, the decision of the Board may be further appealed to the Court of Common Pleas. Any student who is expelled from school for more than 20 days or into the following semester or school year may be referred to an agency which works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, address and telephone number of the public and private agencies providing such services.

DRESS CODE

The district's dress code is established to teach grooming and hygiene, instills self-discipline, prevent disruption, avoid safety hazards, and teach respect for authority. A student believed to be inappropriately dressed will be asked to change immediately. If this involves calling a parent/guardian for replacement clothing, the student will be sent to In-School-Suspension while waiting. Once asked to change, the student should avoid wearing the inappropriate clothing to school again. The current administration has the authority and responsibility to determine what is appropriate attire for a student. Students and parents are encouraged to use good judgment when selecting the school wardrobe.

Examples of appropriate clothing are:

1. dress shirts
2. dress pants
3. sport shirts/T-shirts
4. jeans / khakis
5. shorts (mid-thigh or longer)

Examples of inappropriate dress are:

1. shirts, pants, or accessories with messages of distaste, violence, drugs, alcohol or tobacco or anything considered disruptive to the educational process
2. muscle shirts, tank tops, spaghetti straps (exposing too much of the shoulder, underarm, or chest). Straps must be at least 3 inches wide and tight around the arms. (No cleavage can be exposed.)
3. plunging neckline (too revealing, neckline must be within two inches of collar bone) or cut-out shirts
4. belly shirts (exposing any portion of the stomach or back)
5. mini skirts / short-shorts (mid-thigh or longer)
6. pants with excessive rips and tears where skin is exposed—all rips/holes must be below mid-thigh
7. baggy pants that drag the floor or expose underclothing; pants are to be worn at the waist
8. immodest, tight fitting, or revealing clothing—examples spandex, leggings
9. hats and headwear (kerchiefs, hoods, sweatbands, bandanas, sunglasses)
10. chains, or other items which may be perceived as potential weapons
11. coats (during instructional hours) made of any material other than sweater and sweatshirt
12. no pajama pants
13. no under clothing is to be seen (keep under clothing under the clothes)
14. shoes with roller blades cannot be used to roll on school property.
15. shoes must be work at all times.

All decisions as to the appropriateness of dress will be decided by school administration. Any school time missed as a result of a dress code violation such as being sent home to change clothes, etc. will be considered unexcused.

WE PROHIBIT THE WEARING OR DISPLAYING OF GANG IDENTIFYING ITEMS, CLOTHING, SIGNALS AND/OR WRITTEN OR DRAWN MATERIALS.

Items of this nature will be confiscated. Violations will result in appropriate disciplinary action.

SEXUAL HARASSMENT POLICY

East High School is committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, and illegal and will not be tolerated. Ohio and Federal Laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical contact of a sexual nature. Such offensive behavior includes but is not limited to the following:

1. Unwanted sexual advances including repeatedly asking someone out for a date after it is clear the person is not interested.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Verbal abuse of a sexual nature, degrading words used to describe an individual, suggestive or obscene language / letters.

4. Physical conduct, touching, assault, impeding or blocking passage. If a student is subjected to behavior that he/she considers to be harassment of any type, he/she should promptly notify a Student Service Director or an administrator. The student will be asked to put his/her complaint in writing and an investigation will be made into the matter.

HAZING

The Governing Board prohibits hazing activities. Hazing is defined as participating in an act that involves the coercing of another, including the victim, to do or initiate any act to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. No administrator, faculty member, or another employee of the District shall encourage, permit, overlook, or endure hazing activities. Students, including leaders of student activities, shall not plan, encourage, or engage in hazing. Administrators, faculty members, and all other District employees will be particularly alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities. All hazing incidents will be reported immediately to the appropriate supervisor, who shall report them to the Superintendent or his/her designee. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law. The contents of this policy and procedure shall be distributed in writing to all students and District employees. In addition, this policy will be incorporated into building, staff, and student handbooks, and will be the subject of discussion at employee staff meetings or in service programs. Legal references: O.R.C. 23.7.44; 2903.31 Division A Chapter 2743.

SEXTING

The Governing Board prohibits any type of sexting. Ohio HB 80 prohibits a minor, by use of a telecommunications device, from knowingly sharing, exchanging, sending or posting a photograph, video or other material that shows a minor in a state of nudity. Permission, consent, or assumption of risk by an individual sexting or a victim of sexting does not lessen the prohibition contained in this policy. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

BULLYING

The Governing Board prohibits bullying activities. O.R.C. 3313.666 defines bullying as either (1) any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once and the behavior both (a) causes mental or physical harm to the other student and (b) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student, or (2) violence within a dating relationship.

(3) These acts may occur at school, on school transportation, on school grounds, at school functions sponsored by the school.

Electronic Act will be defined as an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device. East High School students who engage in Cyberbullying, may be subject to the East High School Code of Conduct regardless of when/where the electronic post/statement/photo was made/entered/sent. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. No administrator, faculty member, or another employee of the District shall encourage, permit, overlook, or endure bullying activities. Students, including leaders of student activities, shall not plan, encourage, or engage in hazing. These acts may be reported to any staff member, administrator or employee of the Sciotoville Community Schools. Anyone who makes a report of hazing or bullying may choose to remain anonymous. Anyone making a false report or giving false information may be held responsible for giving false information.

BUS REGULATIONS AND INFORMATION

1. Be seated on the bus before it moves and remain seated while it is in motion.
2. Keep the aisles free of books, duffel bags, etc.
3. Never touch the emergency door unless instructed to do so by the driver.
4. Do not put legs or hands through the bus window or throw objects out.
5. Obey the requests and directives of the bus driver.
6. No food or drink is permitted on the bus.
7. No littering. Treat the bus with respect.
8. No tobacco products or alcohol.
9. No profanity or obscene gestures.
10. Get on and off the bus at your assigned stop.
11. All school rules apply to bus transportation situations.

Possible Punishments:

1. Three written warnings would be handled by the principal.
2. 4 th Referral would be three (3) days off the bus.
3. 5 th Referral would be 5 days off the bus.
4. 6 th Referral would be 10 days off the bus.
5. 7 th Referral would be no bus transportation for the rest of the year.

We cannot promise portal-to-portal supervision. It is impossible. Supervision can only be provided when school personnel are present. Once students arrive at school, they are expected to stay on school property and not leave school property. If you have any bus questions, please call the school at 740- 776-6777.

After school, students waiting for the bus must wait at the top of the steps, away from the street, until the bus has stopped. Not following bus rules may result in a bus suspension and/or other disciplinary action.

CAFETERIA INFORMATION AND REGULATIONS

East has a closed lunch. Students are not permitted to leave the building. Food is not to be delivered to school unless the Superintendent or Principal gives permission. Parents can pre-pay for their child's lunches online at myschoolbucks.com. There is a MySchoolBucks link on the East's web page (east.k12.oh.us). Contact the cafeteria for more details. All students will receive FREE regular breakfast and lunch. There will be other items to purchase if the students wish to do so. The cost for regular meals will be as follows:

School Breakfast Student FREE Adult \$1.75

School Lunch Student FREE Adult \$2.75

CAFETERIA RULES

1. Walk to lunch and be seated. Blue card holders may go straight to the lunch line.
2. Wait for a lunch duty teacher to send your table to the lunch line.
3. Stay in single file, do not crowd or push.
4. Observe proper table manners.
5. Loud talking and shouting will not be permitted.
6. Clean your eating area. Pick up trays and wipe up spills.
7. Never throw any food or other objects.
8. All food and drink is to be consumed in the lunchroom.

This is your school; please keep it clean!

GENERAL SCHOOL INFORMATION VISITORS

All visitors must report to the main office upon arrival. Students are discouraged from inviting friends and relatives to school. All requests to have a student visit must have the approval of the Superintendent or Principal.

PERSONAL ELECTRONICS

Personal electronic devices such as, but not limited to, MP3 players, iPods, cell phones, notebooks and iPads will be permitted in the building. The school will not be responsible for losses associated with carrying a cell phone or other electronic devices. The school reserves the right to require students to turn off devices and put them out of sight when it could interfere with the educational process. Parents need to be aware that the administration reserves the right to search the contents of a cell phone when there is a reasonable suspicion of harmful or dangerous information in the phone. Students will be permitted to carry/use headset or ear-phones or ear-buds for educational use only. The school will not provide electric outlet access for phone chargers. If a student refuses to cooperate with a teacher's request regarding the use of a personal electronic device the following procedure will be followed:

- 1 Occurrence Electronic device will be taken and sent to the principal, student may pick up the device at the end of the day.

2 Occurrence Electronic device will be taken and sent to the principal, parents will have to pick up the phone from the school office. The student loses electronic device privileges for ten school days.

3 Occurrence Electronic device will be taken and the student will have cell phone privileges suspended for the rest of the year.

The phone can be picked by up by parents/guardians. Note: Any student who refuses to comply with a reasonable request to turn over an electronic device will be suspended from school.

EMERGENCY MEDICAL FORMS

The emergency medical form is one of the most important forms that must be on file with the school. It is the first document pulled and referred to when there is an emergency involving your child. It gives the school phone numbers that are current to use to contact parents at home or work. It also indicates physician names and allergies. The form indicates permission or non-permission to secure emergency medical assistance. Students not returning this form may receive detention. Please locate the Emergency Medical Form in your son/daughters materials, complete it and return it to school within ten days of the first day of enrollment in school.

MEDICATION POLICY

**All medication (prescription or over-the-counter) must be brought to the main office upon arrival to school for safe-keeping. No medication is to be carried by students or stored in lockers. When it is necessary for a student to take prescription or non-prescription drugs at school:

1. Student or parent must obtain forms in the office that need parent and/or doctor's permission and signature.
2. The student must have a signed note from the parent and/or physician explaining dosage.
3. A prescription with student's name must be in the prescription container with student name, reason for taking the medication, name of the physician and the date.
4. The office will not be able to administer medication to a student if any of the above steps are not followed.

CLASSROOM CONCERN PROCEDURES

From time to time, parents have concerns pertaining to their child's classroom performance. Parents are requested to contact the classroom teacher first for information and resolution. Teachers can be reached by phoning 776-6777 and leaving a message. If situations continue, please notify the office. Parents may check their children online in Progress Book. Contact the office for more information.

PASSBOOK

1. A student may not be excused from any room or class without a properly signed pass.
2. The student should not leave the room unless their pass is signed by a teacher. Students caught without their pass may receive a disciplinary action.

3. Students will receive their first passbook free of charge. They will be charged \$1 for each replacement passbook.

4 The students cannot share their passbook with others.

LOCKERS

Each student is assigned a locker. Lockers are the property of the school and no locker fee is charged for their use. As property of the school, school officials may inspect lockers. Since lockers may be randomly checked, students should NOT expect total privacy. Students may keep a lock on the locker assigned for their use. Backpacks and book bags are not to be carried during the school day and should be left in the locker if brought to school. Purses are not to be used for carrying textbooks.

VENDING MACHINES

Vending machines may be used during breakfast, lunch and after school. The use of vending machines at any other time requires teacher permission and notification of the Superintendent or Principal. Vending items (except bottled water) are not to be taken from the cafeteria. Any student found outside of the cafeteria in possession of prohibited vending items, may have the items confiscated, and the student may be assigned a disciplinary action.

RESTAURANT FOOD

Food from restaurants is not to be brought to school and eaten. No student is to have food delivered to the school from a restaurant by delivery service, parents or friends. If coming to school with fast food after an appointment, please consume the food prior to entering the building. Students caught with food may have the food confiscated.

DELIVERIES

Any interruption during class is distracting. All items to be delivered to students are to be left in the office. The office will see that the item is delivered. This delivery will usually be made at the close of the school day.

DANCE

6 th -8 th Grade

1. Only East 6th, 7th and 8th grade students may attend, unless guests are invited by administration.
2. Students must be in attendance at school to attend dances.

9th -12th Grade

1. Guests must fit the following criteria:
 - a. Must be a student in a local high school
 - b. For Prom they must either be a junior or senior in a local high school.
 - c. No record of discipline problems or criminal charges being held against them
2. Guests must be registered in the office during school hours prior to the dance.

3. Homecoming dances and the prom are the only open dances. Guest must provide a picture I.D. for admission.

Students must be in attendance at school to attend any dances. The administration and/or sponsors of a dance can stop any disruptive situation or other situation that could become disruptive, open display of affection, as well as inappropriate types of dancing which is not permitted.

FIELD TRIP ELIGIBILITY

Students may be denied the privilege of going on field trips if:

1. Student has been suspended from school or more than 3 days in school suspension and/or assigned a full day Night School.
2. Student has been assigned a total of 5 detentions or more.
3. Student has been excessively truant.
4. Student has missed 10 or more unexcused days of school.
5. Student has 10 or more unexcused tardies/early signouts.
6. Student has violated the tobacco/alcohol/drugs policies during the school year.
7. Students has been assigned 3 days of ALC or more or one or more days of Night School for disciplinary reasons. .
8. Students must be properly dressed before they will be able to participate in field trips.

Eligibility to participate shall be decided by the Superintendent or Principal and teachers supervising the field trip. School administration may prohibit students from participating in extracurricular activities, prom, field trips or graduation ceremonies for conduct code violations.

DRIVER'S EDUCATION

East High School does not offer driver's education classes. Contact school administration before contracting with a driver's training school for information concerning missed classes. Missed class time for driver's education or driving test is an unexcused absence.

DRIVER'S LICENSE-REVOICATION

It is the policy of this school district to be in compliance with the requirements of Amended Substitute House Bill 204 and to apply these requirements equally to all students. When the Superintendent receives information that a student of compulsory age has withdrawn from school, the Superintendent must within two weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of the county. Such notification is not necessary if a student has withdrawn because of a change of residence or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent. The Governing Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if a student of compulsory school age has been absent without legitimate excuse for more than 10 days during the semester or term. (1/2 of the school year) Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of

the suspension or expulsion. After receiving such notifications, the registrar of motor vehicles is required to suspend the temporary instruction permit or the driver's license of the student who is the subject of the notice. If the temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Any denial of driving privileges would remain in effect until the student reaches the age of 18, or the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent or for other reasons allowable under the Ohio law. Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321, and with the U.S. Family Educational Rights Act and Privacy Act of 1974 and accompanying regulations. Legal References: O.R.C. 3319.321; 3321.01; 3321.13; 3321.14; 3321.38; 4507.061

CEREMONIES AND OBSERVANCE/PATRIOTIC EXERCISES POLICY

The Governing Board believes an appreciation of the principles upon which our nation is based is promoted by the patriotic ceremonies and observances conducted in the schools. The board also believes the United States flag is a symbol of our democratic heritage, ideals and freedom and should be properly displayed in schools. Furthermore, the board believes saluting the flag and reciting the Pledge of Allegiance helps students learn and reinforce the principles upon which our nation is based. Finally, the board recognizes that the beliefs of some parents and students prohibit participation in the Pledge of Allegiance, the salute to the flag or other such opening exercise.

FIRE PROCEDURE

Any ring of the fire alarm will be considered an alarm. Any student ever caught pulling an alarm will be prosecuted to the fullest extent of the law. The fire alarm will be three short horn sounds followed by a pause and three more horn sounds. Students are to leave the room and the building without books or coats and should follow the rules posted in their classrooms. The teachers are to see that all windows are closed. When everyone is out of the room, the teacher will close the door. The teachers are to take the classroom list with them for the purpose of taking attendance. Restrooms are to be checked by the teacher nearest to them. Students are to return to the building when a continuous bell is rung.

TORNADO PROCEDURE

Three long rings of the regular bell are the signal for students to follow the tornado procedures posted in the classroom. Students should go to inside walls and cover their heads. Drills are to be taken seriously.

BOMB PROCEDURE

On occasion schools have received bomb threats. When a call is received at school, the students will be immediately evacuated from the building to a designated area and the police and fire departments will be notified. The building will be searched before students and staff are allowed to re-enter the building. After the Superintendent or Principal has consulted with their search team and if it is determined not to re-enter the building, the students will be moved to an alternate site where students will be kept until they are dismissed. If the Superintendent or

Principal determines not to re-enter the building, the students would be dismissed from the alternate site to go home or to a pre-arranged location that the parent and student have discussed. Transportation will not be provided unless students regularly ride the bus to and from school daily. Students will not be permitted to use the school phone to arrange for transportation or to call their parents.

SEARCH AND SEIZURE

Students possess the right to privacy, but that right must be balanced by the school's responsibility to protect the health, safety, and welfare of all its students. School officials will use the standard of "reasonable cause" to conduct searches. Lockers, back packs, purses and other personal property that contains data or memory such as cell phones, Ipods or computers carry no expectation of privacy and may be searched by the administration at any time without warning.

PUBLICATIONS

The school Superintendent or Principal or designee has the right to censor all student publications.

SIGNS AND POSTERS

Any organization or student who wishes to post a sign or poster in the building must first secure permission from the Superintendent or Principal. The sign or poster must be neatly displayed and promptly removed by the student or organization when its message is outdated.

SELLING AND SOLICITING

Solicitations in the school for money, dues, or membership in organizations, campaigns, societies or associations must be authorized by the Principal or his/her designee. All sales must be for the benefit of East students or programs. Food and/or candy for fundraising purposes may only be sold after the school day. A student or group of students shall not sell items, make collections, conduct membership drives, or sell subscriptions on school property during the regular school day or at school events without authorization by the Superintendent or Principal and respective sponsor.

TEXTBOOKS

The Governing Board supplies all textbooks for the student. All books issued must have a number. The student signs in ink the textbook card and the label in the text. The teacher will keep the textbook card until the textbook is returned. Each student is responsible for his/her textbook. If any previous damage has been done to the book, it should be recorded on the back of the textbook card before returning it to the teacher. Any student losing or damaging a text will be required to pay a fee this includes all library and classroom books. Damaged book fees can vary depending on the severity of the damage. The teacher and Principal, if necessary will determine the fee. If book is lost or damaged to the point where it is unusable, then the student will be assessed a fee that will cover the replacement of the book. PRECAUTIONS NEED TO

BE TAKEN AGAINST THEFT, AS THIS DOES NOT RELIEVE THE STUDENT FROM RESPONSIBILITY.

TRANSPORTATION TO SCHOOL EVENTS

Students traveling to events by means of school transportation will be expected to return by the same means, unless there are extenuating circumstances.

WORK PERMITS

East students who are required to get work permits need to contact the main office for an application. The completed forms need to be returned to main office where the permit will be issued within a week.

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE SCIOTOVILLE COMMUNITY SCHOOL

East High School is pleased to make available to students access to interconnected computer systems within the school and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Administration/Teachers may authorize the use of student-owned technology within the school/classrooms on a case by case basis. These devices should be used for education purposes only and are also subject to the same policies as any school-issued device. These student-owned devices are subject to search and can be collected by staff or administration to be picked up by an adult/guardian when used for purposes that are not considered educational.

Upon reviewing, signing, and returning the permission form for the Acceptable Use and Internet Safety policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if less than 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians. Please see the complete Acceptable Use and Internet Safety Policy for the complete details and for the Permission Form.

RULES FOR THE USE OF COMPUTER

There is to be no food, candy or gum in the computer labs. Bottled water is permitted. Students and teachers should make sure that all computers are properly shut down, chairs are placed

under the table, and all tables and the floor are free of trash. The students should report any problems immediately to their teacher and the teacher should report the problems to the technology coordinator or the librarian.

ELECTED STUDENT POSITIONS

Qualifications for Student Council/Governing Board Student Representative:

1. There will be one member elected from each class that shall not be a current class officer.
2. The candidate must be enrolled for at least 4 complete grading periods.
3. The candidate must have no serious or repeated discipline problems as determined by the building principal nor under disciplinary action by local civil court (traffic violation excluded)
4. The candidates will be chosen by a vote of the teaching staff.
5. The four Student Council members will meet with the principal monthly to discuss school issues.
6. One member of the Student Council will be designated as the representative to the Governing Board as decided by the building principal and will be invited to address the Governing Board at the regular monthly meeting.

Qualifications for Class Officers:

1. The candidate must be enrolled for at least 2 complete grading periods prior to the voting
2. The candidate must have a cumulative grade point average of 2.75 or above
3. The candidate must have no serious or repeated discipline problems nor under disciplinary action by local civil court (traffic violation excluded)

The following Qualifications for Homecoming Candidates will become effective with the 2018-2019 Basketball Homecoming Elections.

Qualifications for Homecoming Candidates:

1. The candidate must be enrolled for the complete grading period immediately preceding the election.
2. The candidate must have a cumulative grade point average of 2.5 or above
3. The candidate must have no serious or repeated discipline problems nor under disciplinary action by local civil court (traffic violation excluded)
4. Eligible female students may be a homecoming attendant one time total during their Freshman, Sophomore and Junior years. Any Senior female student is eligible to serve as Senior Attendant or Homecoming Queen for either Football or Basketball, but not for both sports.

Qualifications for the East River Days Candidate:

1. The candidate must be enrolled for at least 2 complete grading periods prior to the voting
2. The candidate should have a cumulative grade point average of 3.00 or above
3. The candidate must have no serious or repeated discipline problems nor under disciplinary action by local civil court (traffic violation excluded)
4. The candidate must meet all attendance rules for regular attendance

ATHLETIC ELIGIBILITY AND INFORMATION

Participation in extra-curricular activities is a privilege, not a right that a student possesses. Therefore, a rigid due process hearing system need not be in place to remove a student from a team or squad. No athlete can participate in their sport without a physical evaluation on file with the athletic department. This must be done annually. The Athletic Director will assume the responsibility for determining the eligibility of the student athletes. East High School is a member of the Ohio High School Athletic Association. All students must maintain a 1.0 grade point average for the preceding grading period and must be passing at least five credits to be eligible to participate. A student must be present at least one-half of the school day to be eligible to participate. In matters pertaining to personal conduct, in which athletes are involved, the Superintendent or Principal, with input from the head coach or advisor and Athletic Director, will be the sole judge as to whether a student may become or remain as a team member. The head coach or advisor shall have the discretion to remove an athlete from a team or squad for personal conduct reasons that may or may not be related to the activities of the team or squad, after consultation with the Superintendent or Principal and Athletic Director. Such a decision is final and not subjected to an appeal. These requirements apply to cheerleaders along with athletes. Student athletes are subject to the DRUG, ALCOHOL and TOBACCO use policy. (Ohio Revised Code 4301.62 and 292.5) This rule is in effect during school or school sponsored activity/event/program, on school grounds, on the school bus or bus stop, and at any other time when the school is being used by any school group, or off school grounds at any school-sponsored activity, function or event.

PARTICIPATION IN SELECTED GROUPS/ TEAMS

In order to try-out or audition for selected teams/ groups, students must meet the qualifications determined by each group's director or sponsor.

STUDENT SERVICES OFFICE INFORMATION

The Student Services Office is located on the second floor. Students are welcome to come to the Student Services Office during the school day with teacher permission or after school. The Student Services Director provides individual counseling, group guidance, group counseling, referrals to public agencies, college and career counseling, consultation, curriculum planning, testing and research, and financial aid information.

HOME INSTRUCTION

If a student must miss school for a period that extends beyond two weeks, the parent may come to the main office to begin the process of home instruction. Home instruction is free to the student if he/she qualifies under the adopted guidelines.

HOMEWORK ASSIGNMENTS

By request, the Student Services Director will collect homework assignments for any student who is absent from school for three or more consecutive days. Please call the school prior to

9:00 a.m. to request homework assignments for same day pick up. Students will have five (5) school days to make-up work missed upon return to school.

POST-SECONDARY OPTIONS

Students interested in this program must sign up in the Student Services Office and attend a meeting prior to registering for classes. Students must submit the postsecondary application to the school by March 31 in order to participate the following year. Students enrolled in the post-secondary options program must register their schedule in the Student Services Office each quarter. Special guidelines for PostSecondary Options are available in the Student Services Office.

ADVANCED PLACEMENT

Some of our classes offer Advanced Placement opportunity option. Advanced Placement (AP) will offer students a chance to gain college credit during high school. These classes will have higher expectations and an end of course test in which they must score a 3, 4, or 5 in order to receive college credit.

SCHEDULE CHANGES

All students will follow their assigned schedules. Students must complete a Schedule Change Request Form to the Students Services Office if they wish to request a change. Schedule changes can only be made during the first 3 weeks of a class. All forms are available outside the Student Services Office. Any schedule changes requested after the first 3 weeks of a class must be approved by the Student Services Director and Principal and the student may receive a grade of "F" for the class dropped. The school administration may initiate a schedule change for a student any time during the school year if it is deemed necessary in order to provide quality educational services.

NATIONAL HONOR SOCIETY

To be selected as a member of the National Honor Society is one of the highest honors a student can achieve. This honor recognizes not only a student's high scholastic record, but also his/her efforts to maintain specified ideals and standards endorsed by the national organization. Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character by which they are selected. Students become eligible for membership by having a cumulative grade point average of at least 3.5 by the end of 1st semester of their Junior year. The annual induction ceremony will be held in March. Selection of Members As recommended by the National Council, a committee of five (5) faculty members will make the selection of National Honor Society members. Eligible students who wish to be considered for membership must complete a student activity sheet. The faculty committee will discuss and decide on the candidates with the aid of input from the rest of the faculty and student activity sheets. The selection of each member shall be by majority vote of the committee. Probation Students who do not continue to maintain high levels of scholarship, leadership, service, and character may be placed on probation. Probation will be used as a

warning of a possible dismissal. The student will be notified of the reason for the probation and the correction that needs to follow to be removed from probation. If the problem is not corrected, dismissal from the organization may follow. Probation does not exclude the students from privileges and obligation of membership. Dismissal A member who is failing to maintain standards may be dismissed from the organization. A hearing will be conducted by the faculty committee to discuss the membership of the student. A period of probation does not need to precede a dismissal. Dismissal will mean the student has been permanently removed the NHS. Students who are dismissed or resign from the organization are never eligible for membership again. A student who is facing dismissal has the right to appeal to the faculty council for reversal of the dismissal. Grades Members must maintain a grade point average of at least 3.5 per semester. If a student is unable to maintain the minimum average per semester, the student will be put on probation. If his/her grades do not improve, they will be dismissed from the National Honor Society.

HONOR ROLL

1. All A's (4.0 on a 4.0 scale)
2. AB (3.5 on a 4.0 scale with no grades below a B)
3. B average (3.0 on a 4.0 scale).

**Also, an Honor Roll student cannot have a D, F, or I on their report card

End of Year Honor Roll - (Based upon the first three nine weeks) - A student must be on the All A, AB or B honor roll for the 1st, 2nd, AND 3rd nine week grading periods to receive an award for honor roll at the end of the year. If a student was not on the honor roll for one grading period or has an incomplete grade, then he/she will not receive an award for the honor roll. Year-end honor roll awards will be given as follows:

All A Honor Roll: Must be on All A Honor Roll for 1st, 2nd, AND 3rd nine weeks
 AB Honor Roll: Must be on either the AB honor roll every 9 week grading period OR All A for one 9 wks. and AB for two 9 wks. OR All A for two 9 wks. and AB for one 9 wks.

B Honor Roll: Must be on either the B honor roll every 9 week grading period OR All A for two 9 wks. and B for one 9 wks. OR All A for one 9 wks. and B for two 9 wks. OR All A for one 9 wks.,

AB for one 9 wks. and B for one 9 wks. OR AB for two 9 wks. and B for one 9 wks OR AB for one 9 wks and B for two 9 wks. It is possible for a student to not receive an award for All-A Honor Roll for the year but still end up with an "A" for the year in all classes. The final grade is an average of four nine weeks plus a final exam grade. The final grade is the only grade reported on the student's transcript and the only grade that factors into the student's overall cumulative high school grade point average.

INCOMPLETE GRADES

A student may receive an incomplete grade on his/her report card for various reasons (illness, absence, failure to complete required work, etc.) These incomplete grades must be resolved by July 1 following the end of school or the incomplete grade will be converted to an F.)

ACADEMIC HONORS AND AWARDS ELIGIBILITY CRITERIA

Diploma with Honors - to be presented at Senior Night The student who completes the high school Academic Pathway must meet at least 7 of the following 8 criteria:

1. 4 units of English
2. 4 units of math that shall include algebra I, algebra II, geometry, and another higher level math course, or a 4 year sequence of courses which contain equivalent content
3. 4 units of science including physics and chemistry
4. 4 units of social studies
5. 3 units of one foreign language or two units of two languages
6. 1 unit of fine arts
7. Maintain an overall GPA of at least 3.5/4.0
8. Obtain a 27 on the ACT or 1210 on the SAT (excluding writing)

President's Award for Educational Excellence - to be presented at Senior Night A student must have an overall 7 semester GPA of at least 3.5/4.0 AND obtain a score of 24 on the math section of the ACT or a 25 on the reading section of the ACT. Honors Chords - to be presented at graduation One chord - 3.50 cumulative GPA (Honors) Two chords - 3.75 cumulative GPA (Highest Honors)

VALEDICTORIAN AND SALUTATORIAN

These honors will be determined by a combination of the student's cumulative overall grade point average (the final grades for courses that appear on the student's transcript) AND highest composite ACT score. The student's GPA will be the first determining factor. The student with the GPA closest to 4.0 will be named as the valedictorian. In the event of a tie, the highest composite ACT score will be the tie breaker. If two or more students are still tied after considering the ACT score, multiple valedictorians will be named. Anyone not named as the valedictorian after breaking a tie will be considered for the title of salutatorian. The salutatorian honor will be determined using the same process as the valedictorian. Valedictorian and salutatorian honors will not be final until all grades are processed. The last score to be considered will be the April administration of the ACT during the student's senior year. Please contact the principal or Student Services Director for a detailed explanation of the selection process.

Beginning with Class of 2022, the following criteria will be used to determine valedictorian and salutatorian. The student's GPA will be the sole determining factor. The student with the GPA closest to 4.0 will be named as the valedictorian. In the event of a tie, all students tied for the highest GPA will be named as the valedictorian. All students that are not named as the valedictorian are eligible to be considered as the salutatorian. The same process for choosing

the valedictorian will be used to select the salutatorian. No tiebreaker will be used to select either honor.

GRADUATION REQUIREMENTS

Retaking classes/Replacing grades

High School students are allowed to retake classes in an attempt to earn a better grade to be reported on their final transcript. The student shall notify the Student Services Director/Guidance Counselor when he/she plans to retake a course for this reason. While the highest grade will be reported on the student's final transcript, the student can no longer be eligible for the honor of valedictorian or salutatorian.

Graduation Requirements 2018 and Beyond

The graduation requirements for the classes of 2018 and beyond include curriculum and three options to show readiness for next steps in college and careers.

Credit Requirements

English language arts 4 units

Health $\frac{1}{2}$ unit

Mathematics 4 units

Physical education $\frac{1}{2}$ unit

Science 3 units

Social studies 3 units

Electives 5 units

Additional credits, if any, in district requirements

Other Requirements

Economics and financial literacy

Fine arts

Student must have a cumulative passing score of 18 points using seven end-of-course state test. Students must earn a minimum of four points in math, four points in English and six across science and social studies. End of course exams are: algebra, geometry or integrated math I and II, biology, American history, American government and English I and II. Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from college Credit Plus courses in these science and social studies subjects for end-of-course state exams.

How 18 Points Can Be Earned

For each of the seven end-of-course state test, a student can earn from 1 to 5 points. To meet graduation requirements, a student must earn a minimum of 18 points total on all test

Performance Level Graduation Points

Advanced 5
 Accelerated 4
 Proficient 3
 Basic 2
 Limited 1

OHIO TESTING DATES

To be determined

GRADING POLICY

A student is to receive an average grade in each of the subjects in which he/she is enrolled at the end of each grading period. These average grades are to be determined by the use of grades or points earned in the following areas:

Tests
 Quizzes
 Assigned projects
 Participation
 Attendance
 Rubrics
 Teacher's Observations

The following percentage scale and grade equivalent scales are to be used for the classroom evaluation and determining of final grade averages.

90-100%= A

80-89%= B

70-79%= C

60-69%= D

59% OR LESS = F

A—Greater than 3.5

B—Greater than 2.5 but less than or equal to 3.5

C—Greater than 1.5 but less than or equal to 2.5

D—Greater than .5 but less than or equal to 1.5

F—Less than or equal to .5

The following requirements must be met for a student to get credit a year-long course:

1. The student must pass two out of three (two semester grades and a final exam grade) possible grades.
2. Students must attempt the final exam (unless they are exempt)

The following requirements must be met for a student to get credit a semester course:

1. The student must end with a passing grade
2. Students must attempt the final exam (unless they are exempt)
3. The student may not miss more than 7 class periods.

4. Under R.C. 3313.642 Board of Education have the authority to withhold grades and credits of pupils to enforce the payment of school fees and charges. House Bill 14 made an exception if a complaint has been filed at any time alleging that a pupil has been adjudicated as an abused, neglected or dependent child.

APPEALING A GRADE

A student may make a formal appeal to challenge any quarter, semester, final exam or final class grade received for a class. The student, or parents, must notify the Principal of their intent to appeal the grade. All appeals must be initiated prior to August 1 following the end of the school year in which the grade was received.

CREDIT FLEXIBILITY

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning. Credit flexibility shifts the focus from "seat time" to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology, and demographics, and to meet the demand for 21st Century Skills. In accordance with State law, the District must develop and implement a credit flexibility plan that enables students to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. any combination of the above.

The Superintendent/designee develops the District's credit flexibility plan consistent with the provisions of the following regulation. [Adoption date: 5/10/10] LEGAL REFERENCES: Carnegie Design Team Report to the State board of Education, New Emphasis on Learning: Ohio's plan for credit flexibility shifts the focus from "seat time" ORC 3313.60; 3313.603; 3313.60013; 3313.611; 3313.613; 3313.614; 3313.90; 3321.04 Chapter 3324 Chapter 3365 OAC Chapter 3301-34 3301-35-06 Chapter 3301-46 Chapter 3301-51 Chapter 3301-61 Page 41 Board Approved August 8, 2016 NOTE: In 2007, the Ohio General Assembly enacted Senate Bill (SB) 311, also known as the Ohio Core, which directed the State Board of Education to adopt a plan that enables students to earn units of high school credit based on demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction. SB311 requires all local school boards to comply with the provisions of the State Board's credit flexibility plan by adoption local board policy (ORC 3313.603(J). Full implementation of the local board policy must be reached by the beginning of the 2010-11 school years.

Bell Schedule for Grades 6-12

Regular Schedule

Warning Bells 7:50 and 7:57

(IE)	8:00 – 8:25	25 Minutes
1 st Period	8:28 – 9:16	48 Minutes
2 nd Period	9:19 – 10:07	48 Minutes
3 rd Period	10:10 – 10:58	48 Minutes
4 th Period (Lunch)	10:58 – 11:28	30 Minutes
	11:28 – 11:58	30 minutes
	11:58 – 12:28	30 Minutes
5 th Period	12:31 – 1:19	48 Minutes
6 th Period	1:22 – 2:10	48 Minutes
7 th Period	2:13 – 3:00	47 Minutes
Student Dismissal & Pick-Up 3:00 p.m.		

One-Hour Delay

Warning Bells 8:50 and 8:57

IE	9:00 – 9:05 (5)
1st period	9:08 – 9:49 (41)
2nd period	9:52 - 10:33 (41)
4th period	10:33 – 11:03 (30)
	11:03 – 11:33 (30)
	11:33 – 12:03 (30)
3rd period	12:06 - 12:47 (41)
5th period	12:50 - 1:31 (41)
6th period	1:34 – 2:15 (41)
7th period	2:18 - 3:00 (42)

Two-Hour Delay

Warning Bells 9:50 and 9:57

IE	10:00 - 10:05 (5)
1st	10:08 - 10:39 (31)
4th -	10:39 - 11:09 (30)
	11:09 - 11:39 (30)
	11:39 - 12:09 (30)
2nd	12:12 – 12:43 (31)
3rd	12:46 – 1:17 (31)
5th	1:20 – 1:51 (31)
6th	1:54 – 2:25 (31)
7th	2:28 – 3:00 (32)

STUDENTS WITH SPECIAL NEEDS

Sports and Extra-Curricular Activities Students with an Individualized Education Plan will have the same opportunities to participate in non-academic and extracurricular activities as their

non-disabled peers if and when accommodations are able to be reasonably implemented. These decisions will be made on a case by case basis and in accordance with state and federal laws. Student Code of Conduct and Discipline Students with an Individualized Education Plan are subject to the same disciplines as regular education students. Relevant information regarding discipline can be found in the Parent's Guide to the Individuals with Disabilities Education Improvement Act of 2004 (IDEA). Student Effort and Attitude Effort and attitude are essential to the success of all students, including students with special needs. This includes studying, doing homework, and actively participating in class.

JUNIOR HIGH GRADE 6-8

All students are expected to follow the rules in the handbook. This section pertains ONLY to the Junior High students in grades 6-8.

ATTENDANCE POLICY AND PROCEDURES

To be eligible to pass a core class, students cannot miss more than 20 classes. If a student is absent more than 20 times for any core class, they fail that class for the year. All absences, including excused, unexcused, and suspensions, DO count toward the number of days missed. Days of absence due to excused school business (field trips, assemblies, etc.) DO NOT count toward the 20 days of absence. If a student misses thirty (30) minutes or more of a class, it is considered an absence from that class. The total number of allowable absences will be prorated for new students based on the date of enrollment. The school reserves the right to adjust the 20-class attendance policy in case of special circumstances, such as hospitalization or other documented just-cause situations. Each student is expected to be in class, except when excused for a valid reason. The following are valid excused absences from school:

1. Personal illness
2. Illness in the immediate family
3. Death in the immediate family
4. Quarantine of home
5. Court appearance
6. Observance of religious holidays
7. Emergency or circumstances that constitute good and sufficient cause as determined by the school administration. (Immediate family is defined as a parent, grandparent, brother, sister, aunt, uncle, nephew or niece.)

Examples of unexcused absences include, but aren't limited to the following:

1. Missing the bus
2. Oversleeping
3. Out-of-town (without obtaining prior permission for approved travel)
4. Needed at home
5. No means of transportation.

Prorated Attendances According to Student Entry Dates Grades 6-7-8

# Classes Permitted Entry Dates	# Classes Permitted Entry Dates
20 8/30-9/9	10 1/10-1/23
19 9/12-9/21	9 1/25-2/2
18 9/22-10/3	8 2/3-2/14
17 10/4-10/13	7 2/15-2/28
16 10/14-10/25	6 3/1-3/10
15 10/26-11/7	5 3/13-3/22
14 11/8-11/17	4 3/23-4/3
13 11/18-12/5	3 4/4-4/20
12 12/6-12/15	2 4/21-5/3
11 12/16-1/9	1 5/4-5/25

JUNIOR HIGH RETENTION POLICY

For a Junior High student (grades 6-8) to be promoted to the next grade level the student should have:

- Not been absent more than 20 days (Excused or Unexcused or Suspensions) total
- Not fail more than one core class (Math, English, Science and Social Studies
- Parents will be notified of the retention decisions by the retention committee of East Junior/Senior School before May 31th.
- After a retention decision reached the parents will have until June 30th of that year to appeal the decision to the Retention Committee
- After June 30th of that year the retention decision is final

Field Trip Eligibility

JH students will follow the High School policy.

*Eligibility to participate shall be decided by the superintendent, principal and/or teachers supervision the field trip.

Night School

The students may use Night School to makeup work missed. The student is responsible for getting work from his/her teachers and completing the work. The Night School teacher will collect the work and turn the work to the assigning teacher.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

A student must have a GPA of 3.5 or higher, and they must have scored accelerated or advanced on at least one part of the OAA.

TESTING DATES

To be determined

STAR PROGRAM OVERVIEW

To receive ANY of the three cards mentioned below, you must meet the following criteria:
Requirements

Blue Card	Gray Card	White Card
1 Absence or less	1 Absence or less	2 Absences or less
No Tardies	1 Tardy or less	2 Tardies or less
No Discipline Referral	1 Level 0 Discipline Referral	2 Level 0 Discipline Referrals
No Grades D, F, or U	No Grades D, F or U	No Grades D, F or U

Rewards for Blue, Gray and White Cards

Blue Card	Gray Card	White Card
TBD based on generosity of local businesses.		
One test exemption during the 9 weeks (no AP or advanced classes)		
Free admission to ALL HS & Jr. High athletic events and dances (excluding prom) for the nine weeks Lunch with the principal		
Express Lunch		

**All rewards are subject to change based on availability from the donors.

GRAND PRIZE ALL STAR

Cards for the school year will be reprinted and placed in the GRAND PRIZE drawing to be held in May.

TARTAN SUPER STARS REQUIREMENTS

1. Top five (5) G.P.A.'s and ties in each grade level
2. 1 absence or less
3. 1 tardy or less
4. No grades D, F or U

REWARDS

1. Picture will be on display for the next nine weeks in the school.
2. Student will receive one additional star card add to the final drawing.