



# Eastern Local Schools Student Handbook



# Eastern Local School District Student Handbook 2019-2020

		<b>Eastern Local Schools</b>			
		<b>2019 - 2020 School Year Calendar</b>			
<b>Day</b>	<b>Dates</b>	<b>Schedule</b>			
Monday	August 12	Work Day / Elementary Open House (5:30-7p)		No School	
Tuesday	August 13	District Kick-Off / MS and HS Open House (5:30-7p)		No School	
Wednesday	August 14	Building Meetings		No School	
Thursday	August 15	First Day For Students			
Monday	September 2	Labor Day		No School	
Thursday	September 19	MS and HS P / T Conferences (3:30-6:30p)			
Monday	September 23	Brown County Fair Week		No School	
Thursday	October 10	MS & HS P / T Conferences (3:30-6:30p), Elem. P / T Conferences (4:15-7:15p) (Title Parent Mtg)			
Thursday	October 17	End of 1st Quarter (2-Hour Early Dismissal), Elem. P / T Conferences (4:15-7:15p)			
Friday	October 18	Brown County Inservice		No School	
Wednesday	October 23	1st Quarter Report Cards Issued			
Wednesday	November 27	Parent/Teacher Conference Comp Day		No School	
Thursday	November 28	Thanksgiving Break through 29th		No School	
Monday	December 2	Students Return from Thanksgiving Break			
Friday	December 20	Two Hour Early Dismissal			
Monday	December 23	Christmas Break through 1/3/20		No School	
Monday	January 6	Students Return from Break			
Friday	January 10	End of 2nd Quarter (2-Hour Early Dismissal)			
Wednesday	January 15	2nd Quarter Report Cards Issued			
Monday	January 20	Martin Luther King Day		No School	
Thursday	January 23	MS and HS P / T Conferences (3:30-6:30p)			
Thursday	February 13	Elem. P / T Conferences (4:15-7:15p)			
Friday	February 14	District Inservice		No School	
Monday	February 17	Presidents' Day		No School	
Thursday	February 20	Elem. P / T Conferences (4:15-7:15p)			
Friday	March 13	End of 3rd Quarter (2-Hour Early Dismissal)			
Wednesday	March 18	3rd Quarter Report Cards Issued			
Thursday	March 26	MS and HS P / T Conferences (3:30-6:30p)			
Friday	April 10	Spring Break through 4/14/20		No School	
Tuesday	April 14	Parent/Teacher Conference Comp Day		No School	
Wednesday	April 15	Students Return from Break			
Sunday	May 17	Graduation			
Friday	May 22	Last Day for Students and Staff (2-Hour Early Dismissal)			

**P**

**PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK  
PLEASE SIGN AND RETURN THIS FORM TO SCHOOL BY THE END OF THE FIRST WEEK OF SCHOOL.**

Failure to return this form may result in denial of attendance. The District feels that both the parents and the students need to be aware of all the information in the student handbook.

We, \_\_\_\_\_ and \_\_\_\_\_  
Parent/Guardian Student

have read the 2019-2020 Eastern Local School District Handbook. We understand the rights and responsibilities pertaining to the students and agree to support and abide by the rules, guidelines, procedures and policies of the School District.

We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**DIRECTORY INFORMATION**

Directory information may be released without prior written consent unless the recipient is engaged in a profit-making activity or unless the parent or pupil, if over eighteen, in writing requests that directory information not be given out. Directory information is defined as to include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation and awards received. I grant permission for my child's

photograph to be used for purposes of newspaper, newsletter articles. If you do not wish your child to be photographed, please notify your building principal in writing.

## EASTERN LOCAL SCHOOL DISTRICT

EASTERN LOCAL DIST. OFFICE  
11479 US 62  
WINCHESTER, OH 45697

[www.elsd.us](http://www.elsd.us)

MICHELE FILON, SUPT.  
937-695-9030  
937-695-1399  
FAX 937-695-9046

EASTERN HIGH SCHOOL  
11557 US 62  
WINCHESTER, OH 45697

WILLIAM GARRETT, PRINCIPAL  
937-695-9913  
937-695-0959  
FAX 937-695-0303

EASTERN MIDDLE SCHOOL  
11519 US 62  
WINCHESTER, OH 45697

JORDAN MICHAEL, PRINCIPAL  
937-695-1377  
937-695-1272  
937-695-1249  
FAX 937-695-1299

RUSSELLVILLE ELEMENTARY  
239 W. MAIN STREET  
RUSSELLVILLE, OH 45168

KATRINA WAGONER, PRINCIPAL  
937-377-KIDS  
937-377-4771  
FAX 937-377-9110

SARDINIA ELEMENTARY  
7742 TRI COUNTY HWY  
SARDINIA, OH 45171

JOSH MICHAEL, PRINCIPAL  
937-446-2250  
937-446-3550  
FAX 937-446-3518

## STUDENT PAPERWORK/FORMS

All required forms are found in Final Forms which is an online platform used by the Eastern Local School District. There is a link on the school website under Parent Area. All required forms must be completed by the first full week of school. Failure to complete forms may result in disciplinary action including denial of transportation and/or participation in school.

## EASTERN LOCAL SCHOOLS CELL PHONE REGULATION

Cell phone regulations are in effect during school hours. (Students may use their cell phones before the first bell, during their 30 minute lunch period, and after the 2:00 p.m. bell (high school/middle school) and after the 3:30 p.m. bell at the elementary.

High School students will (park) all phones during class. An appropriate spot for parking will be provided in each classroom. Failure to park phone will result in disciplinary action beginning at Step 4 (Friday School).

All students (K-12) who use or have their phones go off during school hours (as defined above) are in violation of the cell phone policy. **Be advised, with each cell phone policy violation, devices will be confiscated.**

- First offense punishment of the cell phone policy is at the discretion of the building principal.
- Second offense will be a warning and the phone will be confiscated and parent pick up will be required.
- Third violation will be a lunch detention
- Fourth violation will be a Friday/Saturday School.

- Fifth violation will result in three (3) days of alternative school.
- Further violations may result in loss of mobile technology privileges and/or suspension from school.

\*There may be times when teachers allow students to access cell phones during class and students will be expected to follow the B.Y.O.D. policy.

## STANDARDIZED TESTING PROGRAM

In accordance with the Eastern Local School District, Brown County Board of Education policy and the Ohio Department of Education Regulations, the following standardized tests are given. Parents with questions regarding testing and/or scores should contact the principal. Results of student tests will be sent home with students.

### 2019-2020 Testing Dates (subject to change)

Each school district chooses a consecutive series of school days to administer state tests within specified windows, or periods of time.

Ohio's State Tests in English language arts, mathematics, science and social studies

#### FALL TEST WINDOWS 2019

- **Grade 3 English language arts** – Five consecutive school days, including makeups, within the Oct. 21 to Nov. 1 window
- **High school end-of-course tests** – Fifteen consecutive school days, including makeups, within the Dec. 2 to Jan. 10 window

#### SPRING TEST WINDOWS 2020

School districts select 15 consecutive school days, including makeups, within each test window.

- **English language arts** - March 23 to April 24, 2020
- **Mathematics, science and social studies** - March 30 to May 8, 2020

## **SUMMER TEST WINDOWS 2020 (OPTIONAL)**

- **Grade 3 English language arts** – July 6 - 10, 2020
- **High school end-of-course tests** – July 13 - 24, 2020

## **Ohio Graduation Tests**

- Beginning in 2018-19 the **OGT has moved online** allowing for a continuous state testing window (September through July). Testers have three opportunities per school year to take any part of the OGT still required.
- Testers requiring **paper as an approved accommodation** have three available test windows:
  - Form 01: September 3 - December 31
  - Form 02: January 1 - April 30
  - Form 03: May 1 - July 31.

Please check with your local district or adult diploma program about opportunities to take the tests. Districts/schools may set their own test windows within the state framework. For details, please look at [OGT FAQ](#).

## **Ohio English Language Proficiency Screener**

- Aug. 1, 2019 - June 30, 2020

## **Ohio English Language Proficiency Assessment**



- Feb. 3 - March 27, 2020

**Alternate Assessment for Students with Significant Cognitive Disabilities**

- Operational test - Feb. 18 - April 10, 2020

**SPRING 2020 ACT TEST DATES\***

**Paper Testing Only**

**Feb. 25, 2020, and March 10, 2020**

**Paper Makeup Testing**

**March 24, 2020**

**Online Testing Window\***

**Feb. 25-27, March 3-5 and March 10-12, 17-19, 2020**

**Accommodated Testing Window\***

**Feb. 25-28 and March 2-6, 2020**

**Accommodated Makeup Window\***

**March 10-13, and March 16-20, 2020**

**Accommodated Emergency Window\***

**March 24-27, March 30-31, April 1-3, 2020**

## **EASTERN DISTRICT MISSION STATEMENT**

**It is the mission of the Eastern Local School District to advance the physical, mental and emotional development of all children to achieve their full potential in a safe nurturing environment, with the support of parents and community.**

We strive for

- Excellence**
- Achievement**
- Success**
- Team Work**
- Esteem**
- Respect**

in a **Nurturing environment**

## **BOARD POLICY STATEMENT**

**ALL STUDENTS ARE SUBJECT TO THE BYLAWS AND POLICIES ADOPTED BY THE EASTERN LOCAL BOARD OF EDUCATION, WHETHER THEY ARE MENTIONED IN THIS STUDENT HANDBOOK OR NOT.**

## **ENROLLMENT/WITHDRAWAL PROCEDURES**

### **General Enrollment**

See the enrollment procedures on the District website:  
[www.elsd.us](http://www.elsd.us)

**All new students will report to the district office to complete enrollment procedures. A birth certificate, health records,**

**transcripts from previous schools, custody papers (if applicable), and proof of residence will be required.**

All parents, guardians and students must notify the office immediately of any changes in address, telephone number, etc., so that records will remain current. Parents must provide a street address for place of residence.

### **CHILD CUSTODY**

**Parents are to inform the school anytime the custody of a child changes. (SB 140 requires this information.) School officials will need to see and copy court orders pertaining to a child's custody. Questions in regard to proper procedures will be handled through the school office.**

### **WITHDRAWALS**

All student withdrawals must be processed through the school office. The parents/guardians of any students who plan to withdraw should notify the office as soon as possible. All books should be turned in to the teacher from whom they were issued.

### **CHANGE OF ADDRESS OR PHONE**

In order for school records to be kept current, and in the event it is necessary to contact parents for emergency purposes, the school office must be notified of any change in a student's address and phone number as soon as they occur. It is especially important that the parent's work, home, cell and emergency phone numbers are kept up-to-date.

**Notification of these changes should be in writing.**

## **IMMUNIZATION LAW**

Students who do not have evidence of proper immunizations will be excluded from school after 14 days until such immunizations have been received. Any questions about immunization should be directed to the school nurse.

## **ATTENDANCE POLICY FOR BROWN COUNTY SCHOOLS**

**Due to the adoption of a uniform school truancy program for Brown County Schools, the following attendance policy will be effective at Eastern Local Schools.**

**Attendance Procedures**

Schools that achieve an Excellent rating on the Ohio School Report Card are proven to have superb student attendance. As such, ELSD has established criteria that will both reward those who come to school regularly, as well as deter those who do not attend regularly.

It is important that students attend school each day they are not ill. The compulsory school attendance law (Ohio Revised Code 3321) requires all students to be in attendance and in all classes assigned to them. Under Ohio school law pupils must attend unless they are 18 years of age. It is the desire of the Eastern Brown Local School District Board of Education to insure that students attend school regularly to obtain optimum benefit from their days in school. Since one of the criteria established by the Ohio Department of Education for determining whether school districts are effective is the attendance rate, the Eastern Brown Local School District Board of Education directs the district administrators to develop a uniform set of rules, to be coded in the student handbook, to require regular school attendance.

Every child of the age six (6) to eighteen (18) must attend a school which conforms to the minimum standards prescribed by the Ohio Revised Code and the Ohio State Board of Education, in the district in which the child resides for the full period school is in session, which shall not be for less than thirty-two (32) weeks per school year.

**EASTERN SCHOOL DISTRICT ATTENDANCE POLICY**

**Excessive absences**

Our school day for the 2019-2020 school year is 6 hours (lunch is not counted). Students with more than eighteen (18) days and/or 108 hours of excused or unexcused absences in a year or more than nine (9) days and/or 54 hours during a semester will not receive credit. N/C (no credit) will be placed on the grade card and the cumulative folder. In the elementary and middle school, no credit means the student has failed for the semester or year. These days are inclusive, but days or classes missed due to representing Eastern Brown Local Schools or certified doctor's/court excuses do not count toward the nineteen days. Exceptions can only be made by appeal to the district attendance committee made up of all building principals. Excused and unexcused absences are defined in the next section of the student handbook.

On the fifth (5) day and/or 30 hours, the 12th day and/or 72 hours, and eighteenth (18) day and/or 108 hours of absence (excused or unexcused), a form letter will be sent home stating the importance of school attendance and reminding parents of the 18 days limitation in a year and the 9 day limitation in a semester. **Please note, any absences after the 12-day count will require a doctor's excuse in order to be considered an excused absence.**

On the nineteenth (19) day of absence in a year and the tenth (10) day of absence in a semester, a student will be at no credit status. "NC" will appear on the grade card when a student is at no credit status. Parents will be notified by mail. Any absences accumulated by a student from another district will count toward the Eastern Local School District attendance policy.

If the school sends your student home due to illness, up to 2 days of excused absences are granted. After 2 days, there must be a doctor's note provided for future absences to be excused.

### **Attendance Appeals**

Absences will be monitored each grading period. Students who exceed the 18 days limitation in a year and the 9 day limitation in a semester must appeal those absences to the District Attendance Committee.

If the appeal is granted, the District Attendance Committee will assign an extended school session(s) as assigned by the building administrator to make-up the absence(s). For extenuating circumstances, the District Attendance Committee may accept an appeal at the end of the school year for any absences beyond the stated limits.

To initiate an appeal, a student, parent and/or guardian must appeal in writing to the building principal, who will present the appeal to the attendance committee. Students who exceed the absence limits and whose appeals are denied and those students who exceed the absence limits and did not appeal will not receive credit for the course(s). There are no guarantees that appeals will be granted.

Students who are absent due to extraordinary circumstances such as injury, extended illness, or chronic conditions must have documented medical proof of illness or injury. With documented proof, the attendance committee may waive the additional make-up time if the student has completed all the regular work to the satisfaction of the principal and all teachers who have the student in class.

This policy supersedes any information listed on the grade card.

## **STUDENT REWARDS FOR EXCELLENT ATTENDANCE**

### **Exam Exemptions**

-Students who have **NO MISSED DAYS**, including the tardy policy, for a semester = 1 exam exemption (student choice).

## **TARDINESS TO SCHOOL/EARLY DISMISSAL**

### **Eastern Middle School and High School**

**Students entering school after the first homeroom bell and until 8:45 A.M. are classified as “tardy”. Those leaving after 12:45 P.M., but before the regular dismissal time are classified as “early**

**dismissal". Any student missing 1 1/4 or more hours of school will be counted as half-day absence.**

### **Russellville and Sardinia Elementary**

**Students entering school after the first homeroom bell and until 10:15 A.M. are classified as "tardy". Those leaving after 2:15 P.M., but before the regular dismissal time are classified as "early dismissal". Any student missing 1 ¼ or more hours of school will be counted as half-day absence.**

Students must sign in and sign out through the office and provide proper documentation.

Unexcused tardies and early dismissals will be dealt with throughout the district in the following manner or at the principal's discretion:

#### **Grades K-5**

1<sup>st</sup> through 3<sup>rd</sup> unexcused tardy or early dismissal—warning

4<sup>th</sup> through 8<sup>th</sup> unexcused tardy or early dismissal—noon detention

9<sup>th</sup> through 13<sup>th</sup> unexcused tardy or early dismissal—one hour after school detention

14<sup>th</sup> through 15<sup>th</sup> unexcused tardy or early dismissal—(2) one hour after school detentions

Over 16—the principal will decide

#### **Grades 6-12**

1<sup>st</sup> unexcused tardy or early dismissal – warning

2<sup>nd</sup> unexcused tardy or early dismissal – warning

3<sup>rd</sup> unexcused tardy or early dismissal - warning

4<sup>th</sup> – 6<sup>th</sup> unexcused tardy or early dismissal –Noon Detention

7<sup>th</sup> – 9<sup>th</sup> unexcused tardy or early dismissal – Friday/Saturday School (3 after school detentions at the elementary level)

10<sup>th</sup> – 12<sup>th</sup> unexcused tardy or early dismissal – 1 day in alternative school if available.

13<sup>th</sup> – 16<sup>th</sup> unexcused tardy or early dismissal – 3 days suspension in alternative school if available.



Over 16, the principal will decide.

**On the 10<sup>th</sup> unexcused tardy**, the student will lose all driving privileges for the year.

## ABSENCES

State law requires school personnel to notify parents of student absences. **Parents are required to telephone the school by 10:00 A.M. when their son/daughter is absent. According to state law, the student must present a note from the parent or guardian upon the return to school.** If the student does not have a note upon his/her return, the student has two (2) school days to bring the note from the parent or guardian in order to have an excused absence. The note must state:

1. Date of absence
2. Reason for absence
3. Signature of parent or guardian

Work missed during an absence. Students will have two (2) calendar days per day of absence to complete work missed, with a limit not to exceed ten (10) days total for making up work.

## VALID REASONS FOR ABSENCE

The District accepts only the following as reasonable excuses for time missed at school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to Principal and filed as part of the student's school record.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

**A. Personal Illness**

The Principal may require a doctor's confirmation if s/he deems it advisable.

**B. Illness in the Family Necessitating the Presence of the Child**

The Principal may require a doctor's confirmation and an explanation as to why the child's absence was necessary.

**C. Quarantine of the Home**

This is limited to the length of the quarantine as fixed by the proper health officials.

**D. Death in the Family**

This is limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence.

**E. Necessary Work at Home Due to Absence or Incapacity of Parent(s)/Guardian(s)**

Any absence arising because of this condition shall only apply to a child over fourteen (14) years of age and shall not extend for a period longer than five (5) days and can be renewed for five (5) additional days. At no time, shall such excuse permit a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the

home who is out of school. In such cases, the Superintendent or his/her designee may request a certificate of a physician attesting to the physical condition of the parent or guardian.

**F. Observation or Celebration of a Bona Fide Religious Holiday**

Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with his/her creed or belief.

**G. Absence During the School Day for Professional Appointments**

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. the student shall have a statement to that effect from his/her parents;
2. the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
3. the student shall report back to school immediately after his/her appointment if school is still in session.

**H. Emergency or Other Set of Circumstances**

The Superintendent shall determine whether the reason for the absence constitutes good and sufficient cause.

**I. Medically Necessary Leave**

A pregnant student will be considered on an excused absence for so long a period as is deemed medically necessary by the student's physician. Written confirmation by the physician may be required.

**J. Service as Precinct Officer at a Primary, Special or General Election**

Students selected as precinct officials through the program set forth in Policy 5725 shall be excused from school on the day of an election at which the student serves as a precinct official.

**Note:** Absences that do not accumulate against this guideline include field trips; or college visits.

The staff member in charge of attendance will decide if the absence is excused.

Under provisions of the compulsory school attendance law, the principal of a school may require a doctor's certificate for absences where illness of a student appears to be excessive.

**ABSENCES DUE TO FAMILY VACATION**

**Each year there are many requests to remove children from school to accommodate family vacations and trips. Such absences are considered unexcused by the law of the State of Ohio. Eastern Local Schools**

**discourages the loss of school time for these purposes but they are allowed.**

The following procedure shall be used:

1. Parents must notify the principal, in writing, at least one week prior to the date of the vacation.
2. The student must notify his/her teachers one week prior to the absence in order to arrange for make-up work.
3. Completed assignments must be turned in to the appropriate teachers upon the student's return to school.
4. Students who fail to get assignments in advance will not be permitted to make up the work missed during their absence.
5. Vacation absences will be recorded as unexcused; however, students who comply with the above procedures will be permitted to turn in their assignments for credit.

**PLEASE NOTE: A maximum of five (5) vacation days per school year will be allowed. Absences due to vacation will count toward the attendance policy.**

### **CLASS WORK MISSED DUE TO ABSENCE**

It is recommended that the students have the opportunity to make up work missed whether the absence is excused or unexcused. This make up work must be done after school and/or at Friday/Saturday school. Cases involving plagiarism, suspension, and truancy may not be allowed to make up work.

Upon a student's absence, the student has a maximum of two (2) school days per day of absence to make up work missed in order to

receive credit, with a limit not to exceed ten (10) school days total for making up work. Any homework assigned prior to the absence will be due when the student returns to school. Also, if the student is aware of a test or quiz prior to the absence, he/she may be required to take that test or quiz on the day he/she returns to school. It is the student's responsibility to arrange for work to be sent home during an extended period of absence.

### **PERFECT ATTENDANCE**

Students not physically present in the building will be counted as absent (or tardy/early dismissal) either excused or unexcused unless on a school sanctioned field trip or activity. If there is a question as to what is "school sanctioned", check with the principal prior to the absence. College or job interviews, 4-H activities, etc. will be counted as absent.

**Perfect attendance will be recognized for those students with no full or half-day absences, tardies or early dismissals.**

### **PERMISSION TO LEAVE SCHOOL**

Students will bring a note from home and give it to the person in charge of attendance **before school starts** or have the parent or guardian call the principal if they have to be excused during the day for reasons such as dental or doctor appointments, or other valid reasons. Students who do not bring in the request for early dismissal before school starts will be allowed to leave only after someone from the office speaks to the parent or guardian. Work will be a valid reason for early dismissal on only five (5) occasions during each semester. Beyond that limit, early dismissals for work will result in an unexcused absence. **No student is to leave school for any reason without receiving permission from the office.** Any student who is sick must clear through the office before leaving school.

## TRANSPORTATION OF STUDENTS

We request that all students ride their assigned buses and that parents do not bring children to and from school. This will help eliminate traffic and allow your child to become familiar with bus procedures.

**If a student is scheduled to ride a bus, he/she will be required to do so unless the school has a note signed by his/her parent or guardian explaining the need to change. A student will not be permitted to alter his method of transportation from school to home without proper permission from the parent or guardian. We request that the school be notified by 12pm if there is a change in procedure, unless there is an emergency.**

## BUS INFORMATION

The Eastern Local School District provides transportation for students in accordance with the rules and regulations of the State of Ohio. All schedules, routes, and stops are under the direction of the superintendent and the bus supervisor. Any questions about transportation to and from school can be answered by the Superintendent.

## BUS RULES

1. When getting off the bus, students should walk at least ten feet in front of the bus and look to the bus driver for a signal to cross the street.
2. Students are to board the bus at the location to which they have been assigned unless authorized by the school.
3. Students should arrive at the assigned bus stop five minutes before pick up time. Drivers are not required to wait on students if the bus is on schedule.
4. Upon boarding the bus, go directly to assigned seat, keep aisles and exits clear, remain seated while the bus is in motion.
5. Students must observe bus rules and obey the driver promptly and respectfully.

6. Foul language or “backtalk” to the bus driver is not permitted.
7. Eating, chewing gum or drinking is not permitted on the bus unless required for medical reasons.
8. The transportation system of ELSD is not designed to provide bus service between the Russellville Elementary and the Sardinia Elementary attendance areas.
9. No tobacco products, vaping/juuling paraphernalia, lighters, matches or other incendiary devices are permitted on the bus including look alike items.
10. Never place your hands, arms or head outside the bus through an open window.
11. Refrain from throwing anything on the bus floor or out an open window.
12. Do not indulge in “horseplay” or rowdy action while on the bus and do not crowd or push while getting on or off the bus.
13. Share seats as directed by the driver. (Seat assignments will be made.)
14. Talk in a normal tone of voice, do not shout. Remain quiet at railroad crossings and at any other time requested by the driver.
15. Do not bring live animals, glass or large projects on the bus.
16. Writing, marking or damaging the bus seats will result in the student paying the cost of the damage.
17. Students not obeying bus rules or directions from the driver may be denied the privilege of riding the bus.

### **DISCIPLINE PROCEDURES FOR BUS PROBLEMS**

The bus driver has the responsibility for the direct supervision of all pupils while on his/her bus. Bus drivers are expected to report all discipline problems in writing to the building principal via bus violation slips.

Each pupil or his/her parents will be responsible for any damage done to the bus by the pupil.

Pupils who cannot behave in a reasonable manner may be suspended/expelled from riding the school buses. Parents, please use your influence in seeing that your child/children observe the rules while riding the bus.



### ADDITIONAL SUGGESTIONS ABOUT THE BUS

1. Parents should go over bus rules with their children periodically throughout the year to help maintain the safest transportation possible.
2. For the safety of students, parents or other responsible adults should supervise “Bus Stops” each day.
3. Parents should have children ready and waiting at the same pick up point each day.
4. Please allow five minutes (each side) of the pick up time for the bus driver to arrive. Traffic or road conditions may cause a variance in the schedule each day.
5. Parents should notify the principal, superintendent or bus supervisor if their child has a medical problem that requires the bus driver’s attention.
6. The superintendent or designee will make the final decisions as to where “bus stops” will be made.
7. In the event a school assignment requires a student to bring a project to school that is larger than what the student can hold on his/her lap, it is advised that the parent make arrangements to transport the child and/or the project to school that day.
8. **A student may occasionally deviate from their regular bus assignment in an emergency situation when requested by the parent, verbally or with a written request, provided the bus is not overcrowded. Permission must be obtained from the office with approval of the building principal by 12:00 P.M. A signed note from the office with the principal’s signature must be given to the bus driver.**
9. Any parent planning on picking up their student after school, must be there before the buses leave. If not, the student will be placed on the bus.
10. Bus drivers will not release students to parents or other adults without permission from the school office once a student has boarded the bus at the end of the school day.
11. Don’t become upset if your child doesn’t arrive home at the exact

same time each day. Occasionally a problem may arise that causes a delay and all buses may be later than usual. Should your child not arrive home at the same time as all the children around you: Call the school! Please stay at home! The school and the buses are in communication via radio so locating your child can be done very quickly. Most likely the child will be on another bus and will be brought home at the end of that bus route. When the child gets home, please call the school again to inform school personnel that the child is home safely and the search will be discontinued.

12. A school sanctioned coach or activity sponsor may contact the transportation supervisor and request special transportation arrangements.

### **USE OF SCHOOL TELEPHONE**

Students are not permitted to call out on the school telephone during class hours unless given permission by the secretary or principal. People needing to contact students during school time may leave a message with the secretary or in emergency circumstances; the student will be called to the school telephone.

The principal or office personnel have the right to monitor any incoming calls to students. Student use of the phone **must** be limited to school business or emergencies.

### **ATTENDANCE ELIGIBILITY**

In order to keep the emphasis of the school on academics, the following regulations will be enforced regarding absence, tardiness and/or early dismissals. Please become familiar with this policy.

Middle School/High School Students who are absent either for a full day, arrives after 8:45 a.m. or leaves before 12:45 p.m. shall not be permitted to participate in any extra-curricular activity, including school dances, after school on that day. Exceptions will be rare and **no** exceptions will be considered unless:

- a. Approval has been given in advance of the beginning of of the absence by the principal or his/her designee.
- b. Written documentation of the absence is presented upon returning to school.
- c. Extenuating circumstances may be appealed through the building principal for consideration. Each appeal will be considered on an individual basis.

Exceptions that may be considered are doctor or dental appointments, funerals, court appearance. etc. Saturday and Sunday activities are not affected by this policy.

### **ACADEMIC ELIGIBILITY**

To be eligible to participate in any extra-curricular, co-curricular or athletic activity outside class time, a student must be eligible according to OHSAA bylaws. Questions regarding the eligibility policy may be directed to teachers or principals. Students participating in College Credit Plus, please check with the building principal in regards to OHSAA bylaws and board policy for eligibility.

### **FIELD TRIPS**

Field trips are conducted throughout the school year and they are correlated with educational experiences of the students in the classroom. To help make this activity worthwhile and positive for students the following rules prevail:

- 1. Parents will be asked to sign permission slips when students leave school for a field trip. The parent's signature acknowledges that the parents are aware that their child will be away from the school and that they are aware of the nature of the trip and its purposes.
- 2. Parents have the right to deny participation. Only students

whose parents have signed permission slips will be permitted to participate in the field trip. No verbal permission may be given for field trips.

3. The school reserves the right to deny individual students participation in a field trip due to the student’s record of misconduct as it may be viewed as a deterrent to the class participation and the benefit to others.
4. Parents asked to chaperone may not bring younger children and must be fingerprinted/background checked prior to the trip. (Please do this in a timely manner as it takes 3-5 weeks.)

### **GRADES**

The grading scale for grades 2-12 will be as follows:

90 – 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F

Grades K-1 use a standards-based grade card and do not assign letter grades.

### **HOMEWORK**

The Board believes that homework, as long as it is properly designed, carefully planned and geared to the development of the individual student, meets a real need and has a definite place in the educational program.

In grades K-5, homework will be minimal and will be limited to reading practice, spelling, and fact/vocabulary fluency.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills which have been developed, and complete certain projects such as the reading of worthwhile books, and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

The extent and type of homework given is to be decided by the classroom teacher within the framework of overall instructional plans.

Students or parents may appeal extenuating circumstances to the building principal. Each appeal will be considered on an individual basis.

### **GRADE MONITORING**

The district uses a software program called Progressbook to record grades. All grades are always available in Progressbook. If you need access to Progressbook, please contact the school office for directions.

Students will receive a report of academic achievement at the end of each quarter. Report cards may be held for failure to pay fees or other charges.

**Misconduct or Unsatisfactory Progress Reports** may be sent home by your child's teacher should it become necessary. Should you receive one of these reports, it is hoped that you will discuss the problem with your child and the teacher so corrections can be made.

### **SCHOOL INSURANCE**

The school does not purchase accident insurance coverage for students. However, parents are urged to consider enrollment in the low cost accident insurance program offered through the school. Brochures will

be sent home at the beginning of the school year. To enroll in the plan, mail the enrollment form along with the appropriate payment to the company.

### **SCHOOL ISSUED BOOKS/TEXTBOOKS/LIBRARY BOOKS**

All textbooks are free for the students to use. Students are responsible and accountable for all textbooks assigned to them. If a textbook is lost or destroyed beyond repair, the student is responsible for the replacement cost of the textbook. It is expected that a textbook will receive normal wear due to the student using it for class related work.

### **CARE OF SCHOOL PROPERTY**

Students are not expected to abuse, tear up, misuse, lose, etc. school property. This includes buildings, textbooks, desks, materials in the classroom, school lockers, locks, buses, bus seats, library books, ereaders, etc. Appropriate disciplinary action will be taken for the destruction of school property. Students will be held responsible for any monetary amounts to repair damages or replace lost books.

**SUPPLY FEES**

Elementary students supply fees will be as follows for the 2019-2020 school year.

Kindergarten-- \$20.00 (this includes technology fee)

Grades 1-5 \$25.00 (this includes technology fee)

Middle School

Grades 6-8--\$25.00 (this includes technology fee)

**HIGH SCHOOL COURSES:**

**Fine Arts**

**Music Theory 20.00**

**Art 1 15.00**

**Advanced Art 15.00**

**Visual Art Independent Study 15.00**

**Computer Programs**

**Photography 15.00**

**Science**

**Biology G 5.00**

**Biology CP 10.00**

**Chemistry G 5.00**

**Chemistry CP 10.00**

**Physics 15.00**

**Anatomy/Physiology 15.00**

**Advanced Placement Courses**

**AP Biology (optional test fee \$91) 15.00**

**Agricultural Education**

**Agriculture, Food and Natural Resources 10.00**

<b>Mechanical Principles</b>	<b>15.00</b>
<b>Animal Health</b>	<b>10.00</b>
<b>Greenhouse and Nursery Mgnt.</b>	<b>15.00</b>

<b>Technology Fee (All Students Pay)</b>	<b>5.00</b>
<b>Student Planner Books (All Students Pay)</b>	<b>5.00</b>

**Failure to pay school fees and other charges will result in grade cards being held.**

### **SCHOOL LUNCH/BREAKFAST/MILK COST**

The charge for a hot lunch (milk included) is \$2.65 per day for students in K-5. For students in K-5, breakfast is free. Students who prefer to bring a packed lunch from home may purchase a half pint of milk for .25 in the cafeteria. Lunches for grades 6-8 are \$2.95, 9-12 are \$3.00. Cost of breakfast is \$1.00. When available al-a-cart items may be bought separately in the high school and junior high. No soft drinks may be brought to school and consumed during the lunch period.

Lunch will be served each day school is in session. Breakfast will be served on days that have a two-hour delay.

Students may not order lunch to be delivered from commercial establishments to the school without permission of the principal.

Free and Reduced-Cost Lunches/Breakfasts are available to students who qualify. Applications, which will be made available to all families at the beginning of the school year, must be returned to determine eligibility.

Students are asked to use the cafeteria facilities with pride and to work to keep the floor and tables as clean as possible. Each student will return his tray and clean up the area where he/she was eating. If each person



does his part, the general clean-up of the cafeteria after lunch will be much easier.

### **SCHOOL LUNCH CHARGES**

At times it is necessary for a student to charge lunch. A lunch charge should be paid the following day. Students will not be permitted to accumulate more than five (5) lunch charges at any one time.

### **HEAD LICE POLICY**

The school deals with head lice problems every year. Parents are responsible for checking their own child's head for lice periodically. The school nurse or designated staff will check students referred by staff members including siblings and friends, as appropriate. Whole classes may be checked if a significant number of cases are found in a class. These class wide checks will be conducted at the discretion of the school **nurse/principal**.

Students identified to have head lice will be sent home. It is the parent's responsibility to transport the child home promptly when notified. The school has a **nit free policy**, students must be checked by the nurse or a designated staff member and found to be free of nits, before they are permitted to return to school or ride on the school bus. Parents are responsible for transporting their child to school to have their hair checked. Students are not permitted to ride the bus until they have been checked and approved to return.

Students identified as having head lice will have two school days excused absences. When students are sent home due to head lice, the day they are sent home will also be excused. After the excused days, all additional days missed due to head lice will be considered unexcused.

### **BED BUG POLICY**

Due to the nature of bed bug infestations that can occur in households, the problem that they can be carried to school by way of backpacks, books, coats, and clothing, and the secondary bacterial infection caused from scratching the itchy bites, the district has developed a proactive plan to deal with this potential pest problem. It is the responsibility of the parents to check and examine their own households for bed bugs periodically and the district encourages families to be familiar on the prevention, detection and extermination of bed bugs.

Parents will be notified if a student has been positively identified as being a bed bug host and proper steps will be taken. There is a checklist of appropriate inspection and cleaning details that parents will be advised to complete in order for the student to be allowed to return to school.

The Eastern Local School District treats all buildings proactively to prevent bed bugs.

## **RIGHT TO SEARCH**

Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, vehicle, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The right of inspection of students' school lockers and vehicles is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their personal and school property.

Students are assigned lockers for storing books and coats. Such assignment however, does not restrict the right of school officials to examine lockers when they believe it necessary to insure the safe operation of the school. The lockers are at all times the sole property of the school.

Search of lockers and contents is permissible by school authorities, without prior warning, when health, welfare and safety of the students under their care is in question or for removal of illegal or prohibited items.

### **PARENT CONFERENCES**

Conferences are scheduled periodically each year for the purpose of allowing the parent and teacher to speak directly about the progress of the student. In addition, teachers and parents are encouraged to request conferences on an “as needed” basis. Teachers will be happy to confer with parents outside class at mutually agreeable times.

**Impromptu conferences during the day are not permitted as classroom instruction must not be interrupted.**

### **PARENT ASSISTANCE IN THE SCHOOL**

Parents are encouraged to participate in school activities. From time-to-time, teachers may call upon you to help with specific projects they are working on in their classrooms. Teachers may ask you to help your child with a specific task with which he/she may be having trouble.

Special talents or skills may be offered to the school for the support and enrichment of the curriculum. These could include guest lectures or demonstrations.

Parents are encouraged to volunteer in all buildings, K-12.

### **PERSONAL PROPERTY, TOYS, NOVELTIES**

Large sums of money or valuables should not be brought to school. Students must assume responsibility for loss or damage to any personal

property. The school will endeavor to protect personal property, but in no way assumes liability for personal property, nor does it guarantee its safety.

If anything is missing, report it to the office or a teacher immediately. Likewise, any student who finds a personal or valuable article should turn it in at the office.

No toys will be permitted at school unless requested/approved by the classroom teacher.

### **ADMINISTERING MEDICINES TO STUDENTS**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in compliance with the following: **Parental and Physician Authorization and Release Form—must be filled out and presented with the medication. Forms are available in the school office or on the school website.**

1. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensing of medications. The drug must be received in the proper dosage in the container in which it was dispensed by the prescribing or others licensed to prescribe medication.
2. Written permission must be received from the parent or guardian requesting that the district comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent, guardian or other person having care and charge of the student must agree to submit a revised statement, signed by the physician or other licensed

- individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement will be liable for civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton or reckless misconduct.
  6. No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions.
  7. Non prescription drugs such as aspirin, cough medicine, or other across the counter drugs are not permitted unless approved through the office.
  8. All medications (prescription and over-the-counter) must be delivered to the office by an adult.

### **INJURIES OR ILLNESS**

All serious injuries and illness will be reported to the office immediately. In case of injury or illness, the school will render first aid and contact the parents as soon as possible. Each student will return a form from the parents listing his family doctor and contacts to be made in case of emergency. Should there be a serious accident or illness and the parents cannot be located, the school will secure medical aid or get the student to the hospital. In handling an emergency in this manner, the school will act in place of the parents. The Eastern Board of Education will not be responsible for the cost incurred. Parents and students are requested to consider having school insurance for such occurrences.

Different plans are available. Information is passed out at the beginning of the school year.

## EMERGENCY MEDICAL AUTHORIZATION

**Ohio state law requires an Emergency Medical Authorization Form from each student.** This enables parents to authorize emergency treatment should the student become ill or injured while under school authority. This is very important when parents cannot be reached. It also alerts school personnel to medical problems that may require special treatment or consideration. (Any existing physical conditions should be noted on this form. Knowledge of any medical condition is important to a student's progress and attitude in school.)

The Emergency Medical form must be completed and returned by the end of the first week of school. ***This form is in Final Forms and must be completed online. Failure to return the Emergency Medical Form will result in the student being excluded from school, until the completed form is returned.***

## DELIVERIES

Due to problems with storage, interruptions to classes and transportation, delivery of flowers, balloon bouquets, etc. will not be permitted at school.

## EMERGENCY PLANS

School staff is prepared to take prudent actions should any emergency arise during the school day. The district crisis management plan is reviewed regularly and in place. Fire, tornado, and other emergency evacuations are conducted periodically to give students an opportunity to practice procedures.

In the event of an actual emergency, it is in the best interest of both parent and child to refrain from driving to school to pick up children. In addition to the danger involved in being in a car during certain emergencies, it is extremely disruptive to the emergency procedure being implemented to have persons unfamiliar with established plans “on the scene”. Keeping students safe and reassured during the time of crisis will be a primary concern. No students will be allowed to leave the premises without procedural release.

At Eastern Local Schools, we have staff who are trained to protect students at all costs and by whatever means necessary.

## DISCIPLINE OF STUDENTS

The school must maintain order since it is a vital prerequisite to learning. Even though the ultimate aim is self discipline, the fact must be accepted that authority of the teachers and principal is necessary as children are led slowly and gradually to that point. Children are given more freedom as they learn to use it wisely.

Students are expected to follow the school rules. If they “choose” not to do so, they have then also “chosen” to face a consequence. Even though each teacher may have slightly different rules in the classroom, it is understood that teaching and learning should occur without interruption.

\*Interrogation and Search of students during the school day and during hours approved for extracurricular activities may be conducted within the guidelines and policy of the Eastern Local School District and the laws of the State of Ohio. This is in accordance with the rights of the individual student as well as the protection and safety of the general student body.

**\*Corporal Punishment** (paddling) will not be used as a means for correcting students in the Eastern District.

**\*After-school detention** may be assigned to students who fail to follow school rules. (Parents will be required to provide transportation

if this occurs.) Students failing to serve detention will be assigned an alternative discipline.

**\*Suspension, Alternative School or Expulsion** may occur if a student has serious or repeated discipline problems. This will be carried out according to the policy of the Eastern Local School District and the laws of the State of Ohio. Students who are assigned to an alternative school, suspended or expelled from Eastern Local School District schools are not permitted to participate in or attend any school sponsored activity at any Eastern Local School District school or at any location where such activity is being held. During an assignment to alternative school, suspension or expulsion the student is not permitted to be on Eastern Local School District property except as directed for transportation to the alternative school.

### **SMOKING REGULATIONS**

Eastern Local School District buildings and buses are Smoke Free and Tobacco Free. No one shall be permitted to smoke or use smokeless tobacco products at any time in any of the school buildings in the district.

No student shall smoke, use or possess any substance containing tobacco or use tobacco in any other form on school premises and/or at any school activity regardless of its location. This is a violation of Ohio Revised Code (state law) 3313.751. Lighters, matches, or any type of smoking/vaping/juuling paraphernalia or look alikes will be treated the same as possession of tobacco products.

Violation of this rule will result in a suspension from school for a minimum of three (3) days for the first offense, assignment to the alternative school and/or up to expulsion for continued offenses.



## DRESS STANDARDS

The following specific rules will be followed for this school year.

1. All students will maintain a sufficient degree of modesty in their dress so as not to attract undue attention. It is the discretion of the administration to determine inappropriate dress and footwear.
2. Skorts, skirts, dresses and shorts **must fall to mid-thigh** and are acceptable year-round.
3. Students will wear shoes while attending school. Flip flops are allowable.
4. Students shall not wear hats in the district buildings except for medical or religious purpose; bandanas and non-prescription sunglasses are not to be worn at any time.
5. Students shall not wear clothing items that contain messages that are vulgar. Offensive, obscene, libelous;

that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission. Flags or flag emblems shall not be worn in a disrespectful manner at any time.

6. Clothing and/or jewelry promoting drugs, alcohol, or other unacceptable slogans or pictures are prohibited.
7. Any chains or jewelry, which could cause injury to another person are not permitted to be worn.
8. Body piercing jewelry is not permitted at school or school functions with the exception of earrings and a small nose stud. The size of the stud is at the discretion of the principal and the principal's decision is final.
9. Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments that are "see through", cut low, show cleavage or expose one's midriff. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Undergarments must not be visible.
10. Students will not be permitted to carry backpacks, book bags, etc. from class to class during the school day. These items must remain in lockers or in the classroom. Book bags, backpacks, etc. must be of appropriate size to fit in the student's locker. Long coats and heavy, winter-type coats must be kept in lockers or coatrooms unless authorized permission is given by the teacher. Accommodations to meet the needs of students with

handicaps will be made by the building principal.

11. Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
12. Sleepwear is prohibited (pajama pants).
13. Ripped or torn clothing above the mid-thigh is not permitted, unless something (besides undergarments) is worn beneath.

**\*All dress code rules are at the discretion of the administration and all decisions are final.**

## **TECHNOLOGY & WEB SITE**

The Eastern Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

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

A complete copy of the **Computer Network and Internet Acceptable Use Policy and Agreement** is online, on file and/or posted in the Principal's Office and in the computer lab.

Before a student is permitted to access the network or Internet, they must complete and return an Acceptable Use Policy Form which can be found in the building office. Students have no expectation of right to privacy in regards to use of computers, cell phones and other electronic devices.

### **DISOBEDIENCE**

Eastern Local School staff members are acting “in loco parentis,” which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just the teachers assigned to a student. When a student is given a reasonable direction by a staff member, the student is expected to comply. If the student does not comply, disciplinary action will be taken. Chronic disobedience can result in expulsion.

**Students are responsible and accountable for their actions.**

### **STUDENT CONDUCT CODE**

This code of regulations is adopted by the Board of Education of Eastern Local Schools pursuant to 3313.661, Ohio Revised Code.

Students are expected to conduct themselves in such a way as to respect and consider the rights of others. Students of the district must conform with school regulations and accept directions from authorized

school personnel. The Board has a “zero tolerance” of violent, disruptive or inappropriate behavior. This can be found in Board Policy JFC which is on file in all Eastern Local Schools offices.

Any pupil engaging in the types of conduct either specifically or generally, like the types of conduct listed below, while at any Eastern Local School District function, is subject to disciplinary action, which may result in assignment to alternative school, expulsion, suspension or emergency removal from curricular and/or denied participation in extracurricular activities pursuant to 3313.661, Ohio Revised Code.

Any pupil, who is convicted of drug selling, assault or firearm concealment while under supervision of the school, or while on school grounds, is subject to permanent exclusion from public schools.

The types of conduct prohibited by this Code of Regulations are as follows:

1. Damage, destruction or theft of school property on or off premises.
2. Damage, destruction or theft of private property on school premises or in areas controlled by the school.
3. Damage, destruction or theft of private property belonging to administrators, teachers, board members or other school personnel, whether on or off school property.
4. Assault on a school employee, student or other person on school premises, while in the custody or control of the school or in related activity.
5. Possession, use or selling of drugs and/or counterfeit or “look-alike” drugs, and/or drug paraphernalia. This includes over-the-counter and illegal drugs.
6. Fighting.
7. Chronic misbehavior which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators, teachers and bus drivers.
9. Any disruption or interference with school activities.

10. Presence in areas during school hours or outside school hours where a student has no legitimate business, without permission of school administrator or teacher.
11. Leaving school during school hours without permission of the proper school authority.
12. Distribution of pamphlets, leaflets, buttons, insignia, etc. without permission of the proper school authorities.
13. Demonstrations by individuals or groups causing disruption to the school program.
14. Disrespect to a teacher or other school authority at any time at any location.
15. Skipping detention, Friday/Saturday School.
16. Refusing to take detention or other properly administered discipline.
17. Falsifying information given to school authorities in the legitimate pursuit of their jobs.
18. Possession, use or exhibiting symptoms of use of near beer, narcotics, betel nut, alcoholic beverages or other dangerous drugs, or drug related paraphernalia on school premises or school controlled premises. To sell or offer to sell any of the above.
19. Possession or use of any tobacco/vaping/juuling products or matches/lighters or look alike.
20. Presence on school premises or school controlled premises when current or prior use of alcohol or drugs is apparent.
21. No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage or intoxicant of any kind. The term "drugs", as used in these rules also includes look-alike, substitutes and/or placebos carrying an explicit or implied representation as a drug, alcohol or tobacco.
22. Intoxication.
23. Turning in false fire, tornado, bomb or disaster alarms.
24. Placing of signs and slogans on school property without the permission of the proper authorities.
25. Extortion of a pupil or school personnel.
26. Forgery of school-related documents.

27. Cursing
28. Truancy
29. Cheating or plagiarizing/lying
30. Hazing/Bullying
31. Gambling
32. Tardiness
33. Engaging in sexual acts on school premises
34. Publication or possession of obscene, pornographic or libelous material
35. Use of indecent or obscene language in oral or written form, including obscene gestures.
36. Indecent exposure.
37. Arson or attempted arson
38. Failure to abide by reasonable dress and appearance or codes set forth in the student handbook or established by administration or the Board of Education.
39. Failure to abide by the rules and regulations set forth by administration for student parking.
40. Disobedience of driving regulations while on school premises.
41. Presence on school property with a communicable disease.
42. Willfully aiding another person to violate school regulations.
43. Possession or detonation of fireworks, fire “crackers”, or other incendiary materials.
44. Moving, hiding or discharging a fire extinguisher.
45. Any type of prohibited activity listed herein taking place on a school bus shall be reason for expulsion, suspension or removal.
46. Commission of any crime on school premises or at a school activity in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile code.
47. Any other activity which a pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity either on the school premises or on premises where school-related activity is taking place.
48. The Superintendent may require a student to perform community service in conjunction with, or in place of, a

suspension or expulsion. The guidelines under which this community service shall be performed are:

- a.) The student and parent will execute a document agreeing to the community service and accepting the suspension/expulsion if community service is not completed to the superintendent's satisfaction.
  - b.) Community service shall be performed at the place and time designated by the superintendent.
  - c.) Community service is an option to be utilized at the sole discretion of the superintendent and is not available at the discretion of the student or parent.
  - d.) Any failure to complete community service in a timely and acceptable manner shall result in the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice to request a meeting with the Superintendent/designee to show cause why suspension/expulsion should not be imposed.
49. Any form of religious, racial or sexual harassment or use of unwanted sexually, racial or religious oriented words or actions that would hurt or humiliate people.
  50. Possession of dangerous weapons such as knives, guns etc., or any items which could be used as a weapon.
  51. Unauthorized use and /or possession of electronic games, pagers, beepers, cellular phones, tablets, cassettes, CD's, radios, computers etc. during school or on school provided transportation. Students have no expectation of right to privacy in regards to use of these items.
  52. Failure to get prior approval from office to possess and/or use across the counter drugs (such as aspirin, cough medications, etc.) while in school.
  53. The threat (verbal, written or by electronic means) of bodily harm to any individual on school property or at any



school function. Any threats, (verbal, written or by electronic means) which induce panic or fear and interfere with or disrupt the normal business of the school.

**\*This handbook cannot cover every situation. When a situation arises that is not covered the administration will make a consistent, logical, objective decision.**

## DISCIPLINE POLICY

### LEVELS OF UNACCEPTABLE BEHAVIOR GRADES 6-12

*This section does not attempt to list all forms of unacceptable behavior, but should serve as a guide for students.*

\*\*\*Any unacceptable behaviors at Level 0, I, II, III, IV, or V could result in denial of participation in any or all extracurricular activities. The length of denial will be determined by the building principal or other appropriate administrator.

\*\*\*The guidelines in the handbook concerning time allowed for making up work missed will still apply.

**Level 0 – These behaviors would be referred to the office. The consequences would be decided by the principal or acting administrator.**

- Any violation of the dress code
- Presence in areas during or outside school hours where a student has no legitimate business without proper permission

- Failure to bring excuse of absence
- Unauthorized transportation to and from school (riding with friends without permission)
- Public Display of Affection (PDA)
  - Consequences for PDA may be as follows:
    - First two times    Warning
    - Third time        After School Detention
    - Fourth time      Friday/Saturday School
    - Fifth time        Alternative School or Friday/Saturday School
    - Sixth on         Alternative School or Friday/Saturday School

**Level I – Classroom behaviors that occur in the classroom and affect only the disruptive student are the responsibility of the individual classroom teacher to handle. These behaviors may be dealt with using contracts, phone calls home, detention after school for 30 minutes (day assigned by teacher), or other appropriate actions. A two (2) day notice will be given to parents for the use of the after school detention.**

- Being tardy to class or study hall
- Refusal to follow directions (being off-task but not disrupting others)
- Creating a disturbance (minor) i.e. talking out in class, unnecessary noise, etc.
- Sleeping in class
- Failure to turn in homework
- Failure to complete assignments
- Not having class material for classes or study hall (books, paper, pens, pencils)
- No hall pass
- Having food or drink in non-permitted areas and signing out
- Profanity (non-directed)
- Not dressing for P.E.
- Cheating/lying

**Level II – Behaviors that occur in the classroom and interfere with the learning of others and behaviors that occur outside the classroom for which the building principal or other appropriate administrators will assign consequences. The opportunity to make up any class time missed during this Level will be given in after-school detention, Friday/Saturday School or Alternative School.**

**Consequences for these behaviors depending on the individual case and behavior could result in one of the following: A. 30 minute detention, B. Friday/Saturday School, C. Alternative School**

- Insubordination (talking back, excessive talking out or inappropriate noise).
- Refusal to follow directions after Level I interventions have been exhausted.
- Verbal assault on a fellow classmate or staff member
- Profanity directed toward another person
- Not in assigned class, study hall or designated area
- Improper conduct on school grounds
- Altercations involving pushing or shoving
- Rigging lockers
- If a student assists another student in violating any school rule.
- Cheating/Lying
- Leaving school grounds without permission and signing out
- Failure to complete assignments/class work missed during **any** absence
- Failure to serve 30 minute detention

**Level III – Behaviors that are not physically threatening, are not illegal, and do not interfere with teaching and learning, but do negatively affect an orderly environment. All behaviors at Level III will be referred to the building principal or other appropriate administrators for action. Consequences for these behaviors will be decided by the appropriate administrator and may be either suspension or assignment to Alternative School.**

- Altercations
- Truancy

- Plagiarism
- Forgery (signing someone’s name to defraud school personnel)
- Flagrant disrespect to school personnel
- Flagrant insubordination
- Sexual or racial harassment
- Failure to get prior approval from the office to possess and/or use across the counter drugs (such as aspirin, cough medications, etc.) while in school
- Other offense which disrupts or interferes with the operation of the school.

**Level IV – Behavior that is physically threatening to others and/or is illegal. These behaviors are referred to the building principal or other appropriate administrator) Discipline for Level IV offenses will result in alternative school, suspension or expulsion.**

- Gross disrespect to school personnel
- Gross insubordination
- Physical removal from class or activities for disturbance
- Possession of dangerous fireworks or other incendiary materials
- Fighting
- Assault
- Theft
- Intimidation, extortion/threat
- Cell phone policy violation

***\*\*Use or possession of any tobacco/vaping/juuling products or paraphernalia such as matches, a lighter, pods, or any other smoking materials during the school day or at any school-related activity at any location. Any student who exhibits this behavior will be denied participation in any extra-curricular per the extracurricular policy and will be suspended as follows:***

<b>First Offense</b>	<b>3 day suspension</b>
<b>Second Offense</b>	<b>5 day suspension</b>
<b>Third Offense</b>	<b>10 day suspension</b>

**Fourth Offense**                      **10 day suspension and recommendation for expulsion**

**Level V – Behaviors that warrant immediate suspension with possible recommendation for expulsion.**

- Violation of any civil or criminal code while under supervision of the school
- Possession of dangerous weapons such as knives, guns, explosives etc., or any item which could be used as a weapon
- Selling of drugs or counterfeit look alike drugs
- Damage or destruction of school property (including vandalism)
- Damage or destruction of private property
- Damage or destruction of property belonging to school personnel.
- Assault
- Fourth offense tobacco
- Arson
- Possession/selling or use of alcohol, drug paraphernalia or illegal drugs or substance purported to be an illegal drug (counterfeit or look-alike drugs) or alcohol.

***\*\*\*Students who violate drug and alcohol policy will be suspended from school and will be required to adhere to BOARD POLICY for re-admittance to school (available in district office). Students who exhibit this Level V behavior will be denied participation in any extracurricular activities per the extracurricular policy.***

**First offense**                      **10 days of suspension and recommendation for expulsion**

**(see board policy JFCH-R/JFCI-R) available in all Eastern Local School offices.**

**Second Offense**

**Recommendation for  
expulsion**

**FRIDAY/SATURDAY SCHOOL**

Any student in the Eastern School District may be assigned to Friday/Saturday School as a disciplinary action as determined by the building principal. The principal also may use Friday/Saturday School as an alternative to detention or suspension. Students failing to attend Friday/Saturday School will be suspended, unless the school is notified in advance as to why the student will not attend the assigned Friday/Saturday School. Prior notification must be made to the building principal.

Since Friday/Saturday School is an option to suspension, parents are reminded of their responsibility to strictly observe the hours assigned. All students **must be picked up** by 11:00 A.M. for Saturday School and by the predetermined pick up time for Friday School.

All school policies and procedures are to be observed during Friday/Saturday School.

**HAZING**

It is the policy, (Resolution No. 83-48) of the Eastern Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times.

**RACIAL HARASSMENT POLICY**

Racial harassment means unwanted racially oriented words or actions that hurt or humiliate people. It doesn't matter how these words or actions are intended. They have no place in school—or anywhere people believe in fairness and respect for one another.

Eastern schools will not permit racial harassment from anyone under any circumstances.

The Eastern Local School District is committed to eliminating and preventing racial harassment from all school and facilities. Racial harassment is improper, immoral, illegal and will not be tolerated within the district.

Complaints regarding racial harassment may be referred to the building principal, counselor, any teacher or to the District Title IX, Section 504 Coordinator.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment means unwanted sexually oriented words or actions that hurt or humiliate people. It doesn't matter how these words or actions are intended.

Eastern schools will not permit sexual harassment from anyone under any circumstances.

The Eastern School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal and will not be tolerated within the district. The Board of Education has a policy prohibiting sexual harassment which is available for review at the superintendent's office.

Complaints regarding sexual harassment may be referred to the building principal, counselor, any teacher or to the District Title IX, Section 504 Coordinator.

### **ZERO-TOLERANCE BULLYING POLICY**

The Board of Education does not tolerate intimidation or bullying of any student on school property or at a school-sponsored event, regardless of whether the event occurs on or off school property (including on school buses and other school-related vehicles). Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which intimidation and bullying will not be tolerated by students, staff or administration.

For purposes of this policy, the term "intimidation or bullying" means any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Complaints regarding bullying may be referred to the building principal, counselor, any teacher or to the District Title IX, Section 504 Coordinator.

## **ANNUAL NOTICE OF RIGHTS**

Under federal law and board of education policy, parents of any student under eighteen have the right to examine the student's records, to challenge the contents of those records to insure that they are not misleading, inaccurate, or in violation of the student's rights, to insert in the record an explanation of disputed material, and to file a complaint with the Family Policy and regulations office, U.S. Department of Education, Washington, D.C. 20202, if they think the district is not complying with federal law or regulations governing student records.

Ohio law limits the disclosure of personally identifiable information about pupils in the public school. The statute prohibits the disclosure of names for any profit-making activity and imposes restrictions on the disclosure of such information for other purposes. An exception is made in the case of "directory information," which may be released without prior written



consent unless the parent (or pupil, if over eighteen) has informed the school that any or all such district videotapes of student assemblies, plays, award ceremonies, and the like are to be kept confidential. "Directory information" is defined to include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation and awards received.

The board of education has established policies and procedures regarding access to and challenges of student records. Copies of these policies and procedures are kept at the Superintendent's office.

Parents may refuse to have any information released by notifying the school in writing of their request.

### **A.H.E.R.A. NOTIFICATION**

Federal law titled Asbestos Hazard Emergency Response Act (AHERA) requires school districts to annually notify students, employees, parents and the community that a state approved plan for asbestos management has been developed and is available for public inspection. Interested parties may review the plan during normal school hours by contacting the Designated Asbestos Program Manager. Copies of the plan are available at a cost of copying.

Eastern Local School District will ensure that asbestos warning labels are clearly posted in accordance with 40 CFR, Part 763.95. The required three-year re-evaluation of district buildings was completed. Results of this re-inspection may be found in the district's management plan.

### **COMMUNICATION**

The Eastern Local School Districts provides a service that will improve communication throughout the district. OneCall Now is a telephone service that gives us the ability to call all the parents/guardians of students in the district in a matter of minutes. The Superintendent, Principals, Teachers, Activity Sponsors, Boosters, and Parent Teacher Organizations will be able to record an important message that will get to you in a timely manner. When you receive these recorded messages, please take a moment to listen to the information. This service is a valuable communication tool to keep the stakeholders of the Eastern District informed and updated. When you receive OneCall Now messages there is a delay before the recording plays. Also, if you need to hear any message again you may dial 1-877-698-3261 and follow the prompts to listen to the latest messages from Eastern Local Schools.

### **SCHOOL CLOSING OR STARTING DELAYS**

Occasionally, during the winter months, weather conditions may cause schools to have a delayed opening or complete closure. The District will use the OneCall-Now phone messaging service to notify students/parents of the details of the closing. The school superintendent will also notify the local media and post the information on the district Facebook page and Twitter accounts. Please DO NOT call the school. Listen to the television on days in question. Local TV stations notified are Channel 5, Channel 9, Channel 12 and Channel 19.

### **EMERGENCY EARLY SCHOOL DISMISSALS**

Occasionally it may be necessary to dismiss school early without the opportunity to notify parents except through local TV stations, OneCall-Now and district social media sites. Therefore, it is vitally important to have a plan in place for your child should this occur. Make arrangements with a relative, neighbor or older sibling to care for your child and make sure that your child knows what he/she should do if this should happen. Review your plan periodically with your child. **School**

**personnel will not be able to contact each child's parent via telephone.**

## HONOR ROLL

**Grades 2-12 recognizes students who achieve high levels of academic achievement through an honor roll program.**

## CHALLENGE PROGRAM

“Challenge” is a part of the Gifted and Talented Program sponsored by the Brown County Educational Service Center. This program is a one-day per week pull-out program for students who meet the criteria of the Brown County Board of Education and guidelines established by the State of Ohio Department of Education.

Eastern Local School District expectations for students attending the Challenge Program are:

1. If the Challenge classes are canceled for any reason, the students are expected to attend their home school that day.
2. Transportation will be provided by the school district whenever possible. Parents may, on occasion, be asked to provide transportation for their own child.
3. A 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grader will be eligible to participate in the Challenge Program only if he/she passes the Reading portions of the achievement and/or proficiency.

\*Parent permission is required for students to participate in the Challenge Program. Parents should note the above stated district expectations in making any decision regarding this program. Students not doing their work in the regular classroom, may, at the discretion of the principal, be denied permission to attend the Challenge Program.

## ACADEMICS

## **SCHEDULING OF CLASSES**

Students will schedule classes in the spring for the upcoming school year. Students will be given a tentative list of classes from which to choose.

Please discuss choices with the guidance counselor and your parents. Schedule changes will not be allowed after initial selections without permission of the guidance counselor and/or principal. Parents are encouraged to make appointments with the guidance office to discuss student scheduling.

### **Schedule Changes**

We suggest that your student's choices be a cooperative effort involving parents/guardians and the student. Curriculum choices should be based on the student's abilities; state mandated testing results, past performance and interests. It should also follow a pattern of progression in a selected area. Once students have been scheduled for given classes and rooms have been assigned, student course changes throw the schedule out of balance. For this reason, limited schedule changes will be permitted with teacher and principal approval. Students are expected to make careful choices and stay with those choices. Please feel free to call should you need help or information pertaining to the education of your child.

## **PARTIAL CREDIT/AUDITING COURSES**

Partial credit for full credit courses will not be granted except for extraordinary circumstances and then only if the teacher, guidance counselor and principal agree. Therefore, students that drop a course after the drop/add deadline will receive 0 credit for that course.

The only major exception to the above rule is for transfer students who are unable to enroll in a course equivalent to one taken at the previous school.

Students who wish to pick up a part of a course may audit that course for 0 credit through agreement of the teacher, guidance counselor and principal. Students who audit must complete the same work and follow the same rules as those students taking the course for credit.

## SELECTION OF MAIN COURSE OF STUDY

One of the most important decisions a student can make concerns the selection of either a general, vocational or college preparatory course of study for his/her high school career.

**College Preparatory** – The student must be enrolled in at least three college preparatory courses each year.

**Vocational** – The student must be enrolled at the Southern Hills Career Technical Center for his/her junior and senior years. Students must have seven credits in core classes of math, English, science and social studies plus four elective credits for a total of 11 credits to attend.

**General** – All students not enrolled in the college preparatory or vocational programs.

Students should work closely with the guidance counselor to select the overall course of study and those individual courses that they can successfully complete in relation to their ability.

## COLLEGE VISITS

Students are encouraged to visit a college before applying to the college. Students are permitted two visitations per school year. The following procedures shall be used:

1. An attendance note from the college and parent needs to be submitted to the office upon return.

## **REQUIRED COURSES**

The new requirements did not change the current courses or number of course credits that students must complete to be eligible for graduation. Information can be found on the Ohio Department of Education website.

## **ASSESSMENTS**

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

The courses in which students take an end-of-course exam will be: English I and II, Algebra I or Integrated Math I, Geometry or Integrated Math II, Biology, American History and American Government. Beginning in 2015-16 districts may have the option to use the state end-of-course exams to replace their current course final exams and use the state's test as part of the class grade. This will help avoid double testing in future years.

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

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

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

A student who earned high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available automatically will receive a score of three points per course

exam toward the total points needed for graduation. Middle school students this year who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

### **EXAM RETAKES**

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

### **GRADUATION POINTS**

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

### **MORE FLEXIBILITY FOR STUDENTS AND FAMILIES**

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

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

### Career and Skills Testing:

*The PSAT Test* will be given in October. This test is a preliminary SAT test. Juniors who take this test are assessing their ability to reason through various academic challenges. It is also the qualifying test for the National Merit Scholarships. Juniors whose scores meet the cut off will be invited to participate in the National Merit Scholarship finals the fall of their senior year. Sophomores who wish to take this test as practice prior to their junior year are also invited. Information and registration will be handed out to students before Fair Week.

*The ASVAB Test* will be given to all juniors. The exact date will be announced in September. There is no fee for the test and there is no obligation to the military. The test evaluates skills and abilities as they relate to various careers. Students receive the results and interpretation within three weeks of the test. Most students have found the information valuable in planning future educational plans.

*The ACT and SAT Tests* are college entrance tests and are given on various Saturdays starting in October. There are six or seven opportunities for students to enroll to take these tests. Information and dates are available in the High School guidance office. The results of these tests are used for college admission, scholarships, and placement in courses or programs at college. Students may also use the scores to help find a college where they will academically match others who attend that school. Students should take the test at least once before the end of their Junior year. This would allow time to retake and improve their scores. Study material and sample tests are available in the guidance office, at various online sites, and for purchase from bookstores or the American College Testing/College Board Services.

## **GRADUATION REQUIREMENTS**

Following are the minimum requirements prescribed by the State of Ohio and the Eastern Local Board of Education.

Classes of 2014 –Beyond



- 4 English
- 4 Math (must include 1 of Algebra II or the equivalent)
- 3 Science
- 3 Social Studies
- .5 Health
- .5 PE\*
- 5 Electives
- 1 Fine Arts

21 TOTAL CREDITS

**\* OR 2 full seasons of a sport, marching band or cheerleading**

Graduates must earn 18 points on End of Course Exams.

<b>High School Academic Diploma with Honors for Graduating Classes of 2011 and Beyond</b> <i>Students need to fulfill only 7 of the following 8 criteria</i>	
Subject	Criteria
<b>English</b>	<b>4</b> units
<b>Mathematics</b>	<b>4</b> units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
<b>Science</b>	<b>4</b> units, including physics and chemistry
<b>Social Studies</b>	<b>4</b> units
<b>Foreign Language</b>	<b>3</b> units (must include no less than 2 units for which credit is sought) i.e., 3 units of one language or 2 units each of two languages

<b>Fine Arts</b>	<b>1 unit</b>
<b>Career-Technical</b>	Not counted toward requirements and may not be used to meet requirements
<b>Electives</b>	Not counted toward requirements
<b>Grade Point Average</b>	<b>3.5</b> on a 4.0 scale
<b>ACT/SAT Score [excluding scores from the writing sections]*</b>	<b>27 ACT / 1210 SAT</b>
<b>Additional Assessment</b>	None

\*Writing sections of either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

- ½ unit physical education\*\*
- ½ unit health
- ½ unit in American history
- ½ unit in government

\*\*SB 311 allows school districts to adopt a policy exempting students who participate in athletics, marching band or cheerleading for two full seasons or two years of JROTC from the physical education requirement.

Writing sections of either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

- ½ unit physical education\*\*
- ½ unit health
- ½ unit in American history
- ½ unit in government

\*\*SB 311 allows school districts to adopt a policy exempting students who participate in athletics, marching band or cheerleading for two full seasons or two years of JROTC from the physical education requirement.

### **MAKE UP CREDITS**

Students lacking credits in required courses (English, math, science and/or social studies) may earn these credits by successfully completing the courses during the next school year, in an approved summer school, correspondence classes or virtual learning classes.

Any form of make up work must be approved in advance by Eastern's guidance counselor or principal. Cost of obtaining credits is the student's responsibility.

No credits may be earned via summer or correspondence classes in advance of, or in conjunction with, the normal academic sequence per state educational standards.

### **COLLEGE CREDIT PLUS OPTION**

In order to increase the educational options available to high school students, the state of Ohio has instituted the college credit plus program. Under this program, 7<sup>th</sup> through 12<sup>th</sup> students may elect to take various courses at colleges and universities. These courses may be used for both high school and college credit at **no expense to the students or their families.**

The requirements are:

- a.) Parents attend an informational meeting as scheduled by Eastern High School, usually in February.
- b.) Parent and student receive counseling from the school counselor concerning this option by March 31.
- c.) Meet the entrance requirements of the chosen college or university.

Please meet with the counselor to thoroughly discuss this program prior to making a decision.

### **HOME-SCHOOLING POLICY**

Home-schooled students (grades K-6) may register to take elective courses, such as art, music, and physical education on the Eastern campus (as long as class size does not exceed maximum capacity).

Home-schooled students (grades 7-12) may register to take electives on the Eastern MS/HS campus as long as class size allows.

Home-schooled students (grades 7-12) who opt to participate in Eastern athletics will be required to take (and pass) five (5) credits on the Eastern campus, which is in compliance with OHSAA bylaws.

### **GUIDANCE**

The emphasis of the guidance program is to provide information and serve all students. Students will be exposed to planned group activities, mainly in classroom situations, to increase understanding of oneself and others. The purpose will be to develop skills to make decisions in regard to personal life, peer group pressures, career investigations and educational choices.

Students should feel free and are encouraged to contact the counselor for any situation that might arise. Listed are some areas in which the counselor may be of help.

1. **You And The School:** Course selection and scheduling, test interpretation, opportunities for involvement.
2. **You As A Person:** Understanding yourself, personal concerns, relationships, family, outside referrals.
3. **You and Your Future:** Vocational and career choices, college/technical school selection.

To see the counselor, call the guidance office for an appointment. Parents may also wish to share concerns and/or seek assistance in reference to a child's adjustment to high school, plans for the student's future, or other problems are invited to do so by phoning the school counselor.

### **AUTOMOBILES AND DRIVING**

If a student drives to school, he/she must accept driving responsibilities. Driving to school will be a privilege since bus transportation is provided. Parents will be held capable for revocation for a student's driving actions.

The student who drives will do the following:

1. Register each car driven on the appropriate forms and purchase and display a parking permit. Cost is \$5.00. If parking permit is lost, a new permit must be purchased.
2. Will obey all traffic laws including maintaining a safe vehicle.
3. Drive the car safely on school grounds and to and from school.
4. Will park his/her vehicle in the student parking lot only, and not be in it at any time during the school day.
5. Will avoid tardiness. Students who are tardy repeatedly will have driving privileges suspended.

6. Will not leave the parking lot until 10 minutes after the buses depart.
7. Students' vehicles on school grounds are subject to search if conditions warrant.
8. Will not have vehicles in the school parking lot beyond the close of the school day or after school activities have ended for the day.
9. Students will be assigned spaces and park in an orderly fashion as directed by school officials.
10. On the 10th unexcused tardy the student will have all driving privileges to and from school revoked.
11. Bicycles and other motorized vehicles such as four-wheelers, tractors, etc. are prohibited unless special permission is given by the building principal.

The rules preceding are considered necessary for the welfare of the total student body. Students observed using unsafe driving practices will have driving privileges revoked. Bus drivers and faculty members are urged to report any violations to the high school principal.

### **EASTERN POINT SYSTEM**

Students in grades 9-12 can participate and try to earn school numerals, school letters, or merit trophy. Points are accumulated through grades, attendance, athletics and other activities. All students are encouraged to participate. Additional information is available from the high school office.

Students can accumulate points for participating in different activities during the school year. At the end of the school year the points are tabulated and awards are given as follows: 100 points, numerals; 250

points, letter; 350 points, merit trophy. A point sheet will be made available in the office for reference to the number of points in each category. Please complete a point sheet each year so that accurate records can be maintained.

### **COMMENCEMENT SPEAKERS AND RECOGNITION**

EHS will now have three pathways / means for a student to serve as a commencement ceremony speaker. If a student is the top ranked student in one of the three available curriculum paths, they will speak at commencement and will be designated with the following title:

Eastern High School "Honor Graduate"  
Southern Hills Career Technical Center "Honor Graduate"  
College Credit Plus "Honor Graduate"

\*\* Please note that for the student to be designated the "EHS Honor Graduate" or "CCP Honor Graduate", he/she must have taken the college prep curriculum throughout their high school career. Additionally, the "EHS Honor Graduate" must complete all their coursework on site at Eastern High School. If there is a tie for any commencement speaker designation (i.e. two or more students have a 4.0 G.P.A.), the tie will be broken using ACT scores taken no later than December of that school year. \*\*

Members of both the home school and vocational school chapters of the National Honor Society will be permitted to wear the N.H.S. sashes over their gowns.

Students receiving academic scholarships and those with FOUR YEARS or more perfect attendance will also be recognized at commencement.

### **SECURITY CAMERAS**

All school campuses will have twenty-four (24) security cameras monitoring both indoor and outdoor activity. The camera security system will be in operation 24 hours a day.

**BE AWARE THAT YOUR ACTIONS COULD BE MONITORED.** The purpose of this security camera system is to further ensure the safety and well being of students and staff at the Eastern Local School District.

## **LOCKERS AND PERSONAL PROPERTY**

### **Lockers (Middle and High School Students)**

Each student will be provided with a locker and school lock. Locks will be issued by office personnel. Students will be required to pay \$10.00 for locks not returned at the end of the school year or upon withdrawing. Lockers should be kept clean and used by the students for storing books and clothes. Students **MUST NOT** keep money, pocketbooks or other valuables in lockers even though they are locked.

To prevent loss of personal or school property from student lockers, students are required to have locks on lockers at all times.

Students may “decorate” the inside of lockers by TAPING pictures to the inside. No stickers or written marks of any kind are to be applied to the inside or to the outside of the locker.

Students willfully damaging lockers or “jamming” other students’ lockers will be liable to pay for repairing the damages, plus will receive punishment up to and including suspension from school.

## **DAILY PROCEDURES**

### **In the Morning**

Upon arrival to school grounds, students are to enter the building and are not to loiter in the parking lot or other outside areas.



Prior to first period, students should go to their lockers to retrieve materials needed for their morning classes. Also, all business concerning attendance (past or future absence excuses, early dismissal notes, etc.) must be attended to in the main office before going to class.

Students are to move directly to assigned classroom at the A.M. warning bell. Students not in the classroom by the homeroom bell will be counted as tardy.

## **COMMUNICATIONS-ANNOUNCEMENTS**

If students have information to be placed on the bulletin board, simply bring it to the office staff for approval. Someone from the office will post all approved items.

District One Calls go out twice a week with district updates and announcements. Please notify the district if you are not receiving One Calls.

Weekly E-Communications keep families updated with timely information. Please sign up to receive the E-Communication at the e-link on the district website.

## **CAFETERIA/OTHER FOOD IN BUILDING**

Students are asked to use the cafeteria facilities with pride and to work to keep the floor and tables as clean as possible. Each student will return his tray and clean up the area where he was eating. If each person does his part, the general clean up of the cafeteria after lunch will be much easier.

All food, whether purchased at school or brought from home, will be eaten in the cafeteria.

Students may not "order out" to have food delivered to school during lunch period or at any other time.

## **PUBLIC AREAS**

Hallways, rest rooms, cafeteria (during lunch periods) etc. are considered public areas and certain restrictions must apply.

Students are not to be outside the school building during regular school hours unless leaving or entering school, going directly to or from the vocational agriculture facility or athletic fields, or with special permission.

Students should WALK through the halls in a quiet, orderly manner and not congregate at lockers in such a manner as to cause congestion.

All employees are responsible for monitoring student conduct in the public areas and are to be treated with the same respect as in the classroom.

### **VIRTUAL LEARNING**

Students in the Eastern Local School District have the option of learning through an online program entitled the Warrior Academy of Virtual Education (W.A.V.E) Students who sign up for the program will complete their assignments via an internet site with local teachers being assigned to each student to grade the work. Students who have questions or need help will be able to email their teachers.

Eastern Local Schools do not provide computers or on-line services for use in the virtual learning program

Failure to follow the (W.A.V.E.) contract will result in denial of participation.

Contact the Guidance Office of Eastern High School to discuss this option for your student.

### **EXTRACURRICULAR ACTIVITY PARTICIPATION**

Students should be aware that participation in any extracurricular activity is a privilege. Such activities should not become more important than the academic class assignments. The privilege to participate in extracurricular activities may be removed at any time.

Students should realize that participation in activities can be an important part of their four years in high school. However, they should understand that too many activities could lower grades and result in making activities less enjoyable. Students should use good judgment in selecting activities so as not to become involved in too many things.

Socializing and participation with others can be a very enjoyable part of one's education; however, activities which are done in excess or unplanned, can be a waste of a student's time. All organizations or school related activities which are a normal part of the school program, or utilize school facilities must be sanctioned by the principal and must have an assigned teacher or sponsor in charge. Meetings of such activities should be planned in advance and scheduled on the master calendar in the principal's office. No student should be in the building after school unless under the supervision of a teacher or other board employee.

## **EASTERN LOCAL SCHOOLS**

### **Extra-Curricular Policy**

***EASTERN HIGH SCHOOL & EASTERN  
MIDDLE SCHOOL  
EXTRA-CURRICULAR PARTICIPANTS***

**I. POLICY CONTRACTS**

- A.** A policy contract will be required for each student that participates in Eastern Extra-Curricular Activities. The contract period will be in effect 24 hours a day and 7 days a week and will begin when the contract is signed and ends at the completion of the school year. An acceptance of this policy will be signed by the parent and student participating in extra-curricular activities each school year.

**II. GENERAL FACTS AND EXPECTATIONS**

- A.** Participation in an extra-curricular activity has both advantages and disadvantages. The advantages are far too numerous to mention. Many are already obvious: however, others, which are more subtle, will be realized as one matures.
- B.** Some of the disadvantages include: One may work very diligently and yet never become a starter. The training rules and practice time may inhibit one's social style. There will be less time for study, yet one is expected to maintain an adequate average in academic achievements. Training can be tiresome and monotonous and injuries are a definite possibility.
- C.** When one agrees to participate on in an extracurricular activity, one has made a decision. This decision then becomes a commitment. A

commitment to represent Eastern Schools both on and off the floor/field.

- D.** All those associated with the extra-curricular program/activity are expected to act in a manner, which will not discredit their family, school and community, but most importantly, themselves.
- E.** When rules of the governing society are broken, penalties are forthcoming. When rules of conduct are broken it is assumed the student (team member) violating the rule is willing to pay the consequences for the infraction.
- F.** To force team members to obey the rules is defeating the purpose. Similarly, not enforcing established rules ruins the entire program. Self-discipline is the key to adhering to the extra-curricular rules and regulations.

### **III. CODE OF REGULATIONS FOR THE CONDUCT OF ATHLETES, MANAGERS, AND CHEERLEADERS**

- A.** The Eastern Local Board of Education, pursuant to Section 3313.61 of the Ohio Revised Code, has adopted the following code of regulations for the conduct of extra-curricular participants enrolled within the Eastern Local School District. Also each coach/advisor shall provide his/her team with any additional training rule, which he/she deems necessary for conducting the extra-curricular program.
- B.** Extra-curricular participants engaging in any of the types of conduct listed below (whether specific or

similar) shall be subject to disciplinary action which may include expulsion, suspension, emergency removal from curricular and/or denial of participation in extracurricular activities.

**C. Prohibitive types of conduct include:**

- 1.** Lying, cheating, theft
- 2.** Possession or use of any tobacco/vaping/juuling products or look alikes
- 3.** Possession, use or exhibiting symptoms of use of near beer, narcotics, alcoholic beverages or other dangerous drugs, or drug related paraphernalia.
- 4.** Attending any activity or being present where drugs or alcohol are being consumed illegally
- 5.** Loss of equipment (reimbursement for loss required)
- 6.** Improper conduct on floor or field
- 7.** Vulgarity
- 8.** Skipping class/practice/other required session
- 9.** Unexcused tardiness for school/class/athletic event
- 10.** Unsportsmanlike conduct
- 11.** Disrespect for teachers, coaches or other individuals (ie. hazing or bullying)
- 12.** Classroom disruption

13. Misconduct at school either during or after school hours
14. Late hours (curfew violation) at the coach/sponsor discretion
15. Any actions which would be constructed as immoral or improper conduct in light of prevailing community standards
16. Appearance and Grooming when representing Eastern in an extra-curricular capacity is at the discretion of the coach and supervisor.

**D.** Students attending open gyms, summer camps and leagues, must follow all rules and regulations of the Eastern Extra-curricular Policy and Student Handbook

**E.** Any student riding home with his/her parent(s) must be signed out by his/her parent on the official sign out form issued by the coach/advisor. Students wishing to ride home with parents of other students or relatives must have a note signed by the Athletic Director and/or Principal in advance. Students are not permitted to ride home with other students, boyfriends, girlfriends etc.

**IV. SUSPENSION POLICIES FOR TOBACCO/VAPING/JUULING, ALCOHOL, DRUGS AND SOCIAL MEDIA:**

**A. Suspension Policy for Tobacco/Vaping/Juuling:**

*1<sup>st</sup> Violation:* 1 game/meet suspension

*2<sup>nd</sup> Violation:* 4 game/meet suspension

*3<sup>rd</sup> Violation:* suspension for the remainder of the school year

**B. Suspension Policy for Alcohol:**

*1<sup>st</sup> Violation:* denial of participation for 20% of the total contests – 2 counseling sessions required for reinstatement of eligibility.

*2<sup>nd</sup> Violation in the same School Year:* denial of participation for the remainder of the school year – 5 counseling sessions required for reinstatement of eligibility.

*3<sup>rd</sup> Violation in High School Career:* Denial of Participation for 180 school days – 10 counseling sessions required for reinstatement of eligibility.

**C. Suspension Policy for Use or Possession of Illegal Drugs:**

*1<sup>st</sup> Violation:* Suspension for the remainder of the school year – Counseling required – must pass a drug test to be reinstated. All costs will be the responsibility of the student athlete.

*2<sup>nd</sup> Violation in High School Career:* Denial of participation for 180 school days. Counseling required – must pass a drug test to be reinstated. All costs



will be the responsibility of the student athlete.

**D. *Attending or being present at an activity where alcohol and/or drugs are being consumed illegally:***

Students are not permitted to attend these types of activities. If a student chooses to attend such an activity, the penalties enforced will be the same as the Alcohol and Drug Suspension listed above. If the student leaves immediately there will be no penalty.

**E. Suspension Policy for Social Media:**

The use of email messages, text messages, picture messages, blogs, websites or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding another team member, another student, a coach, another school or team, or other staff member. For the purpose of this policy, inappropriate comments may include, but are not limited to, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion, gender or sexual orientation. This includes all social media platforms.

1<sup>st</sup> Violation: Verbal Warning

2<sup>nd</sup> Violation: 1 game/meet suspension

3<sup>rd</sup> Violation: 4 game/meet suspension

Individual circumstances will be considered in each case by the coach, advisor, athletic director, and/or principal.

**V. CODE OF REGULATIONS FOR ATHLETIC PARTICIPATION**

- A.** Suspension from school or assignment to Alternative School:  
Any extra-curricular participant participating in any phase of the extra-curricular activities who receives a suspension from school or assignment to Alternative School will be denied participation from all events and practices for the period of time the suspension or assignment is in effect.
- B.** Missing practice and/or games without permission or notification to coach/advisor: Students will be penalized for missing practice and/or games without permission or notification to the coach/advisor. Individual circumstances will be considered in each case by the coach, advisor, athletic director, and/or principal.
- C.** An unexcused absence from school is treated as an unexcused miss from practice, other than suspension from school.
- D.** Any student who is absent either for a full day, arrives after 8:45 a.m. or leaves before 12:45 p.m. shall not be permitted to participate in any extracurricular activity after school the same day as the absence occurred. Exceptions will be rare and no exceptions will be considered unless:

1. Approval has been given in advance of the beginning of absence by the principal or his/her designee.
  2. Written documentation of the absence is presented upon returning to school.
  3. Extenuating circumstances may be appealed through the building principal for consideration. Each appeal will be considered on an individual basis.
- E.** Grades: All students in grades 7-12 will adhere to the rules for eligibility. Students must be passing all subjects to participate.
- F.** Dropping from an extracurricular without the coach/advisor's permission results in the extracurricular participant being ineligible until that extracurricular season is completed.
- G.** Any student that is serving a probation sentence issued from a state, county or city government agency will be prohibited from participating in any extra-curricular contest, practice, conditioning or award ceremony until the probation sentence has been terminated. Additionally, if the extracurricular participant has already made the in-season team before being sentenced with probation, that extracurricular participant may be permitted to attend practice, ride the bus to contests and sit with the team, but not dress in uniform.
- H.** Students participating in multiple sports during a season must declare a primary sport for that season.

The form must be on file with the Athletic Director by the end of the first week of practice.

**VI. CODE OF REGULATIONS FOR VIOLATIONS**

- A.** The extra-curricular participant and the coach/advisor will each provide the athletic director/advisor with a written explanation of the alleged violation on a form provided by the athletic department/office.
- B.** If a coach, advisor, athletic director or principal is recommending the suspension, expulsion and/or denial of participation, the athletic director/principal of the school will notify the student.

**VII. AWARDS**

- A.** In order to recognize and compliment the youth that make Eastern Schools extra-curricular programs successful; provisions are made annually to present awards at an awards ceremony.
- B.** Students who participate in extracurricular program, either on a team or on an individual basis, shall be eligible for awards to be presented at an Award Ceremony.
- C.** In order to receive the respective awards after qualifying, the student **MUST** be present for the Awards Night Ceremony. Exceptions will be made in the case of illness, death in the family, or other emergency situations (to be determined on an individual basis by the athletic director).

**EASTERN LOCAL SCHOOL DISTRICT  
P.O. BOX 49  
SARDINIA, OHIO 45171**

**NOTICE OF DENIAL OF PARTICIPATION IN EXTRACURRICULAR  
ACTIVITIES TO PARENT OR GUARDIAN**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF PARENT OR GUARDIAN

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

You are hereby advised that \_\_\_\_\_ has been denied participation in \_\_\_\_\_ for \_\_\_\_\_ day(s), from the period of \_\_\_\_\_ to \_\_\_\_\_.

The reason(s) for the denial of participation are as follows:

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**POLICY ACKNOWLEDGEMENT AND WARNING OF  
RISK OF INJURY TO STUDENT ATHLETES**

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I have received, read and understand the Eastern Athletic Policy and Training rules and do hereby agree to conform to the guidelines and policies contained in it.

I hereby acknowledge that I have been properly advised, cautioned and warned by the administrative and coaching personnel of Eastern High School/Eastern Middle School that by participation in any sport sponsored by said school, I am exposing myself to the risk of serious injury or even death.

Having been so cautioned and warned, it is still my desire to participate on the athletic teams sponsored by Eastern High School/ Eastern Middle School

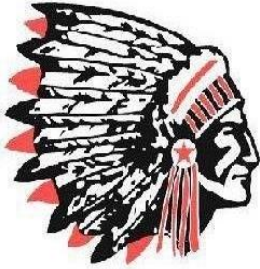
Date \_\_\_\_\_

Student Athlete's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO TAKING  
PART IN ANY ATHLETIC ACTIVITY**



**Eastern Local  
School Wide Title I  
Programs  
Parent Information Packet  
School Year 2019-2020**

**What is Title I?**

Title I is a segment of the Elementary and Secondary Education Act that is funded by the US Congress. Title I first originated in the early 1960's and has undergone a lot of changes over the years. The basic purpose of Title I is to provide funds to schools to help children achieve in reading and math. Funding is distributed through the Ohio Department of Education and is based upon several factors of the school district. All 620 school districts in Ohio receive Title I funds and many non-public schools receive funding for children who are eligible.

**What services do we offer our students at Eastern Local?**

Title I funding provides Leveled Reading at Russellville and Sardinia Elementary School Buildings.

**What is a Schoolwide Title 1 Program?**

Each year our schools look at nine components of a school-wide plan to determine if they are addressing best practices in these areas. The components are:

- 1) Strategies to strengthen the core program and extend learning time
- 2) High quality and continuous professional development for teachers and staff
- 3) Additional assistance to students having difficulty mastering State standards
- 4) Increased parental involvement
- 5) Preschool transition
- 6) High quality teachers
- 7) Teacher recruitment
- 8) Teacher decisions on the use of assessments to improve student achievement
- 9) Coordination of programs

### **Why is it important for parents to be involved?**

You play the most important role in your child's education! You were their first teacher and can have a huge impact on their success in school. As a team, home and school, we must talk on a regular basis so we can do what is best for your child's academic progress. Together we can provide the experiences and knowledge they need to succeed.

### **Who should I contact if I have any questions?**

You can also contact your building's principal or the Director of Special Education/Federal Programs/Test Coordination.