

E.C.H.S STUDENT / PARENT HANDBOOK 2017 – 2018

Student Name _____

**East Canton High School
310 Browning Ct N
East Canton, Ohio 44730
Phone: 330-488-0316
www.ecweb.sparcc.org**

Osnaburg Local Schools Mission Statement

Our school is the heart of our community. Our students are the present and the future of our society. We have a responsibility to our community, students, and society as a whole to provide the best education possible.

To this end, the mission of The Osnaburg Local School District is as follows:

- To provide a strong sense of teamwork and a family atmosphere that encourages a partnership among students, staff, parents, and community members.
- To promote understanding, appreciation, and respect for all people within our community and the world, regardless of race, creed, and religion.
- To maintain a physically, emotionally, and academically secure environment for all students, regardless of ability, that nurtures self-motivation and recognizes individual self-worth.
- To establish the highest student expectations that demand responsibility, nurture goal setting and encourage problem solving and decision making, while giving opportunities to turn failures into successes.
- To provide academic, extracurricular and co-curricular programs to ensure that every graduate will be prepared for employment or for continued education.
- To recognize the value of the entire staff and to provide the support necessary to ensure the highest level of competence and professional growth.

By embracing these elements, the Osnaburg Local School District will establish an environment which promotes lifelong learning where people value the relevance of education and appreciate the aesthetic aspects of life.

2017-2018 BOARD OF EDUCATION

Randy Pero President
Stephan Kimbel Vice President
Linda Motts
Henry Boyle
Jacob Leshner

2017-2018 Important Dates

August	16	Open House
	21	Teacher Day – No Students
	23	First Day of School
September	1	No School for Students
	4	Labor Day – No School
October	9	Teacher Day – No Students
	18	Parent Teacher Conferences
	19	Parent Teacher Conferences
	27	End of 1 st -9 weeks
	27	Waiver Day- No Students
November	23-27	Thanksgiving Break
December	22-30	Winter Break
January	2	Christmas Break
	12	End of Semester
	12	End of 9 Weeks
	12	Waiver Day- No Students
	15	MLK Day – No School
February	19	Presidents Day – No School
March	8	Parent Teacher Conferences
	9	In Service Day No Students
	16	End of 3 rd Nine Weeks
	29-April 2	Spring Break
April	2	Spring Break
	27	In Service Day No Students
May	25	Last Student Day
	27	Graduation
	29	Teacher Work Day

Student Call-Off Line	330-488-0229
HS / MS Office	330-488-0316
HS / MS Office Fax	330-488-4015
Elementary Office	330-488-0392
Elementary Fax	330-488-4014
Athletics	330-488-0316 x 311

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DIRECTORY INFORMATION

Superintendent	Mr. Todd Boggs	330-488-1609
Supt. Secretary	Mrs. Diana Heath	330-488-1609
Treasurer	Mrs. Christine Robenstine	330-488-1427
Asst. Treas.	Mrs. Diane Walker	330-488-1427
Gifted Coordinator	Mrs. Elaine Barkan	330-488-1609
Curriculum Dir.	Mrs. Becky Miller	330-488-1609
HS Principal	Mr. Andrew Mangun	330-488-0316
MS Principal	Mr. Greg Dente	330-488-0316
ECES Principal	Rebecca Carter	330-488-0392
HS/MS Counselor	Mrs. Amanda McElwee	330-488-0316
Primary Counselor	Mrs. Sheri Kreutzer	330-488-0392
School Psych	Ms. Cindy Weis	330-488-0316

HIGH SCHOOL STAFF

Art	Mr. Alex Loy
English	Mr. Mike Mundy Mrs. Julia Raber
Foreign Language	Ms. Nikki Czacherski Mrs. Sarah Buehler
Mathematics	Mrs. Jessica Dreger Mr. Anthony Martin Mr. Cory Reinhart
Health & Physical Education	Mr. John Miller
Music	Mr. Jacob Husted Mr. Kristen Morton
Science	Mrs. Lisa Gothard Mr. Rick Landon Mr. Dave Samblanet
Social Studies	Mr. Tom Loy Mrs. Kelly Lenhart
Intervention Specialists	Mrs. Traci Keller Mrs. Wendy Hunt
Information Technology	Mr. Jason Hall
Career Based Intervention	Mr. Kyle McBride

All staff members may be contacted by calling the high school office or by e-mail. School e-mail address all follow the same format, first name, period, last name, followed by @osnaburglocal.org (i.e. mike.mundy@osnaburglocal.org)

Non- Discrimination Statement: This institution is an equal opportunity provider and employer.

DRUG FREE SCHOOLS / BOARD POLICY

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school-approved vehicle or at any school-

related event. Drugs include any alcoholic beverage, anabolic steroid and dangerous controlled substance as defined by state statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students.

Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

SECTION ONE: ACADEMICS

GRADING STANDARDS

At East Canton we use a 4.0 grading scale. Letter grades are issued on student progress report forms. GPA's are calculated on a non-weighted scale on all transcripts for college/university admissions.

Letter symbols are the only grades given on a report card; however, percentages are used in determining a student's 9-week grade.

Interpretation of Grades- Achievement is recorded as a letter grade.

A- Represents superior accomplishment.

B- Indicates accomplishment considerably above that of the average student.

C- Is the grade which average students are able to earn if they apply themselves properly.

D- Is a low grade, but if students are doing their best, they should be commended for their efforts.

F- Is a failing grade. It usually reflects lack of ability combined with failure to do one's best work possible. Students who receive an “F” normally have completed little of the assigned work. Excessive absence is often reason for achieving at this level.

I- An incomplete grade (I) shall be given when a student fails to complete the requirements of a course for nine weeks, a semester, or a year. All grades will be finalized one week from the end of the 9 weeks, the incomplete (I) can be changed. If not, the incomplete (I) will change to the grade earned.

Students are expected to complete all course requirements.

A 90 - 100%

B	80 – 89.9%
C	70 – 79.9%
D	60 – 69.9%
F	59.9% or below

Students must pass the fourth (final) 9 weeks receive credit for the course. This can be reviewed and overridden by administration in conjunction with the teacher of the course.

To receive credit in a course, a student must meet all requirements of the course, including midterm and final exams, as defined by the teacher. Failure to attend an exam will result in failure of the course for the year.

A student's semester course averages and full course year averages are the only grades posted on the official transcript and the grade earned will be calculated in the high school GPA.

Grade Averages by Course

Each letter grade is represented with a number.

A=4 B=3 C=2 D=1 F=0

These points are added together and divided by 10 for a full year course but only 5 for a semester course. The product is a point value that is an average.

Average ranges for each letter grade.

A	(3.50 - 4.0)
B	(2.5 – 3.49)
C	(1.50 – 2.49)
D	(.50 - 1.49)
F	(0.0)

Each 9 week grade is worth 2/10th of final grade. Each Exam is worth 1/10th of the final full year grade.

Example:	1st 9 weeks =	A =	4 points x 2 = 8
	2nd 9 weeks =	B =	3 points x 2 = 6
	Semester Exam =	B =	3 points x 1 = 3
	3rd 9 weeks =	A =	4 points x 2 = 8
	4th 9 weeks =	B =	3 points x 2 = 6
	Final Exam =	A =	4 points x 1 = 4
	Final Grade for Full Year Courses: 8 + 6 + 3 + 8 + 6 + 4 = 35		
	divided by 10 = 3.5 = A Yearly Grade		

SEMESTER COURSES and FIRST SEMESTER GRADES

Each 9 week grade is worth 2/5th of the semester grade. Exams are worth 1/5th of the semester grade.

Example:

	1st 9 weeks =	A =	4 points
	x 2 = 8		
	2nd 9 weeks =	B =	3 points
x 2 = 6			
	Semester Exam =	B =	3 points
x 1 = 3			

First Semester average / Semester Course Grade:

$$8 + 6 + 3 = 17 \text{ divided by } 5 = 3.4 = B$$

MIDDLE SCHOOL STUDENTS TAKING HIGH SCHOOL CREDIT

Students who earn or attempt high school credit in middle school will have the credit on their high school transcript; the grade earned will be calculated in the high school GPA. On the official high school transcripts, the high school credit will appear as courses completed in middle school.

CLASS RANK

Entire classes will be ranked according to GPA each year. Students' academic standing shall be computed with the final grade awarded for all courses. Beginning with the graduating class of the 2017 school year, the following categories will be used to recognize student academic achievement; Cum Laude, Magna Laude, Suma Laude

GRADUATION REQUIREMENTS

Students will need 21 credits for graduation. These 21 credits must include specific course requirements. In addition students, prior to the graduating class of 2017, must pass the Ohio Graduation Test (OGT) in order to receive a high school diploma. Beginning with the class of 2018 the students will be taking end of course exams from the state that will determine eligibility for graduation. Please follow these links to see state graduation requirements.

Graduating Classes 2016-2017:

<file:///C:/Users/Teacher/Downloads/Graduation%20Requirements%20Cl asses%202014-2017.pdf>

Graduating Classes beginning with the Class of 2018

<file:///C:/Users/Teacher/Downloads/Graduation%20Requirements%20B eginning%20with%20the%20Class%20of%202018.pdf>

EACH STUDENT IS PERSONALLY RESPONSIBLE FOR COMPLETING ALL GRADUATION REQUIREMENTS.

Merit roll is also published each grading period. Students who have earned a GPA of 3.0 or higher will be included on this list.

COURSE WORK AND EARNED CREDIT

Classroom participation is an integral part of the educational process. The interrelationships of teachers and students play a vital role in the classroom where these valuable experiences take place. To assure that each student has a complete educational process and not be deprived of any educational opportunities East Canton High School will NOT issue course credit by semester for full year courses.

INCOMPLETES

An incomplete means that a student has not completed all required assignments. Students who receive an incomplete for a 9-week grade must satisfactorily complete the required assignments within one week following the end of the grading period, unless extenuating circumstances exist. It is a student's responsibility to make up all assignments missed. If missing work is not made up by the end of a three-week progress period students will receive a zero for the missed work and grades will be averaged accordingly.

PROGRESS REPORTS

Students can check their grades using the PIV (parent internet viewer) from the Osnaburg website. (www.ecweb.sparcc.org) If you need a copy of the username and/or password for Pinnacle Parent Internet Viewer please contact the HS/MS Office for this information.

FAILED COURSES

When a student fails two or more grading periods or the last grading period of a yearlong course, they automatically fail the course. Students have the option of completing the course during summer school at a local district or re-taking the course the following year if their schedule permits. If credit is needed for recovery purposes students may be charged a small fee.

EDUCATIONAL OPTIONS AT EAST CANTON HIGH SCHOOL **SCHEDULING PROCESS AT ECHS**

Each year students will be given the opportunity to schedule courses for their upcoming school year. A Course Registration Guide will be available on the guidance website to determine which courses are available to meet the Ohio Graduation Requirements. In addition to courses at East Canton, students have many educational options available at East Canton which will expand their academic opportunities. All schedule changes must be made the last week school is in session and the first week of summer break. Students will not be permitted to drop classes at the beginning of the school year.

College Credit Plus (CCP)

Students in grades 9 through 12 may qualify to take classes at local colleges or universities. Each college and university may establish their

own unique admissions standards for high school students to participate in college level courses. The purpose of a CCP program is to provide a wider variety of academic options to high school students.

The following CCP courses are offered at E.C.H.S. as Dual credit: Chemistry II (Stark State CHM 141A&B); Spanish IV & V (KSU SPAN 28202); Computer Apps (Stark State [ITD 1202](#))

Students interested in applying for these CCP courses, CCP courses off campus, or CCP courses online at EC, must set up an appointment with the Guidance Department and fill out the necessary application materials. Students must attend a student informational meeting held at EC and parents must attend an informational night held at an area high school. Please understand, CCP participation will require specific academic and financial responsibilities of both student and parents/guardians.

Students who **do not earn a grade of “D” or higher** in College Credit Plus courses, will pay for the entire amount of the college course. Students who withdraw from a course past the college drop date, are required to pay for the course; the grade on the high school transcript will result in a “WF” and the student may need to pick up courses at East Canton to replace the unearned credit(s). The balance of student fees, including the cost of CCP courses must be paid in full in order for the student to participate in graduation ceremonies and receive his/her diploma.

CAREER BASED INTERVENTION

In order to meet the needs of some of our students, East Canton offers a program called “Career Based Intervention” (CBI). To be eligible, students in grades 9-12 must meet specific requirements. Juniors and Seniors have the privilege of leaving school early to report their place of employment after signing out in the high school office; however they must be able to provide their own transportation to and from work. Freshmen and sophomores may also work outside of the building with administrative and parental permission. Students who participate in CBI will be observed and graded at their place of employment by a teacher from East Canton.

CAREER TECHNICAL EDUCATION

Students interested in learning a skill or trade while in high school have the opportunity to participate in Career Technical Education Programs at various local school districts, including East Canton. During sophomore year, students will be presented the opportunity to learn about programs at Perry and Canton South High School. Students enroll in these programs for Junior and Senior year and take courses relating directly to their program. Students who successfully complete a CTE program may earn college credit through a consortium of local post-secondary institutions including Stark State College of Technology, The University of Akron, Youngstown State, or Kent State. Please

understand, participation in a CTE program at Perry or Canton South (or other local school districts) have varying transportation, scheduling and additional expectations. Seniors must provide their own transportation to all Career Technical Programs.

At East Canton High School, the Career Technical Program offered is the EC School of Business. Students take several courses relating to business, economics, finance, and marketing. College credit is also available through CCP for several of these courses. See the Guidance Department for more information on these programs.

CLASS QUALIFICATIONS AND PARTICIPATION

The number of credits a student has earned before the beginning of the school year determines the class in which the student will be placed.

Credits needed for class designations are as follows:

Sophomores = 5+ credits; Junior = 11+ credits; Senior = 16+ credits.

Each student is to carry a minimum of at least five credits each year for promotion purposes. *** Student-athletes should carry at least 6 credits for the year.*

CLASS CHANGES

Prior to the beginning of each academic year, students will be presented with copies of their official student schedule for the upcoming year.

Schedules will be mailed home prior to the beginning of the next school year. Schedule changes will be completed the last week of school and the first week of summer break.

There will be no add/drops after the first full week of school. Requests for staff cannot be considered. Schedule changes due to extenuating circumstances may be made at the discretion of the principal and counselor.

TRANSCRIPT PROCEDURE

Students wishing to have their high school transcript forwarded to colleges/universities must fill out a "Transcript Request Form" on the Guidance Website. **Please allow at least two weeks for this process.** Waiting until the last minute may result in a missed college deadline. It is the students' responsibility to know college deadlines and to give ample time to complete the transcript process. If after the first semester, a student still owes fees their transcript will not be sent until a payment is made.

EIGHTEEN YEAR OLD HIGH SCHOOL STUDENTS

Eighteen year olds may not write notes of excuse, sign themselves out of school, or sign where a parent signature is required unless they have completed the independent student forms and been officially approved by the administration.

SECTION TWO: ATTENDANCE

Personal illness (a written physician's statement verifying the illness is required after 15 absences, or the student will be truant and make-up work will not be permitted.)

A student's regular and punctual attendance plays a vital part in his/her total education. A student's attendance becomes part of his/her permanent record and is often requested by prospective employers, colleges, etc. Excessive absences may affect the student's academic performance. Students are responsible for making up all work missed during absences. They shall complete make-up work within the same number of days as they were absent unless there was a prearranged assignment. (EX a test, quiz, report, etc. that was pre-assigned before the absence)

TARDY

Students who sign in after the homeroom bell, but before the conclusion of the first period will be counted as tardy unless they are late for one of the following reasons:

- A. Bus delay, breakdown or involvement in an auto accident
- B. Extremely bad weather
- C. Emergency at home or medical appointment

ABSENCE

* To be counted in attendance for a full day, students must be present for 8 periods.

* To be counted in attendance for a half day, students must be present for at least 2 periods. *The definition of half day is different for extra-curricular activities.

* If a student is present for less than 2 periods, no attendance credit will be given.

* If a student is 15 minutes late to class, he/she will be counted absent for that class unless a pass from a staff member is provided.

* Students are responsible for making up any missed work.

ATTENDANCE: POLICIES AND PROCEDURES

When a student is absent or tardy, parents are asked to call the High School Office at 488-0229 before 8:00 a.m. Upon returning, all students, regardless of whether a phone call was made must bring a written note from his/her parent or guardian with the reason for the absence/tardiness stated. Without the note the absence will be unexcused. *Please note that if there is a personal illness of the child a written physician's statement verifying the illness is required after 15 absences, or the student will be truant and make-up work will not be permitted.

Students living outside the home need to state on paper their reasons for being absent or tardy, and sign the note. Absences may be verified

by a telephone call to the student's home but a note is still required.
Students late to school must report to the office to sign in and receive a pass to class.

Excused Absences: When a student has been absent for five (5) days, a letter will be sent home to notify the parents. Following ten absences (excused or unexcused) AND/OR tardies a ten day letter will be mailed. When students reach 15 days absence a third letter will be mailed and truancy charges will be filled. Students with extenuating circumstances will be dealt with on an individual basis.

REASONS FOR EXCUSED ABSENCES (BASED ON OHIO ATTENDANCE LAWS)

All students must have a note in order for it to be an excused absence.

- * Illness of the student. If there is a pattern of frequent absence for personal illness, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.
- * Illness in the immediate family (not to include pregnancy in the immediate family).
- * Death in the family (up to 2 funeral days)
- * Emergency at home.
- * Observation of religious holiday (must request prior approval).
- * Medical appointment: medical excuses are due on the school day that the student returns and must be signed by the attending physician (students will not be excused the entire day unless it can be shown that the appointment necessitates this. Any extenuating circumstances will be determined by the administration).
- * Job interviews, if arranged with the office in advance (maximum 1/2 day)
- * Driver's license (maximum one-half day)
- * Emergency farm work. Routine farm work is not excused
- * Court appearance
- * Marriage in the family
- * College days - one for juniors, two for seniors, (use college visit form)
- * Vacation with parent/guardian (if the vacation policy is followed)

REASONS FOR UNEXCUSED ABSENCES

Reasons that are inexcusable according to Ohio law and which will not be accepted are:

- * Failure to bring in an excuse signed by parent or guardian documenting one of the reasons for an excused absence.
- * Car trouble not reported to the office prior to 7:30 a.m. unless the administration gives approval for extenuating circumstances.
- * Oversleeping.
- * Missing the bus or traffic jams.
- * Staying out of school an unnecessary length of time because of a doctor's appointment, interview or driver's license exam.
- * Baby sitting in a non-emergency situation or running non-emergency errands.

REASONS FOR UNEXCUSED ABSENCES Reasons that are inexcusable (continued)

- * Attending athletic events during one's class time.
- * Making repairs on one's own or anyone else's car.
- * Hunting.

(Note: The validity of any questionable reasons not listed will be determined by the school administration according to Ohio attendance laws.)

TARDINESS TO SCHOOL

Students who exceed the tardy limit per semester will receive the following discipline: 3rd tardy detention, 6th tardy 1 ½ hour extended day, 9th tardy three hour extended day, 10th tardy Saturday School, 11th tardy ISS and 12th tardy OSS.

TRUANCY

Pursuant to the Ohio Revised Code (O.R.C.) in regards to Chronic Truancy (2152.02) (F)(5) & Habitual Truancy (2151.022) (E), a student is deemed an "habitual truant" when the student is absent without legitimate excuse for (5 days) 30 or more consecutive school hours or 42 (7 days) or more school hours in one month or 72 (12 days) hours in a school year. If a student is habitually or chronically truant, the principal will do the following: implement an intervention strategy, a 2, a 5-day notification letter will be sent. A 11-day letter will be sent prior to filing a complaint with the juvenile court. *Additional disciplinary actions may be enacted pursuant to the Ohio Revised Code (O.R.C.) in regards to Chronic Truancy (2152.02(F)(5) & Habitual Truancy (2151.022) (E) which includes forfeiture of the students' drivers license or the right to attain a drivers license.*

STUDENT ACTIVITIES AND ATTENDANCE

A student must be in attendance at school a 1/2 day of his/her activity if he/she wishes to participate in an extra curricular school activity. This applies to athletics, instrumental or vocal music practice or programs, dances or other social activities. Students who receive advance permission to miss will be permitted to participate. If a student arrives late (due to illness) or signs out of school because he/she is ill, that student would not be permitted to participate in extracurricular activities after school that day unless approved by an administrator.

The administrator shall have sole discretion in determining whether any extenuating circumstances involving student absences or sign out exists and whether an allowance should be made for the given situation on a one time basis. This policy is repeated again in the athletic handbook.

EARLY DISMISSAL

Students may not leave the school premises without permission of the administration. A signed written request from a parent or guardian for early dismissal must be received in the office prior to first period. Upon approval, the early dismissal will be written on the attendance sheet. Early dismissal requests will be verified by phone.

Falsified requests will be treated as a truancy violation. Please note: students must be present 8 periods to receive credit for a full day of attendance. Students with early dismissal or late arrival privileges must follow all procedures set in place and must maintain good academic standing or the privilege will be taken away.

ILLNESS OR EMERGENCY DURING SCHOOL If a student becomes ill or an emergency arises; the following procedure will be followed:

1. The student will report to the office.
2. The school secretary must call the parent/guardian of the student wishing to sign out.
 - a. No student is to ask another student to take him/her home.
 - b. No student is to leave the premises without permission from the administration.

The school is prohibited by law from administering any medical aid (including over the counter medication) to students unless state guidelines are followed.

SUSPENSION OF DRIVER'S LICENSE

State law requires a suspension of a driver's operating license (of any person under 18 years of age) for the following:

- A. Drops out of school
- B. Is suspended or expelled from school for use or possession of alcohol / drugs
- C. Is excessively truant from school.

WITHDRAWAL FROM SCHOOL

Whenever a student under the age of 18 withdraws from school without moving out of state, transferring to another approved school or enrolling in and attending an approved program, the superintendent shall notify the Registrar of Motor Vehicles and the Juvenile Court. Such notification is to be given within two weeks after confirming the student is not properly enrolled in and attending another approved school or program or has moved out of state.

FAMILY VACATIONS

Students must notify the office and obtain a vacation form for their teachers to sign at least one week prior to the planned vacation. The vacation must be with the student's parent/ guardians. Vacation excuses may include up to five (5) days absence with full make-up privileges. No vacations will be approved during the week of state testing.

COLLEGE VISITATION

College bound juniors and seniors are urged to visit colleges. Excused absences are permitted for three visits; one during the junior year and two the senior year. These visits must be scheduled in advance through the high school secretary. All visits should take place before Memorial Day. Students need to use our college visit form.

SENIOR SKIP DAY

The school does not recognize or sanction a senior skip day. Discipline will be discussed with those students involved.

SECTION THREE: BEHAVIOR (DISCIPLINE)**DISCIPLINE REGULATIONS**

Proper conduct is expected of every student at all times. Students should develop self-discipline in order to avoid consequences for unacceptable behavior.

At the discretion of the administration the following types of discipline may be used to correct a student's behavior. The list is not intended to be exhaustive and other means may be used within the policies of the Board of Education.

Each incident of a student's misbehavior is cumulative. It is the administration's decision as to the discipline used to correct student behavior. A student who fails to comply with established school rules or with any reasonable request by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations. Regulation of student conduct extends to conduct while:

1. On school property during school hours or within a reasonable time immediately preceding or following school hours.
2. On school property at any other time when the facilities are being used for approved purposes by any school or community organization.
3. Off school property while in attendance at any school-sponsored activity, function or event.
4. Misconduct by a pupil that, regardless of where it occurs, is directed at a district or employee, or the property of such official or employee.

Every student is expected to:

- * Maintain a pattern of regular attendance, with absences only taken for illness, emergency or other approved reasons.
- * Follow his/her regular daily schedule, reaching appointed classes and other assignments on time.
- * Respect the rights of other students.
- * Follow the guidelines that are established by the building administrator and teachers and respect their rights to enforce those guidelines.
- * Express his/her thoughts and ideas orally or in written form in a manner that promotes the sharing of beliefs and views and is in harmony with the normal operation of the school.
- * Conform to the approved dress code.

STUDENT CODE OF CONDUCT The primary goal of this school system is to provide the best possible teaching/learning environment for students. Discipline involves guiding students to become responsible, productive and self-disciplined citizens with the school in preparation for assuming his/her adult responsibilities.

The role of the teachers and other school employees should be one of guiding students in understanding, establishing and maintaining these acceptable behavioral standards.

The following disruptive behavior will be considered a violation of the Student Code of Conduct:

1. UNEXCUSED ABSENCE FROM SCHOOL: A student will comply with the Compulsory School Attendance Laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes absences from study halls, class or any other properly assigned activity.

2. UNEXCUSED ABSENCE FROM A REGULARLY SCHEDULED ACTIVITY: A student shall not be absent from any regularly scheduled activity (curricular or extracurricular) unless said absence has been properly excused.

3. UNEXCUSED TARDINESS TO SCHOOL AND/OR CLASS (TRUANCY): A student will comply with the Compulsory School Attendance Laws. When a student is tardy to school without a legal excuse, it constitutes truancy or tardiness. This includes tardiness to study halls, class or any other properly assigned activity. Repeated tardiness is considered a serious offense.

4. VIOLATION OF AUTOMOBILE DRIVING OR SCHOOL BUS TRANSPORTATION REGULATIONS A student shall not violate any rules governing conduct relating to transportation.

5. *SMOKING, DISTRIBUTION AND/OR POSSESSION OF TOBACCO, TOBACCO PRODUCTS OR TOBACCO PARAPHERNALIA A student shall not use, possess or distribute tobacco products or "look alike" at school or at any school sponsored activity.

6. *UNDER THE INFLUENCE, USE, POSSESSION OR DISTRIBUTION OF MIND ALTERING CHEMICALS/ SUBSTANCES

OR ANY OTHER CHEMICAL/ SUBSTANCE WHICH RESEMBLES SAME (LOOK ALIKE) A student shall not possess, use, transmit, conceal, sell, smell of, or have alcohol, drugs or tobacco on his/her breath. This includes narcotics, mood modifiers, counterfeit controlled substances (look alike), toxic inhalants, poisonous plants, drug/alcohol related paraphernalia and any other dangerous chemicals not noted.

7 *USE, POSSESSION OR DISTRIBUTION OF MIND ALTERING PARAPHERNALIA A student shall not use, possess or distribute any materials which are considered to be mind altering, including chemical substances- "look-alikes".

8. *POSSESSION OF DANGEROUS WEAPONS/DESTRUCTIVE DEVICES, KNIVES, OR LOOK ALIKE WEAPONS. A student will be expelled for 1 year for violation of the Dangerous Weapons policy. The following definitions of dangerous weapons include:

* Firearms: Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon, any firearm/muffler or silencer or any destructive device.

* Destructive Device: Any explosive, incendiary or poison gas: bomb, grenade, rocket, mine or similar device.

* Knife (knives): Includes, but not limited to, a cutting instrument consisting of a sharp blade fastened to a handle; metal knuckles, straight razors. A student shall not possess, knowingly convey, attempt to convey, handle, transmit or conceal any dangerous weapons, destructive devices or knives (instruments) or "look alikes".

9. *FIGHTING/ASSAULT/BULLYING A student shall not assault, fight or behave in such a way as could create a hostile, intimidating or offensive learning environment or cause physical injury to a school employee, student or other person on the school premises while in the custody and control of the school or in the course of a school related activity.

10. *PHYSICAL REACTION TO A TEACHER AND/OR OTHER SCHOOL EMPLOYEE A student shall not strike, slap, kick, push or threaten or attempt same any teacher or school employee, includes use of fists and/or weapons.

11. *VERBAL DISRESPECT, OBSCENITY, THREATENING A TEACHER, SCHOOL EMPLOYEE OR STUDENT

A student shall not act as to intimidate, insult or otherwise abuse, orally or in writing or gestures, any member of the school staff or student body. This includes disrespectful or obscene acts toward school employees during school or non-school time.

12. *THEFT OR DAMAGE TO SCHOOL OR PRIVATE PROPERTY A student shall not take or attempt to take into possession or damage/destroy public property or equipment or the personal property of another.

13. DRESS CODE VIOLATION/PERSONAL APPEARANCE

A student shall not dress or appear in a fashion that conflicts with the current posted dress code guidelines.

- 14. MISSING ASSIGNED DISCIPLINARY ACTIONS** A student shall comply and serve all assigned detentions, extended days, Saturday schools and/or suspensions.
- 15. *GAMBLING/GAMBLING PARAPHERNALIA** A student shall not engage in, nor promote activities involving placing bets or risk anything of value. Gambling paraphernalia /devices, playing cards, etc. are not permitted at school.
- 16. PUBLICATION, DISTRIBUTION AND/OR POSSESSION OF ANY MATERIAL NOT APPROVED BY THE ADMIN.** A student shall not publish, distribute and/or possess any material not authorized by the school administration. This includes, but is not limited to, messages on clothing, ribbons, posters or signs.
- 17. OBSTRUCTION OF JUSTICE** A student shall cooperate with any school official in the course of properly conducted investigations. This includes failure to tell the truth.
- 18. HARASSMENT/INTOLERANCE OF OTHERS** A student shall not engage in the harassment or otherwise be intolerant of any school employee or student based on race, religion, sex, national origin and/or handicap.
- 19. HAZING OR INITIATION OF STUDENTS** A student shall not conspire, engage in or intend to engage in an act that injures, frightens, degrades, or disgraces a fellow student no matter how willing the participant may be.
- 20. FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF ANY SCHOOL SPONSORED EVENTS** A student shall comply with specific extracurricular activity/athletic team guidelines in order to participate. This includes assemblies and extracurricular activities.
- 21. PUBLIC DISPLAY OF AFFECTION** A student shall not engage in kissing, embracing, hand holding or displays not appropriate to the educational environment.
- 22. OUTSIDE OF SCHOOL BUILDING/OFF SCHOOL PROPERTY UNAUTHORIZED** A student shall not be outside of the school building or off school property without approval of administration, unless involved in a school directed activity.
- 23. PLAGIARISM/CHEATING/THE APPEARANCE OF CHEATING** A student shall not falsify, in writing, the name of another person or times, dates, grades, addresses or other data on assignments, class work, school forms or correspondence directed to school.
- 24. **PROFANITY** A student shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language or use profane, vulgar or other improper or inappropriate gestures or signs or engage in profane vulgar, or other improper or inappropriate actions.
- 25. PERSISTENT AND/OR EXPANDED MISBEHAVIOR** A student shall not repeatedly violate school rules or regulations and/or fail to comply with directions of school personnel during any period of time when the student is properly under the authority of school personnel. This includes refusal to accept disciplinary measures.
- 26. GENERAL MISCONDUCT** A student shall comply and abide with reasonable rules and regulations. This includes other rules and

regulations that may be established from time to time by the Board of Education, Superintendent or the Principal.

27. FAILURE TO COMPLY WITH THE RULES OF THE CAFETERIA, HALLWAYS, CLASS CHANGES, ETC.

A student shall comply with the rules and regulations that govern student behavior/procedures within the cafeteria hallways, class changes, etc.

28. DISRUPTION OF SCHOOL A student shall not by use of violence, force, coercion, threat, or other serious act of misconduct not covered in this handbook, cause disruption, or interfere with curricular or extracurricular activities.

29. *SEXUAL HARASSMENT Any type of sexual harassment will not be tolerated or permitted. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome including but not limited to: unwanted touching, patting, verbal comments of a sexual nature, name calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

30. *INSUBORDINATION/DISRESPECT A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school

31. EXTORTION A student will not obtain or attempt to obtain another person's property either by implied or expressed threat.

32. *TRESPASSING OR LOITERING A student will not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption of an activity, function or the educational process.

33. FALSE I.D. A student will not use or attempt to use false identification to mislead school personnel.

34. *BREAKING AND ENTERING A student will not break and enter, or attempt to break and enter school or private property either on school grounds or at any school function or event off school grounds.

35. *EXPLOSIVES A student shall not handle, transmit, sell, conceal or bring upon school grounds or activity; any fireworks, explosives or munitions. Nor shall students purposely set fire, ignite, explode or detonate or attempt to ignite, explode or detonate fireworks or munitions. This includes lighters and matches.

36. ELECTRONIC DEVICES Use of electronic devices such as pagers, cell phones, radios, CD/tape players, hand-held games, headphones, cell phone cameras, cameras, etc. are prohibited (the school is not responsible for lost or stolen any items). Students should not bring valuables of any kind to school.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography.

37. *FALSE REPORTING A student shall not report a false alarm, bomb threat or call 911.

38. CELL PHONES Student cell phone use is up to the discretion of the classroom teachers. Student's cell phones are to be turned off, kept out of sight, and not used during classroom time unless authorized by the classroom teacher. Violation of this rule will result in disciplinary action and confiscation of the cell phone. A confiscated cell phone will be returned to the owner of the phone at the conclusion of the day. On a second violation, the cell phone will be confiscated and kept by the administration until the student's parent claims it from the office. Third violation results in a detention and parent notification. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

39. FAILURE TO BE IN ASSIGNED AREA A student shall not be within or without any area of the building unless he/she is authorized to be in that area.

40. VIOLATION OR MISUSE OF SCHOOL TECHNOLOGY A student shall abide by all school technology rules and regulation (i.e. E.C. Usenet Agreement).

41. BULLYING Bullying and other forms of aggressive behavior will not be tolerated. This includes cyber-bullying. Board policy on bullying will be followed.

Notice: It is to be understood any infraction/violation (listed or not) will be left solely to the discretion of the administration as to how the students' behavior will be attempted to be corrected within the guidelines of district/building policies and regulations.

Those infractions/violations noted with an () indicate those violations which will result in immediate suspension and possible expulsion and referral to law enforcement officials.

**1st offense=sent home for the day or one or two day suspension;

2nd offense=3 days suspension; 3rd offense=5 days suspension.

The complete Board policy can be found online at the Osnaburg Local Schools website.

DANGEROUS WEAPONS In accordance with the Osnaburg Local Board of Education policy on dangerous weapons (policy JFCJ) and the Ohio revised Code (section 3316.661), a student who violates the Dangerous Weapons Policy will be expelled from school one year.

The definition of a firearm is:

Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of such weapon and any firearm, muffler or silencer or any destructive device.

The definition of a destructive device is:

Any explosive, incendiary or poisonous gas, bomb, grenade, rocket, missile, mine, or similar device. Along with the Dangerous Weapons Policy, the Osnaburg Local Board of Education has adopted a policy on knives, which, if violated, will result in the student being expelled from school for one year. The definition of a knife (knives) includes, but is not limited to: A cutting instrument consisting of a sharp blade fastened to a handle, metal knuckles and straight razors.

**AFTER-SCHOOL DETENTION/EXTENDED DAY/ SATURDAY
SCHOOL RULES AND GUIDELINES**

- * Detentions and extended days begin at dismissal time in a previously announced location.
- * Late students will not be admitted.
- * No food/candy/drink is allowed.
- * Bring books and/or other appropriate reading material. (No Sleeping)
- * Absolutely no talking or passing notes.
- * Students are not to be out of their seats unless authorized by a monitor.
- * Proper school dress is required.
- * Failure to serve an assigned discipline without first making arrangements with the teacher or administrator will result in disciplinary action.
- * Extracurricular activities, practices, etc. are not acceptable excuses for not attending an assigned discipline.
- * Students must have prearranged transportation for pick up.
- * Students are to keep the area clean.
- * Detention is from thirty (30) to ninety (90) minutes before or after school.
- * Extended day is for 1.5 - 3 hours.
- * Saturday School is held from 8:00 A.M. - 11:00 A.M.
- * A teacher will greet the student at the main school entrance (door 1).
- * Failure to comply with any of the rules will result in immediate removal and disciplinary action.

ADA (ALTERNATIVE DAY ASSIGNMENT) RULES

The following rules and guidelines will apply:

- * Students are to report to the office at the beginning of the school day.
- * Students must bring appropriate and related school material to work on. This would include all assignments from teachers.
- * Students are responsible for all assignments including returning them to their teachers. Since all work will be evaluated, failure to do the assignments could result in a failing grade.

ADA RULES (continued)

- * Students are to sit in their assigned area for the entire length of the school day. One restroom break will be given in the morning and afternoon, excluding lunchtime, except in an emergency.
 - * Students are not to sleep or put their heads down.
 - * Students are not to be out of their seats or area for any reason unless authorized by the teacher/ monitor.
 - * Proper school dress is required.
1. The ADA area is to be kept neat and clean.
 2. Failure to serve an assigned ADA will result in further disciplinary action, which can include an out-of-school suspension, for a period of not more than ten days/assignment.
 3. Failure to comply with the rules of ADA will result in immediate removal from school and further disciplinary action will result.

OUT-OF-SCHOOL SUSPENSION RULES

The superintendent or principal must give written notification of the reasons for the intended suspension to the student. The notice should include all rules violated. The student must be given an informal hearing to challenge the reasons for the intended suspension or otherwise explain his/her actions.

If the student has been suspended the superintendent or principal must notify the parent, custodian or guardian and the Board's Treasurer in writing within twenty-four (24) hours of the suspension and such notice must include:

1. The reasons for the suspension.
2. The right to appeal the action to the board or its designee within ten days.
3. The right to be represented in appeal proceedings.
4. The right to a hearing.
5. The right to request the hearing to be held in executive session.

Should a student receive an Out-Of-School Suspension the student is not permitted on school property or to attend any school sponsored events. Students will be able to make-up work at the discretion of the administration. This work will not be collected, sent home, or given to the student while they are suspended. The completion of the work after suspension is the sole responsibility of the student.

EXPULSION In the event all other corrective measures have been ineffective, a recommendation to expel a student can be made to the superintendent. A hearing will be held and expulsion from school may result. If a student is recommended for expulsion, the following steps are taken:

- * The student and his/her parent, guardian or custodian must be given written notice of the intention to expel.
- * The written notice must include, (a) The reasons, (b) The opportunity to appear before the superintendent or his Designee to challenge the reasons, and (c) The date, time and location of the hearing.
- * The hearing must be no sooner than three days but no longer than five days after the notice, unless an extension is granted.
- * If the extension is granted, the parties must be notified of the new date, time and location.
- * If the student has been expelled, the Superintendent must notify the parent, guardian or custodian and the Board's Treasurer in writing of the action within twenty-four (24) hours. The notice must include, (a) The reasons for the expulsion, (b) the right to appeal the action to the Board of Education.

EMERGENCY REMOVAL RULES Emergency removal can result when a pupil's presence poses a continuing threat to persons, property, him/herself or an ongoing threat of disrupting the academic process taking place whether within a classroom or elsewhere on the school premises, with notice and hearing requirements.

Emergency removal shall not be construed to require notice and hearing in the case of normal disciplinary procedures in which a pupil is removed from a curricular or extracurricular activity for a period of less than twenty-four hours and is not subject to suspension or expulsion.

* The superintendent, principal or assistant principal may remove the student from curricular or extracurricular activities or from the school premises.

* A teacher may remove the pupil from the curricular or extracurricular activities under his/her supervision, but not from the school premises altogether.

* If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal as soon as practicable thereafter.

* If the superintendent or principal reinstates a student removed by a teacher prior to the hearing following removal, reasons in writing must be given to the teacher upon request.

* A hearing must be held as soon as practicable after the removal, but within 72 hours after the initial removal is ordered. Written notice of the hearing must be given to the pupil as soon as practicable prior to the hearing. The hearing must be held in accordance with either the suspension or expulsion procedure depending on the probable action that will be taken. An important additional requirement is that the person who ordered, caused or requested the removal must be present at the hearing. Appeal procedures are the same as those listed under Due Process for suspension and expulsion.

DUE PROCESS RIGHTS The superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be more than ten (10) school days. If at the time a suspension is imposed and fewer than ten (10) school days remain in the school year, the superintendent or principal may apply any or all of the period of suspension to the following school year.

APPEAL TO THE BOARD OF EDUCATION A student or his/her parent, guardian or custodian may appeal a suspension or expulsion to the Board of Education or its Designee. The Board may either review the case itself or appoint a Designee. The student has the right to representation at the hearing. A parent does not perfect an appeal to the Board by merely appearing at a Board of Education meeting. A notice of appeal must be given within ten (10) days of the imposition of the suspension.

The hearing will be held in Executive Session unless the student, his/her parent, guardian, custodian or attorney requests that the hearing be held in public. Even if an Executive Session is requested, formal action in the appeal must be taken in a public meeting.

In the absence of a request for Executive Session, the Board may, after receiving the evidence in public, go into Executive Session before acting

for the purpose of reviewing the evidence and the appropriateness of the discipline.

The Board or its Designee is required to make a verbatim record of the appeal hearings. A tape recorder or stenographic record may be used. The record need not be reduced to writing unless the matter is further appealed. Decisions of the Board or its Designee may be appealed to the Common Pleas Court.

SEXUAL HARASSMENT

Sexual harassment is illegal because it violates federal and state laws. Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that:

- * Are directed at a person because of his/her sex.
- * Are uninvited, unwanted and unwelcome.
- * Cause a person to feel uncomfortable or offended.
- * Create an environment that makes learning difficult. The legal definition of sexual harassment is, "unwanted sexual advances which may be verbal, nonverbal or physical." Physical sexual harassment is any unwanted sexual oriented physical act. For example:
 - * Touching, fondling, grabbing and or pinching in a sexual way.
 - * Purposely bumping or rubbing against a person.
 - * Kissing or holding a person against his/her will.
 - * Impeding a person's movements or preventing a person from moving freely.
 - * Being flashed or "mooned".
 - * Being forced to do something sexual.
 - * Shown, given or left sexual pictures, photographs, illustrations, messages or notes.

Verbal sexual harassment means offensive words and comments spoken privately to a person or in front of others.

For example:

- * Comments about body parts or rating people's bodies.
- * Sexual suggestions or threats.
- * Lewd, suggestive and/or sexually oriented comments or suggestions.
- * Jokes of a sexual nature.
- * Using sexual orientations (homosexuality or bisexuality) as an insult.
- * The spreading of sexual rumors about a person, i.e. calling a person "gay" or "lesbian".
- * Non-verbal sexual harassment includes:
 - * Staring or pointing at a person's body or body parts.
 - * Making obscene sexual material or placing it in someone's locker or on someone's computer.
 - * Writing sexual messages/graffiti about a person in public places (on bathroom walls, in locker rooms, etc.).

Remember, if your sexual remarks or behaviors are uninvited, unwelcome or unpleasant to the other person, that's sexual harassment. It's unfair, disrespectful and has no place in school. If you are being

sexually harassed, report it immediately to your school counselor or the school administration. Any person who engages in sexual harassment will be subject to disciplinary action.

It is the policy of the Osnaburg Local Board of Education that hazing activities are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing activities. Hazing is defined as: Doing any act or coercing another, including the victim, to do any act or invitation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to a person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Administrators, faculty members and all other school employees of the school district shall be alert to possible situations, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported to the Superintendent. Administrators, faculty members, students and all other school 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.

STUDENT ANTI-HAZING POLICY

It is the policy of the Osnaburg Local Board of Education that hazing activities are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations shall plan, encourage or engage in any hazing activities. Hazing is defined as: Doing any act or coercing another, including the victim, to do any act or invitation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to a person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other school employees of the school district shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported to the Superintendent.

Administrators, faculty members, students and all other school 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.

SEARCHES OF SCHOOL PROPERTY BY SCHOOL PERSONNEL

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his possessions:

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be conducted in his/her presence with his/her knowledge, and should be for a specific item(s).

General housekeeping inspection of school property may be conducted with reasonable notice. Illegal items (drugs, weapons, etc.), or other possessions reasonable determined to be a threat to the safety or security of others may be seized by school authorities at any time.

SEARCHES OF STUDENT'S PERSON OR PERSONAL PROPERTY BY SCHOOL PERSONNEL Principal and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicting the student's violation of either the law or school rules. The following rules apply in such cases:

1. There should be reasonable cause to believe that the search will result in obtaining evidence that indicts the student's violation of the law or school rules.
2. A member of the same sex as the student will conduct searches.
3. Searches will be conducted in the presence of another administrator or staff member of the same sex as the student being searched.
4. Parents/guardians of a minor student who is the subject of a search will be notified of the searches as well as the reason(s) for the search, as soon as possible after the completion of the search. When evidence indicating that a student has violated the law is uncovered, law enforcement officials shall be notified.
5. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases where school officials believe a strip search is necessary, law enforcement officials should be called in to conduct the search.
6. Student vehicle: When the possession of illegal or dangerous items is suspected to be in a student's vehicle, the school official will ask the student to reveal the item suspected to be in the vehicle. If the student refuses to reveal the suspected item, the school official shall call the police to investigate.

SEARCHES OF STUDENT PROPERTY BY POLICE/ DOGS A proper search warrant is required for any search of a student's personal

property kept on school premises. However, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

INTERROGATIONS BY POLICE The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control.

Therefore:

Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of sight of others, as much as possible.

The school principal must be notified before a student may be questioned in school or taken from a classroom.

If possible, the police should notify the parents or legal guardian of the student to be interviewed before the student is questioned so that the parents may be present if they so desire.

To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school. When it is necessary to remove a student from school after notifying the school principal, the police/authorities should notify the parents. If the circumstances make it impossible for the police to make this notification to the parents/ guardians, then the school should do so. The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the school learns of this involvement, it should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle situations that are properly within the realm of the police.

STUDENT CHEMICAL USE/ABUSE “LOOK ALIKE” DRUGS

POLICY The Osnaburg Local Board of Education recognizes alcohol/drug use/abuse and dependency to be a serious problem facing our society. Further, the Board recognizes the dependency state of chemical use to be a serious physical illness. The Osnaburg Local Board of Education is committed to providing a learning environment free of chemical abuse or dependency by students. Chemical abuse and dependency are detrimental to learning and appear to present a danger to the growth and development of those affected. All necessary and reasonable means of controlling and eradicating such abuse and dependency from the learning environment will be employed. The Osnaburg Local Schools do have and will perform specific functions such as notifying parents of behavioral signals that may indicate a student's use, abuse or dependency on drugs or alcohol and may involve enforcement of approved disciplinary procedures. When a student is under the influence of*, uses, possesses, sells, transports or distributes drugs/alcohol during school or at school related activities, the

student may be suspended, expelled, referred to an outside agency and/or reported to the proper law enforcement authorities. The specific course of action will be determined after consideration of all factors in the case. The Osnaburg Local Schools will also serve as an informational resource for the community with regard to drug/alcohol use, abuse and dependency. Osnaburg Local Board of Education further recognizes the dangers and harmful effect of true "look alike" drugs, over the counter drugs and any other substance which resembles any controlled/illegal chemical or substance. These drugs and/or substances mimic prescription stimulants and depressants and may be purchased without a prescription. It is the position of this Board that these chemicals/substances are detrimental to the learning process of students and do not contribute to the drug/alcohol free environment the schools are trying to promote. Therefore, no distinction will be made between "look alike" chemicals/substances and controlled (illegal) chemical/ substances. "Under the influence" is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep or dozing in class, memory loss, abusive language or any other behavior not normal, (out of character) for the particular pupil.

PROCEDURES FOR STUDENT POSSESSION, UNDER THE INFLUENCE, USE OR POSSESSION OF DRUG/ALCOHOL & CHEMICAL SUBSTANCES, & FOR SALE/TRANSPORTING OR DISTRIBUTION

First Offense:

1. Immediate contact with parents and removal from school.
2. Contact law enforcement officials.
3. Conference between school administrator(s) and parent.
4. Ten day of out-of-school suspension.
5. Suspension with the recommendation for expulsion.

*Recommendations can be made for alternatives to expulsion.

However, the student must follow all recommendations. If the student or parent/guardian reject the recommendations, the recommendation for expulsion will be continued. *Second (and subsequent) Offenses:*

1. Immediate contact with parents and removal from school.
2. Contact law enforcement officials.
3. Ten days of out-of-school suspension with the recommendation for expulsion.

Cumulative offenses: Alcohol/drug related offenses are cumulative for all students. A student's record will carry over from year to year and consequences administered accordingly.

PROCEDURES FOR "SUSPECTED" CHEMICAL USE

1. Parents, concerned school personnel or an agency person will initiate observable behavior tracking sheets.
2. Collected data will be reviewed to determine the best course of action.

POSSIBLE COURSE OF ACTION

1. Discussion of data sheets is filed for future use. Continued tracking process of the student may occur.
2. A conference held with the parents, (possibly the student), and the student's teacher or counselor, to discuss the data sheets and determine appropriate course(s) of action.
3. Continue observations and tracking sheet process.
4. Recommend agency involvement with possible student assessment/treatment.
5. Suspension/expulsion of student from school.
6. Notify law enforcement officials.

STUDENT AND PARENT NOTIFICATION At the beginning of each school year, the student chemical policy is reviewed with every student as part of the orientation process. Students new to the district are also informed of the policy. Compliance with this policy is mandatory.

ADMINISTRATION DISCRETION The school administration has the ultimate authority in all alcohol/drug related incidents, and reserves the right for discretionary deviation from the aforementioned policy.

PARENTAL PROCEDURES AND RESPONSIBILITIES REGARDING STUDENT CHEMICAL INVOLVEMENT

1. Parent/guardian may contact one of the agencies listed herein that deals with chemical dependency for an assessment of their son/daughter.
2. Notify the school as to which agency is doing the assessment, date, time and person doing the assessment.

LOSS OF DRIVING PRIVILEGES

A student will not, during any curricular or extracurricular school activity, possess, use, transmit, conceal or be under the influence of or show any signs of having consumed any alcoholic beverage, dangerous drug, narcotic or any substance that causes physical or mental change. Whenever a student is suspended or expelled from school, in accordance with O.R.C. 3313.66, for the use or possession of alcohol or drugs, the superintendent is required to notify the Superintendent of the County School system. The County Superintendent or his designee may then report such suspension or expulsion to the Bureau of Motor Vehicles and the Juvenile Court resulting in the loss of driving privileges.

TRANSPORTATION: STUDENT CODE OF CONDUCT/ELIGIBILITY

1. It is the policy of the East Canton Schools to transport eligible students to and from school. * Eligible students are defined as: elementary, junior high, high school and public or private students who live outside the designated walking areas.
2. Eligible students will be assigned to a bus and will follow the transportation rules and regulations under the school bus driver's authority and responsibility to ensure the safety and welfare of all school bus passengers.

BEHAVIOR Expected behavior of all students while riding a school bus during a regular run, field trip, sports event or any other trip is as follows:

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Student behavior at the bus stop(s) must not threaten life, limb or property of any individual.
3. Students must leave or board the bus at assigned locations unless they have parental and administrative authorization to do otherwise.
4. Students must wait in a location clear of traffic and away from the bus stops.
5. Students must go directly to an available or assigned seat.
6. Students must remain seated, keeping aisles and exits clear.
7. Students are not to put head or arms out of the bus windows while the bus is still or while moving.
8. Students must observe classroom conduct and obey the driver promptly and respectfully.
9. Students must not use profane or vulgar language.
10. Students must refrain from eating, chewing gum and drinking on the bus except as required for medical reasons. This includes pop.
11. Students must not use, possess or distribute tobacco or tobacco products on the bus.
12. Students must not possess, use or distribute alcohol or drugs on the bus.
13. Students must not throw or pass objects on, from or into the bus.
14. Students may carry on the bus only objects that can be held in their lap. Band instruments and so forth are allowed at the driver's discretion.
15. Students must not litter on the bus.
16. Students are not to bring animals on the bus.
17. Students are to use a reasonable conversation level on the bus. Students must be silent when the bus approaches and crosses a RR track.
18. Students must enter and leave by way of the front door unless authorized by an emergency situation.
19. Students may not wear shoes with cleats on the bus. Feet are to remain on the floor.
20. Students must not act inappropriately by making sexual advances or public displays of affection.
21. Students must not bring a squirt gun, weapon or fireworks on the bus.
22. To provide for the safety of all students, no student shall exhibit disruptive behavior.

CAFETERIA CODE OF CONDUCT

The school lunch program is designed to provide a balanced meal and is planned from the aspect of nutrition as well as taste appeal. Since we have a cafeteria at East Canton Schools, fast foods are not permitted to be brought or delivered to the cafeteria. No students are permitted to charge; an alternative lunch will be made available to students not having means to buy a lunch that day. Students wishing to participate

in our free or reduced price lunch programs must complete the request form that is available in the office.

CAFETERIA RULES

1. Report to the cafeteria on time.
2. Students are to go through the lunch line as soon as they enter the cafeteria. No saving places.
3. Remain quiet while going through the serving line.
4. Students are responsible for all items on their tray. Each student is responsible to take his/her tray to his/her table and to return trays when finished eating.
5. Students are not permitted to share a lunch with another student, nor buy a part of a lunch from another
6. Noise in the cafeteria is to be kept to a minimum.
7. Students are not to change seats or leave the cafeteria without permission.
8. Students are to clean their area before the end of the period.
9. Students are to get quiet when asked to do so.
10. Students will receive disciplinary action if items are thrown.
11. No birthday or ceremonial parties are permitted in the cafeteria.
12. Students are not permitted to bring bulk foods that create a party/ picnic atmosphere.
13. No pop is allowed during lunch.
14. Students are not permitted to take any food or drink out of the cafeteria unless permission has been given by their classroom teacher.

E.C. NET STUDENT USE POLICY

Students are required to sign an E.C. Net Use Agreement each year before being granted the privilege of using district technology. Students must follow the E.C. Net Use Policy at all times. Failure to follow the rules and regulations will result in specific disciplinary action and/or loss of user privilege.

SECTION FOUR: DRESS CODE

The following guidelines are designed to represent standards of appropriate dress at school. The expectation is that clothing must be neat, clean, in good taste, and meet the standards of health and safety.

1. Wearing (or carrying) headwear (hats, dew-rags etc.) is not permitted
2. Hair must be neat, clean and of natural color. Fake colors even as highlights are not permitted. Hair should not hang over eyes where vision is impaired. Extreme hairstyles are not permitted. Hair for male students shall be neat and clean and shall not be worn covering the eyes, in a ponytail, or extending beyond the bottom of the regular shirt collar.
3. Gauges of any size and visible body piercing are not permitted, with the exceptions of earrings and a small piercing for a nostril. No lip, tongue, or other facial piercings are allowed.
4. Male Facial hair should be neatly trimmed at all times.

5. Dog-style chains, spiked jewelry and wallet chains are not allowed.
6. Attire may not bear obscene language or connotation, advertisement for alcoholic beverages, illegal drugs, or other detrimental health items. Clothing should not feature pictures or sayings (stated or implied), which refer to sex, bondage, cults, or violence. No skulls, crossbones, or satanic symbols. .
7. Tops: Tank tops of any kind, spaghetti straps or halter-tops are not allowed. Beachwear, swimsuits, full camouflage outfits, see-through clothing and plunging necklines where cleavage is visible is not permitted. Students are not to wear clothing that leaves the midriff, sides or back or shoulder area exposed. Sleeveless-styled blouses or vests are allowed, however undergarments should not be visible at any time. Concert/music shirts are allowed as long as they are appropriate for school.
8. Pants: must be worn appropriately at waist height with no undergarments or skin exposed. Sagging of shorts or pants below the waistline is not permitted even if concealed by a long shirt worn over the pants. Tear-away nylon jogging/wind suits are allowed as long as they remain completely snapped and neat. **No pajama bottoms pants. Leggings/tights/spandex/yoga pants must be worn with a top, skirt or dress that is mid-thigh or longer.**
9. Shorts, skirts, shorts etc: must be at least mid-thigh in length. Words written or printed on the buttocks area should not be worn.
10. Students are not to wear coats, outside vests, or jackets in the classroom or in the hallway unless entering and exiting the building. Coats must be put in a locker and not carried around.
11. Appropriate footwear must be worn at all times. Slippers, socks, and bare feet are not permitted.
12. All clothing should be of proper fit and may not have holes or be cut, torn or dragging on the floor.
Students in violation of the dress code are subject to disciplinary action. Clean attire will be available as needed in the high school office.
13. Contacts: Students are not permitted to wear contacts which make their eyes appear to be an unnatural color.

What may be appropriate at home may not be appropriate at school. Due to the fact that styles and fads change, it is impossible to anticipate and list all areas where a decision on "extreme" or "acceptable" will need to be made. The school administration, in accordance with Board policy has the responsibility of deciding in each individual case if a student's attire is appropriate and in accordance with the dress guidelines.

Discipline procedures for violations of the dress code: 1st offense = call home, correct the violation; 2nd offense = detention; 3rd offense = 3 hour extended day; 4th offense = ADA or Saturday School; 5th offense = OSS.

SECTION FIVE: FEES AND SUPPLIES

FEES

Students in grades 9-12 are charged fees to help defray costs for supplemental materials and expensive laboratory courses where projects they make become their own to keep or when the students use chemicals and/or supplies. Fees for the school year will be determined prior to the start of each school year and will be listed on the student's class schedule. All fees are requested by the end of the first grading period of the school year. Report cards and records may be withheld for students whose fees are not paid by this time. Additionally, students may be prohibited from field trips for failure to pay school fees. Fees are cumulative (year to year). For additional clarification, please call the high school office at (330) 488-0316.

SCHOOL SUPPLIES

School supplies, such as pens, paper, etc. must be provided by students for their own use.

BOOKS Textbooks and library books are furnished for students by the Board of Education. Students are expected to care for their books and are responsible for lost or damaged books, even if due to circumstances beyond their control. A book cover should be used on all textbooks.

SECTION SIX: HEALTH AND SAFETY**FIRE DRILLS**

In case of a fire drill, each class will leave according to the directions posted in that room. Windows and doors of every room should be closed. Everyone must leave the building during a drill. Quiet and order will insure safe evacuation of the building. All students and staff must move away from the building.

TORNADO DRILLS

If a tornado is sighted and eminent, students are to follow directions posted in each room. **BOMB THREATS** Bomb threats, false fire alarms and hoaxes are serious acts. We are compelled to report to the appropriate legal agency any act of this nature; be it false or a real threat to our school. The consequences of any act of this nature will result in immediate suspension and possible recommendation for expulsion.

HAND WASHING SCHOOL POLICY

Hand washing prevents illness and communicable disease. Germs can live on desks, tables, etc. Hand washing with soap and warm water for a minimum of 20 seconds is the policy of our school. Please wash hands

after using the restroom; before and after eating; if hands are soiled; if chemicals were used; if animals were handled; if food was prepared; after sneezing or coughing; after recess, and after practices or games. When soap and water are not available alcohol-based, waterless disposable hand wipes, or gel sanitizers may be used. A 60% minimum alcohol concentration is necessary to kill most harmful bacteria and viruses.

HEAD LICE POLICY

The following procedures will be followed concerning head lice:

1. Students who have head lice and/or nits will be sent home from school with instructions for proper treatment.
2. A maximum of two days excused absence will be allowed each time a student is sent home with head lice and/or nits.

MEDICATION POLICY

The Osnapburg Local Board of Education recommends that all medication be administered at home under parental supervision. Please encourage your physician to prescribe medications that can be administered during non-school hours. In instances where home administration of medication is not possible, the following procedures must be followed: All medication must be delivered to the school in the container in which it was dispensed by the prescribing physician or licensed pharmacist. All medication will be administered in an area designated by the building principal.

Written orders signed by the physician who prescribed the medication and a written request from the parent or guardian for such administration of medication which relieves the Board and its employees of liability for administration of medication will be required.

The parent/guardian is responsible for securing the Physician's Order For Prescribed Medication Form and having it completed in full, from the office. All documents shall be kept on file in the office of the principal. In instances when nonprescription "over the counter" medication is necessary to be administered at school.

The parent/guardian is responsible for securing the Parent/ Guardian Permission for nonprescription Medication Form from the office and completing it in full. High school students will assume the responsibility for presenting themselves for medication at the appropriate time(s). School personnel will not assume responsibility for calling students for medication.

All medication will be kept (stored) in the office. All medication must be in its original container and include the proper label, dosage, times to be administered and the student's name.

It is the responsibility of the parent/guardian to inform school personnel of any changes in medication and to notify the school of any special instruction regarding emergency situations where immediate attention is required, (i.e. acute reactions to bee stings, allergies, etc).

CONTROL OF BLOOD-BORNE PATHOGENS

The Board of Education seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially-infectious materials in their performance of assigned duties. The Superintendent shall implement administrative guidelines which will identify categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials; provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling; ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment; establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure; provide for free record-keeping of all the above which complies with both Federal and State laws; develop an exposure control plan.

WORK PERMITS

To get a work permit you must:

1. Be between the ages of 14 and 18
2. Have a promise of a job
3. Complete the "Pledge of Employer" card obtained in the office
4. Have the "Physician's Certificate" completed by the family doctor
5. Have the "School Record" card completed by our high school secretary

SECTION SEVEN: SCHOOL DAY

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not begun, until dismissal or until the students are picked up by the bus. Students must bring a written parental request to the office to leave the school grounds for any reason. No students are permitted to leave the school building when school is in session without the permission of the administration.

Upon entering the building in the morning, all students are to report to the gym until the bell rings at 8:00 a.m. Students will then go to their locker and directly to homeroom. Students are not permitted to go out to lunch or to have lunches "ordered in." Extra curricular activities (practices, meetings, etc.) begin after school is dismissed. No unsupervised students are allowed to remain in the building or on school grounds after the school day.

HALL PASSES A student, to move from one point in the building to another while classes are in session, must use a hall pass given to them by a member of the faculty.

SELECTION OF OFFICE/TEACHER AIDES There will only be one office aide per period. Students may not serve as an office or teacher aide more than two periods per semester. With the exception of gym class, there should only be one aide per period. If the teacher/office aides' grades are poor the teacher and principal may place the student in a study hall until the grades improve.

LOCKERS Each student will be assigned a locker. Students are not permitted to change lockers without permission of an administrator. If a locker fails to function, the student should notify the High School Office. The occupant of each locker is solely responsible for the condition and contents of the locker. If a student's locker has been damaged, the student should report the damage to the High School Office; otherwise, the student will be considered responsible. Your locker is the property of the Osnaburg Local School District. It is on loan to you to use and respect. It may be inspected without notice. Any damage is subject to a fine. Students should not share lockers or their combinations with anyone. The school is not responsible for locker thefts; however, thefts should be reported to the office immediately.

STUDY HALLS All students in study hall must be seated, studying, and quiet. This time should be used to do homework, read, and study for tests or assignments. Expectations for study hall behavior will be posted and followed. No student should have more than two study halls unless they are taking online courses in addition to their traditional classes. Teachers may excuse a student from study hall if a valid reason exists.

VISITORS Students from other schools who visit East Canton High School, as a school related activity should have their school principal call to approve of the visitation. No visitors will be permitted without prior administrative approval. Students from nearby schools are not to be invited to visit classes. All visitors are required to register at the principal's office for a visitors pass before proceeding through the building. Student visitors are not permitted in grades 9-12 unless participating in an approved program in cooperation with another school. This includes former students, relatives, etc.

ASSEMBLIES Assembly programs are planned each year to augment the student's educational experience. Whenever there is an assembly program, students are expected to attend and to be on their best behavior. Students who act inappropriately will receive disciplinary action.

LIBRARY/MEDIA CENTER PROCEDURES The library media center serves grades 6-12 and its staff serves grades K-12 as well as the K-12 faculty. Books, magazines, newspapers, computers and reference assistance are all available to students coming from class or study hall with a pass from a teacher. Go to class or study hall, and then go the library with a teacher-signed pass that describes the work to be done.

Once you have entered the library, you may not leave without permission.

Use of the computers is restricted to the teacher-assigned work, research approved by the Librarian (college search, etc.), or the student's school e-mail account. There is absolutely no gaming. The loan period for most materials is one month. Most reference materials may be checked out for overnight use. Checkout privileges are revoked when a student owes more than \$5.00 in fines. No student will be denied access to materials needed to complete assignments however, these materials must be used in the library or in the classroom if the teacher wishes to take responsibility for their return. If a student loses or damages any material, they will be responsible for the cost of replacing the item and their report card will be held until the entire bill is paid. Prices vary for each lost book. All book costs are available from the librarian.

SCHOOL/STUDENT PUBLICATIONS A student shall not publish, distribute and/or possess any material not authorized by the school administration. This includes, but is not limited to messages on clothing, ribbons, posters, buttons, signs, etc. No publication or material will be permitted that would disrupt the educational process. This also includes social media such as facebook, twitter, snapchat etc.

GYM FLOOR SHOE POLICY No one is permitted on the gym floors in shoes which have been worn outdoors at anytime or in shoes that have been used as part of a person's regular daily clothing.

DRIVING/PARKING Students must register in the high school office within the first two weeks of school in order to receive a parking permit to drive to school. *All students need to show drivers license, proof of insurance and vehicle registration and pay a \$10 fee.* Failure to show these items will result in the student not being allowed to drive his or her car to school.

All students receiving permission will get a numbered tag that will be displayed on the rear view mirror of the car. Permits must be returned by seniors at the end of the school year. There will be a \$5.00 fine for permits not returned or lost. Failure to register to receive a parking permit will result in parent notification and eventually; the car may be towed at the students' expense.

The parking lots are off limits to students during school hours. Students are to park properly. Motorcycles, quads, three-wheeler, tractors and other similar vehicles are not permitted to school. Students' vehicles are subject to search if there are reasonable grounds to believe that such items as drugs, alcohol, stolen property or other contraband might be present in that vehicle.

A speed limit of 10 M.P.H. must be observed on school property. At dismissal time student drivers must turn left out of the lot and yield to cars if needed. No car is to pass a school bus that is on school grounds and moving in the same direction. The Osnaburg Local School District

will not be responsible for any damage or loss incurred while student vehicles are parked in the student parking lots. Students driving to school will not be excused for absence or tardiness due to car trouble. Violation of any of the above or excessive tardiness by those permitted to drive will cause suspension of driving privileges. Violation of any of the above will result in the removal of your driving privileges. The South Stark Career Academy students must follow these student driving procedures: Seniors may drive to Canton South, SV, or Perry.

Juniors ARE NOT PERMITTED TO DRIVE OR RIDE WITH ANOTHER STUDENT TO OR FROM SSCA SCHOOLS BUT MUST USE SCHOOL PROVIDED TRANSPORTATION.

SCHOOL CLOSINGS

Whenever situations arise such as snow or ice storms and it becomes necessary to close school or send students home early, you can tune in to one of these stations for announcements:

Radio: WHBC 94.1 FM or 1480 AM

TV: Cleveland Channels will post school closing as well.

The Alert Now system will be activated along with these sources.

SECTION EIGHT: SCHOOL ACTIVITIES CLUBS AND ORGANIZATIONS

STUDENT COUNCIL is a group of students nominated by the student body by class officers. Nominations and voting takes place in September. Those elected into office sponsor the Fall and Winter Homecoming dances and other student activities throughout the year.

NATIONAL HONOR SOCIETY is a group that stresses a balance of scholarship, character, service and leadership. Membership is selective and the standards for membership are established by the National Constitution. Through various projects and activities, National Honor Society continues to create an enthusiasm for scholarship, a desire to provide service, avenues for leadership opportunities and the development of sound character.

ART CLUB is open free of charge to all students grades 9-12 who have an interest in learning or getting better at art. The club meets once weekly starting at the end of September and continuing on until the first week of March.

INTERACT is a group of students that work with our EC Rotary. It is very community oriented and officers are elected as well.

ACADEMIC ACHIEVERS CLUB is for students that have achieved a 3.5 or higher grade point average each nine weeks throughout the school

year. They are rewarded with certain extra events, such as a dinner and entered into drawings for prizes.

YEARBOOK is a one-credit course offered during the school day. Students must schedule this course through the guidance counselor and get approval from the yearbook advisor to be part of the team. **TEEN BOARD** selects applications each month to send to the Repository for the Teen of the Month contest. All seniors are welcome to fill out an application form for the Teen of the Month competition. Any seniors interested in being appointed to the Teen Board should see Mrs. Knowles.

SPORTSMANSHIP When we entertain visiting teams or go to other schools to see games, we and our school are judged by the manner in which we conduct ourselves.

1. Remember that a student spectator represents his school as the athlete does.
2. Cooperate with the cheerleaders and band in supporting our team.
3. Respect the decisions of the officials.
4. Congratulate our teams in victory or defeat.
5. Show visiting teams, fans and officials every courtesy.
6. No cheers that could be considered derogatory or demeaning to opposing teams or players are allowed.

SCHOOL FIGHT SONG: Fight the team across the field, show them the Hornets are here! We're going to set the earth reverberating with a might cheer! Fight! Fight! Fight! Hit them hard and see how they fall, never let that team get the ball! Hail! Hail! The gang's all here and the Hornets will win tonight!

ALMA MATER: EC High to you we'll all be true, we'll hold high your colors-gold and blue. In every way we'll see you through, defeat or victory, Alma Mater. Here we've made our many friendships strong, now we sing our salutation song. In our hearts you will live long, East Canton, you're true blue!

EAST CANTON ATHLETIC DEPARTMENT

East Canton High School
310 Browning Street
East Canton, Oh 44730
330-488-0316, ext. 309

Athletic Director: .
Athletic Administrator: Andrew Mangun
Principal: Andrew Mangun

Site Manager: Marie Richards

EAST CANTON INTERSCHOLASTIC SPORTS (Grades 7-12)

Football (7-12)
Volleyball (7-12)
Boys Cross Country (7-12)
Girls Cross Country (7-12)
Boys Basketball (7-12)
Girls Basketball (7-12)
Track (7-12)
Softball (9-12)
Baseball (9-12)
Cheerleading (7-12)

PARTICIPATING PHILOSOPHY Competitive athletics are an integral part of the total education program available for students in the Osnaburg Local School District. We believe interscholastic athletics:

- * Promote growth and development
- * Teach social and recreational skills
- * Develop skills and qualities that support and complement the skills and qualities taught in the regular classroom.

PRE-PARTICIPATION REQUIREMENTS Student participation should be actively supported and encouraged. However, participation is considered a privilege not a right for a student.

It is important to win, but not at the expense of the many other valuable lessons and skills which students will learn as a result of their participation.

Participants will be required to have the following forms on file in the athletic director's office before participation begins:

1. Signed physical exam card
2. Emergency medical authorization form (kept by head coach)
3. Insurance waiver form

PHYSICALS An official OHSAA student participation, parental approval and physical examination form (properly signed by a physician or medically certified physician's assistant as specified by the OHSAA), the participant, and by the parent or guardian must be on file in the athletic director's office prior to participating in a practice session.

EMERGENCY MEDICAL AUTHORIZATION FORM Before an athlete may participate in a practice session, the parent or guardian shall complete and EMA form. The completed EMA form is kept by the head coach at all practices and contests and is used in the event of an injury requiring doctor and/or hospital attention when the parent or guardian is unavailable.

INSURANCE WAIVER FORM An insurance waiver form must be completed, signed, and on file in the athletic director's office before an athlete may participate in a sports program.

EXTRA CURRICULAR ACTIVITIES AND ATHLETIC TEAM CODE OF CONDUCT REQUIREMENTS

STUDENT ACTIVITIES AND ATTENDANCE A student must be in attendance at school for the day of his/her activity (when school is in session) if he/she wishes to participate in an extracurricular school activity. This applies to athletics, instrumental or vocal music practice or programs, dances or other social activities.

Students who receive advance permission to miss will be permitted to participate. If a student arrives late (due to illness) or signs out of school because he/she is ill, that student would not be permitted to participate in extracurricular activities after school that day unless approved by an administrator.

The administrator shall have sole discretion in determining whether any extenuating circumstances involving student absences or sign out exists and whether an allowance should be made for the given situation on a one time basis.

Responsibilities: While under the jurisdiction of East Canton High School, students are expected to abide by the rules and guidelines outlined in the Code of Conduct found in the Student Handbook and all other regulations adopted by the Osnaburg Local Board of Education. Each activity/team may have additional guidelines that must be followed. These additional guidelines will be clearly communicated to the participants and be on file with the Athletic Director. Please take the time to become familiar with them.

Code: A violation of any of the following rules may result in denial of participation from athletics or extracurricular activities for the semester or the duration of the season.

1. All school rules apply as stated in the Student Handbook. Suspension or expulsion from school includes same for extracurricular activities/athletics.
2. Athletes who fail to attend school regularly during their season may be denied participation by their principal and/or coach.
3. Students must remain in good standing in their organizations, such as fulfilling officer duties and/or member obligations.
4. Students must conduct themselves with respect toward others.
5. Athletes must follow training rules and regulations.
6. Students must attend required meetings and practices unless the coach or advisor grants prior permission.
7. Students must meet all eligibility requirements listed on the following pages.
8. All OHSAA rules must be followed.
9. An athletic team member who quits a sport shall be ineligible for participation in any other sport activity during that season
10. Denial of participation from a sport shall cause a student to become ineligible in other sports during that season*.

11. Any violation of the student code of conduct by a participant in any extracurricular activities for the following infractions during their season, ON OR OFF OF SCHOOL PROPERTY will result in denial of participation from the athletic sport or extracurricular activity or in other sport activities for the duration of that season. Season dates are determined by the OHSAA in the Sports Regulation Handbook.

- * Smoking, distributing and/or possession of tobacco products, and/or paraphernalia;
- * Under the influence, use, possession or distribution of mind altering chemicals/ substances, or any chemical/ substance which resembles the same ("look alike")
- * Use, possession or distribution of mind-altering paraphernalia
- * Possession of dangerous, destructive devices, knives or "look alike" weapons.

DISMISSALS After a dismissal period of at least two weeks, an athlete may be considered for reinstatement on his/her team provided that the athlete has made substantial progress in an appropriate cessation or behavioral management program AND if the head coach, athletic administrator and high school principal ALL agree that it is in the best interest of the player and the team for that athlete to be reinstated. Athletes who are reinstated shall be required to exhibit exemplary behavior for the remainder of the season. Failure to do so will result in an immediate dismissal from the team.

PROCEDURES When it becomes necessary to deny a student participation in an extracurricular activity or sport, the student must be given written notice of it with notification of the reason(s) for denial of participation. A copy will be on file with the Athletic Director. The student or parent has the right to appeal the decision of the coach, advisor or other school personnel to the principal following the appeal procedure as outlined in the ECHS Student Handbook.

RIGHT TO APPEAL Student athletes who are not satisfied with the decision of the coach and who wish to appeal the decision may elect to file an appeal to the athletic director in three (3) school days. The purpose of this appeal is to hold a hearing for a final disposition of the case. The disposition will be within three days of the recommendation by the athletic director. Denial of participation will be in effect during the appeal.

GUIDELINES FOR 7TH AND 8TH GRADE LEVELS

If at the end of the first full week of practice, there are more than 16 athletes on a particular team:

- * A second coach (volunteer or paid) shall be added if it is feasible to find a qualified and competent candidate.
- * 15 players will dress per game, (in which all 15 will play in each game, amount of time to be determined by the coaches).
- * The remaining athletes will be placed on a developmental squad for skills development and will be expected to attend all contests.

- * The developmental players will have a chance to move to the playing squad on a weekly basis, they must demonstrate commitment, regular attendance at practice and games.
- * This procedure will avoid “cutting” players at this level and provide development skill training.
- * During the last two regular season games, coaches will “play to win”, therefore, each coach will use his/her discretion to determine which athletes will play and how much playing time those athletes will receive.
- * All athletes who have demonstrated commitment, regular attendance at practice and coachability, shall participate in practice and play in each contest for which they dress (amount of time to be determined by the coach).

GUIDELINES FOR 9TH GRADE/JUNIOR VARSITY LEVELS

- * The coaches will make every effort to play team members who have demonstrated commitment, regular attendance, coachability and skill improvement.
- * The maximum number of athletes will be established by the athletic director and the particular coaches involved for the following sports: volleyball, basketball, softball and cheerleading.
- * The maximum number of team members will be communicated to the players and the parents in a timely fashion before the first regularly scheduled contest.
- * Cross country, track, football and golf will have no maximum team members.

GUIDELINES FOR VARSITY LEVEL

- * The coach will play athletes according to his or her judgment.
- * The coach will determine the maximum number of team members.

ATHLETIC ELIGIBILITY REQUIREMENTS

The rules and regulations of the Ohio High School Athletic Association and the Osnaburg Board of Education shall govern the academic eligibility of the athlete to participate in interscholastic athletics at the high school or the middle school.

HIGH SCHOOL (9-12) ELIGIBILITY REQUIREMENTS A student enrolled in grades 9-12 must pass a minimum of five (5) one credit courses or the equivalent in the immediate, preceding grading period. Students who fail to meet this requirement shall be ineligible for OHSAA events until they meet the requirements at the end of a nine-week grading period. Students cannot regain their eligibility in the middle of a grading period. It is recommended that student athletes attempt at least 6 credits per year. Students entering ninth grade must have met the junior high eligibility requirements in the last quarter of eighth grade.

MIDDLE SCHOOL (7-8) ELIGIBILITY REQUIREMENTS

A student in grades 7-8 must be currently enrolled in school and receiving passing grades in five courses in which enrolled.

Because the academic development of our students is our number one priority, eligible students will have to meet the following additional eligibility requirements:

- * Eligible student-athletes will have their grades checked every 3 weeks (progress reports).
- * Student-athletes who are not passing the required five classes at that time of interims will be ineligible to participate for one week or until they are passing all five courses.
- * Student-athletes may regain their eligibility at the end of the week by showing academic improvement of passing five courses.
- * Student-athletes who do not improve and pass five courses will remain ineligible for as many weeks.

NOTE: These additional requirements do not override the OHSAA eligibility guidelines. These grade checks are for student who have already achieved OHSAA eligibility for that grading period. This process cannot be used to regain lost eligibility due to poor grades in the preceding grading period.

SUMMER SCHOOL GRADES Summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year of the lack of enough credits taken the preceding grading period.

SUPERVISION OF ATHLETES The coach will provide supervision of all athletes after a contest or practice until all athletes have departed. Parents should arrange for their athletes to be picked up in a timely manner.

RESIDENCE A student is eligible at the school located in the Ohio school district where his/her parents or legal guardian resides when all other eligibility standards are met. If a parent/legal guardian lives outside of Ohio, the student is not eligible unless he/she meets one of the exceptions to the residency bylaws as established by the Ohio Revised Code. When there has been a change of custody, the student must reside in the same school district with the legal guardian.

TRANSFERS

Transfer students (including open enrollment and tuition) will follow the OHSAA and Osnaburg Local Board of Education policies. This applies to students who have participated in an interscholastic contest in any sport since having been classified above the sixth grade.

If a student transfers to a school from the district in which the parents reside without a corresponding change in residence, the student shall not be eligible until one year from date of enrollment unless the principals have signed the appropriate OHSAA waiver form. If the parents of a student move during the school year from the district of the school which the student attends, the student may transfer to the new school at the time of the moving or at any time thereafter during the school year and be eligible so far as transfer is concerned.

TRAINING POLICIES

East Canton athletes have a strong influence in the community, school and among fellow students. Sportsmanship, scholarship and good health habits are important for the student-athlete. Good training policies will have these objectives:

- * To encourage all athletes to recognize responsibilities to the team, the coaching staff, the school and themselves.
- * To encourage all athletes that winning is team effort and a team concern.
- * To encourage all athletes to realize that winning comes only through self-sacrifice and hard work.
- * To encourage all athletes to be aware of the value of training rules.

ASSUMED RISKS

Each year in the U.S. over four million students participate in interscholastic athletic activities. The advantages to sports participation provides:

- * An increase in agility, coordination, speed, flexibility and endurance
- * Development of individual sports skills
- * Instruction in discipline
- * Teamwork, working with others
- * Mental and physical challenges

WARNING: ATHLETICS MAY BE DANGEROUS! Please recognize that there are risks involved in participation in athletic activities. Many injuries may be short term such as sprains, bruises, cuts, etc, and recovery is quick. Some injuries may be long term and could result in permanent disability. Contact activities are a much greater risk where injuries to the head, neck and spinal chord could result in paralysis or death. Participants must wear the proper equipment, maintain physical condition, utilize proper sports techniques and exercise good judgment at all times.

EQUIPMENT AND UNIFORMS Equipment and uniforms that are the property of the athletic department, once issued to an athlete, are the sole responsibility of that athlete. If the equipment and/or uniform is lost or damaged, replacement must be made at the athlete's expense. All equipment and/or uniforms are not to be used as personal apparel and should only be used during practice or contests. The exception to this is the wearing of jerseys on game days with permission from the coach.

ATHLETIC AWARDS AND GUIDELINES

- * 7th and 8th grade athletes may receive a certificate of participation only.
- * All student athletes must be in good standing to receive an award.
- * All athletes must attend the awards program or forfeit the award unless extenuating circumstances prevail.
- * Choosing award winners is the sole responsibility of the head coach and staff and may vary from year to year.

REQUIREMENTS FOR A VARSITY LETTER

- * Boys Cross Country: must make varsity team by being in the top seven E.C. runners in more than half the meets, or by being a state qualifier. Girls Cross Country: participate in half of the varsity regular season meets or score in the league, district or regional meet.
- *Volleyball: play in half the games.
- * Football: play (appear) in half the varsity quarters (20).
- * Baseball & Softball: play in half of the total innings played in the regular season, or play as a starting pitcher or a relief pitcher in a role as a closer.
- * Track: participation in one half of the regular meets while finishing in the top three (for EC) in any event during the regular season meets or place in the league, district or regional meet.
- * SENIORS WHO HAVE PARTICIPATED IN A PARTICULAR SPORT AT ECHS FOR FOUR YEARS WILL RECEIVE A VARSITY LETTER.
- * AN ATHLETE WHO HAS EXTENUATING CIRCUMSTANCES WHICH LIMIT PARTICIPATION MAY RECEIVE A VARSITY LETTER UPON RECOMMENDATION BY THE HEAD COACH.
- * MANAGERS MAY BE GRANTED AN AWARD UPON RECOMMENDATION BY THE HEAD COACH.

PUBLIC RELEASE OF INFORMATION

The school district maintains many student records including both directory information and confidential information. Directory information includes: Board Policy 8330: Information Directory.

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

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a

parent. Parents may refuse to allow the board to disclose any or all of such "directory information" upon written notification to the board. For further information about the items included within the category of directory information and instruction on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act (FERPA)* notice which can be found in the [Community Connection](#).

Other than directory information, access to all other student records is protected by (FERPA) and Ohio Law. Except in limited circumstances as specifically defined in State and Federal Law, the school district is prohibited from releasing confidential education records to any outside individual or organization without prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a post-secondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral dates, disciplinary records and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent.

To review student records, please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

Individuals have the right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an analysis, or evaluation that reveals information concerning:

- A. Political affiliation or beliefs of the student or his/her parents
- B. Mental or psychological problems of the student or his/her family
- C. Sexual behaviors or attitudes
- D. Illegal, antisocial, self-incriminating or demeaning behavior
- E. Critical appraisals of other individuals with whom respondents have close family relationships

- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers
- G. Religious practice, affiliations or beliefs of the student or his/her parents
- H. Income (other than the required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

Consistent with the PPRA and board policy, the superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis or evaluation.

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

The superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.

In addition, the superintendent is directed to notify parents of students in the district at least annually at the beginning of the school of the specific dates during the school year when the following activities are scheduled, or are expected to be scheduled.

A. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose

B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Compliance Office via the following e-mail address: FERPA@ED.Gov&PPRA@Ed.Gov

