

**East Canton Middle School**

**Student Handbook**

**2023-2024**



**East Canton Middle School**  
Gregory Dente, Principal  
Melissa Schoeppner, Guidance Counselor  
Maria Mayle, Secretary

**310 Browning Street**  
**East Canton, OH 44730**

Middle School Office	(330) 488-0334
Attendance Hotline	(330) 488-0229
Superintendent's Office	(330) 488-1609

School District Website	<a href="http://www.ecweb.sparcc.org">www.ecweb.sparcc.org</a>
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**Osnaburg Local School District**

Kevin Finefrock, Superintendent  
Christine Robenstine, Treasurer  
Diane Walker, Assistant Treasurer  
Cory Berry, Superintendent's Secretary  
Gregory Dente, Director of Operations  
Jason Hall, Technology Coordinator  
Stacy Duskey, Special Education Coordinator  
Kristen Foss, Curriculum & Gifted Coordinator

**Board of Education Members**

Jacob Leshner, President  
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## **SECTION ONE: SCHOOL DAY**

### **6th – 8th GRADE**

**School day starts at 8:30am. School day ends at 3:00 pm.**

Students are permitted to enter the building at 8:15 am. Students are to report directly to their 1st period classes after getting breakfast.

### **CLASS CHANGES**

When moving to and from classes, students should keep to the right of corridors. Walk as orderly and quietly as possible. Running or excessive noise will not be tolerated.

### **CLASSROOMS**

Students will be on time, be prepared with materials, be seated, and be attentive.

### **HEALTH SAFETY AND EMERGENCY EMA**

When a student enrolls in the Osnauburg Local School District system, an emergency card medical authorization form is filled out by the parent/guardian and filed in the Middle School office. This form is to be updated annually. The school needs to be notified of changes that occur during the school year. This rule will be followed conscientiously by school personnel for your own son's/daughter's safety.

### **STUDENT VISITORS**

Students from other schools, friends or acquaintances are not to be invited to ECMS. They are not permitted to enter the building before, during, or after school hours.

### **VISITORS**

Visitors are required to register in the Student Services office (Door 1) and wear a visitors' badge before proceeding anywhere in the building.

### **GUIDANCE AND COUNSELING SERVICES**

Guidance and counseling services are available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. Stop in the office before or after school, or during a study hall period. If the counselor and/or principal cannot see you then, an appointment will be made. For safety purposes, a student needs to obtain permission from his/her current teacher or other school personnel before proceeding to the office.

## **SCHOOL PICTURES**

School pictures are taken and offered to students and parents twice a year. Specific information will be sent home well in advance of the dates for pictures to be taken. Fall pictures are prepaid. Spring pictures are sent home to each family. Pictures must either be purchased or returned. Report cards will be held for students who fail to either return their picture packets or pay for pictures.

## **STUDENT COUNCIL**

The Student Council is an organization through which the students may express their opinions and participate in the management of school enterprises. The council promotes leadership, initiative, and self-control among its members. It is the duty of the representatives to bring to the council's attention suggestions from their classmates and to act on behalf of their classmates. Student Council will also sponsor social activities for the students.

## **SUBSTITUTE TEACHERS**

We are fortunate in having capable people to help us whenever our regular teachers are unable to be at school. A substitute teacher is an important person whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being on your very best behavior and by being helpful. The rules of the handbook will be applied to all classrooms containing a substitute teacher as they are applied when the regular education teacher is present.

## **STUDENT EXPECTATIONS**

All students are expected to maintain standards of behavior that are consistent with the character and values of not only East Canton Middle School, but of the community as well. Students have the responsibility of being on their best behavior at all times. East Canton Middle School utilizes a PBIS (Positive Behavior Intervention and Supports) campaign to establish clear behavior expectations to achieve social, emotional, and academic success. Our PBIS campaign, "Go for GOLD", concentrates on Goals, Ownership, Leadership, and Determination.

## **SCHOOL CLOSINGS**

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

WHBC 94.1 FM WHBC 1480 AM

Additionally, our school closings are listed on many of the major TV news stations. Alert Now (phone call) will be activated along with these sources. Please be sure to

## **STUDENTS VALUABLES**

Students are cautioned not to bring anything of value to school. This includes but is not limited to hats, jackets, jewelry, and cameras. The school is not responsible for lost, destroyed or stolen items.

## **GUM AND FOOD**

Gum chewing is not permitted. Students are not allowed to remove extra food or drinks from the cafeteria after lunch. All food should be consumed in the cafeteria before the end of the period.

## **ALTERNATE FORMS OF TRANSPORTATION**

Due to safety concerns and inadequate parking facilities, the only forms of permitted alternate transportation to school for students are to walk or ride bicycles.

## **ELECTRONIC DEVICES**

Radios, cell phones, pagers, IPODS, MP3 or CD Players, or any other electronic toy, game, or video recording device are not to be visible or in use during the school day. Cell phones must be stored, turned off, and in the student's locked locker. Students are not permitted to use cell phones during the school day. Students in possession of cell phones or electronic devices that are not permitted will be required to turn them over to school personnel. The procedure that will be followed is that the student will be asked to turn the cell phone or device off. The cell phone/device will be placed in a manilla envelope. The student will write his /her first and last name and date of transferred possession on the outside of the envelope. The envelope is placed in the middle school office in a locked compartment.

- First offense – Student pick up at the end of the day
- Second offense – Parent notification to pick up and after school detention
- Third offense – Parent notification to pick up and extended day

If the violation of this policy becomes excessive (greater than 3 offenses), a more severe consequence may be given at the discretion of administration. Lost, stolen or damaged items are not the responsibility of the school. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the electronic device.

## **CAFETERIA CODE OF CONDUCT**

The school lunch program is designed to provide a balanced meal and is planned from the aspect of nutrition as well as taste appeal. The lunch program is seen as part of the regular educational

function of the school and is an opportunity to encourage students to learn about new foods, health, and etiquette. Since we have a cafeteria at East Canton Schools, no hot or cold foods are to be purchased outside of the cafeteria and brought or delivered to the East Canton School cafeteria. Students are not permitted to charge; an alternative lunch will be made available to students not having means to buy a lunch that day. Students wishing to participate in our free or reduced-price lunch programs must complete a request form. This form is available in the office.

### **CAFETERIA RULES**

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

### **POLICY FOR ELIGIBILITY DETERMINATION OF STUDENTS FOR RECEIVING FREE OR REDUCED COST MEALS**

Osnaburg Local Schools have long recognized the need for helping meet the nutritional needs of its students. The schools serve well-balanced and nutritious lunches each school day at a nominal cost to the student. Since some families find it difficult to pay the full price the school will provide lunches free of charge or at a reduced price to those pupils determined eligible through the submission of an application form. Such application will be reviewed promptly.

Families who feel their children may be eligible for free or reduced-price lunches are invited to make application. Copies of the application form are sent home with a letter to parents. Additional copies may be obtained at the school office. The completed application signed by an adult member of the family should be returned to the school office.

Parents will be notified within ten working days after the school has received the application. ***All information on the application will be held in confidence.***

### **CLOSED CAMPUS POLICY**

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not begun, until dismissal or until the students are picked up by their bus. Students must bring a written parental request to the office to leave the school grounds for any reason. No students are permitted to leave the school building when school is in session without the permission of the administration. Upon entering the building in the morning, all students are to report to their locker and directly to homeroom. Students are not permitted to go out to lunch or to have lunches “ordered in.” The student school day ends at 2:50 p.m. Extra-curricular activities (practices, meetings, etc.) begin after school is dismissed.

**No unsupervised students are allowed to remain in the building or on school grounds.**

### **SCHOOL GROUNDS**

No students are permitted to leave the school building when school is in session without the permission of the building principal. Students should consider as “off-limits” the parking lots, baseball dugouts, football field, the area immediately behind the school, the Lions Club, and the Community Center.

### **HALL PASSES & PLANNERS**

A hall pass, written and signed by a member of the faculty, must be used by a student to move from one point in the building to another, while classes are in session. All students grades 6 through 8 will be issued a planner at the beginning of the school year. The students must carry planners at all times.

### **CLOSED LUNCH POLICY**

East Canton Middle School has closed lunch periods. All students must eat in the school cafeteria. This applies to those students who carry their lunch as well as those who buy their lunch. Students are not to go home or out for lunch nor are they to order lunches to be delivered to the school. Students are not permitted in or around cars at lunchtime or at any time during the day. Students who have finished their lunch are to follow the lunch monitor/teacher directions as to where the remainder of the lunchtime activities will be held. No students are to loiter in the hall. Students are not allowed in unauthorized areas for any reason.

### **TELEPHONES**

Office phones are not available for student use during the school day. In case of emergency injuries or illness the secretaries will contact the home.

## **TEXTBOOKS AND LIBRARY BOOKS**

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

## **LIBRARY PROCEDURES**

The library media center serves grades 6-12 and its staff serves grades K-12 as well as the K-12 faculty. Books, magazines, newspapers, computers, and reference assistance are all available to students coming from class or study hall with a pass from a teacher. **Go to class or study hall, and then go the library with a teacher signed pass that describes the work to be done. Once you have entered the library, you may not leave without permission.**

Use of the computers is restricted to the teacher assigned work, research approved by Library Media Specialist (college search, etc.), or the student's school email account. Absolutely no gaming. The loan period for most materials is one month. Most reference materials may be checked out for overnight use. Checkout privileges are revoked when a student owes more than \$5.00 in fines. No student will be denied access to materials needed to complete assignments, however, these materials must be used in the library or in the classroom if the teacher wishes to take responsibility for their return.

Lost books must be paid for before the issue of a final report card. Prices vary for each book lost. All book costs are available via the librarian. Because the media center serves grades 6-12 as well as its faculty, even its sizable facilities may be full to capacity at times with multiple classes and large meetings. Announcements of library closures for these activities are made a week in advance whenever possible.

## **SCHOOL/STUDENT PUBLICATIONS**

A student shall not publish, distribute, and/or possess any material not authorized by the school administration. This includes, but is not limited to messages on clothing, ribbons, posters, buttons, signs, etc. No publication or material will be permitted that would disrupt the educational process.

## **PHYSICAL EDUCATION CLASS**

In all physical education classes students are expected to wear gym clothing and to participate. Lack of proper dress and/or participation could affect the student's grade in the course.

## **GYMNASIUM FLOOR SHOE POLICY**

No one is permitted on the gymnasium floors wearing shoes that have been worn outdoors at any



time or shoes that have been used as part of a person's regular daily clothing. In other words, **no one will be permitted on the gym floor in the same shoes worn to school that day.**

The shoes which one plans to wear on the gymnasium floor must be those made specifically for the sport of basketball. The only possible exception would be jogging type shoes that have never been worn outdoors. Shoes that will not be permitted include:

- Jogging or running shoes that have been worn outside.
- Shoes with "black" soles as they leave permanent black streaks on the floor.
- Hard soled "everyday" street shoes.
- Rubber soled casual "everyday" shoes.

It is recommended that the shoes one plans to wear on the gymnasium floor be carried separately to school and used only for the activity to take place on the gymnasium floor. Furthermore, during a game situation, at its conclusion or at halftime, middle school spectators **are not** permitted on the playing surface.

## **SECTION TWO: FEES**

Students in grades 6-8 are charged fees to help defray costs for supplemental materials and expensive laboratory courses where projects they make become their own to keep or when the students use chemicals and/or supplies. Fees for the school year will be determined prior to the start of each school year and will be listed on school calendars, school menus and/or the student's class schedule. For additional clarification please call the Middle School Office at (330) 488-0229.

All fees are requested by the end of the first grading period of the school year. Report cards and records may be withheld for students whose fees are not paid by this time. Additionally, students may be prohibited from field trips for failure to pay school fees. \*\* Fees are cumulative, (school year to school year).

There will be a fee of \$3.00 or 10% of the face amount; whichever is greater, on all returned checks. By paying by check you are authorizing Osnaburg Local to electronically debit your bank account for the amount of the returned check, PLUS a one-time returned check fee.

## **SCHOOL SUPPLIES**

Each student is expected to furnish his/her own notebooks, paper, pencils, pens, and other supplies of a general nature. Supplies as well as homework should be with every student in every class. School Supply lists are mailed out to every student and/or are available in the middle school office.

## **SECTION THREE: DRESS CODE**

### **GROOMING**

Students are not to bring curling irons, hair dryers, hair spray, mouthwash, perfume, or cologne to school (this includes mouth and body “sprays”).

### **STUDENT DRESS GUIDELINES (Grades 6-8)**

The following guidelines are designed to represent suitable standards of appropriate dress at school. The administration and faculty will use these guidelines as well as their own discretion to determine if a student is appropriately dressed. The expectation is that clothing must be neat, clean, in good taste, and meet the standards of health and safety. Students will be asked to conform to the dress code or subject themselves to disciplinary action. Please be aware that if a student is improperly dressed, a parent or guardian will be phoned to bring proper clothing. Further offenses of the dress code will result in further disciplinary action.

All clothing, patches, ribbons, and buttons must bear no obscene language or connotation. No advertisement for alcoholic beverages, illegal drugs, or other detrimental health items; **no** pictures or sayings (stated or implied), which refer to sex, bondage, cults, skulls, or violence.

All clothing must be hemmed not dragging, not ripped, or torn (no holes), not in need of repair, and must fit properly. All clothing bottoms should be worn at the natural waistline, not sagging (*even if concealed by a long shirt worn over the pants*).

Shorts and skirts must be at least mid-thigh in length and not excessively tight. Boxer Underwear and /or pajama bottoms are not considered appropriate. Writing on the buttocks of clothing bottoms is not permitted.

Cotton sweatpants with elastic or drawstrings and tear away nylon jogging/wind suits are allowed if they remain completely snapped and/or neat and worn appropriately (not too tight and at the waistline). Discretion determined by staff as fashion trends dictate.

Tights, leggings and or yoga pants may not be worn alone but may be worn under suitable clothing. Beachwear and swimsuits, full camouflage outfits, see through clothing and plunging necklines are not permitted. Students are not to wear clothing that leaves their midriff, sides or back exposed. Sleeveless-styled blouses or vests are allowed, however, as with any clothing ***undergarments should not be visible at any time (it is advised, however, that undergarments SHOULD be worn)***. No Tank, Spaghetti Strap or Halter Tops will be permitted. *Pants should not be too form fitting or tight to the body.*

Shoes must be worn at all times. Shoestrings must be in shoes or must be tied. Slippers, socks, or bare feet are not permitted.

Students shall not wear hats, sweatbands, or bandannas. Body piercing is not permitted if it is visible except for earrings (including your tongue). Gauges are not permitted. Dog-style chains and wallet chains are not allowed. Visible tattoos must be school appropriate.

Students' hair must be clean and neat. Hair should not hang in such a fashion that vision is impaired. Extreme hairstyle is not permitted. **All hair coloring MUST be in natural colors -- this includes highlighting.**

Students are not to wear coats, outside vests or jackets in the classroom or carry book bags in the hallway unless entering or exiting the building. Coats and book bags must be put in a locker, this includes draw- string bags carried on the back. Oversized purses are not acceptable and are considered a book bag.

Students may not have any facial hair. Sideburns may extend only to the bottom of the ear lobes.

***The key concept for acceptable dress is the appropriateness of clothing worn in differing situations. What may be appropriate at home may not be at school.***

Due to the fact that styles and fads change, it is impossible to anticipate and list all areas where a decision on "extreme" or "acceptable" will need to be made. The school administration and faculty, in accordance with Board policy, have the responsibility of deciding in each individual case if a student's attire is appropriate and in accordance with the dress guidelines.

## **SECTION FOUR: BEHAVIOR (DISCIPLINE)**

### **DISCIPLINE REGULATIONS**

Proper conduct is expected of every student at all times. Students should develop self-discipline to avoid consequences for unacceptable behavior. Examples of conduct that are unacceptable in school are: excessive noise in the halls, running, yelling, shoving, improper language, throwing of any objects, possession of squirt guns or spraying devices, wearing of non-prescription sunglasses, parties or "ballooning," sitting on tables or backs of chairs, skate boarding on school property, etc.

Classroom teachers are encouraged to handle their own classroom discipline matters in a variety of ways to bring about desirable student behavior. They are further encouraged to develop rules

and enforcement procedures for their classroom. When attempts to correct student behavior by the teacher have been made without the desired outcome, students will be referred to administration for further action.

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

- Student/administrator conference.
- Saturday School
- Student/teacher/administrator conference
- Suspension (In/Out of School)
- Parent notification/conference
- Expulsion
- Detention
- Alternative School
- Extended Day
- Counseling
- Denial of privileges

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

Regulation of student conduct extends to conduct while:

- On school property during school hours or within a reasonable time immediately preceding following school hours.
- On school property at any other time when the facilities are being used for approved purposes by any school or community organization.
- Off school property while in attendance at any school-sponsored activity, function, or event.

Every student is expected to:

- Maintain a pattern of regular attendance, with absences only taken for illness, emergency, or other approved reasons
- Follow his/her regular daily schedule, reaching appointed classes and other assignments on time

- Respect the rights of other students, follow the guidelines that are established by the building administrator and teachers as well as respect their rights to enforce those guidelines
- Express his/her thoughts and ideas orally or in written form in a manner that promotes the sharing of beliefs and views and is in harmony with the normal operation of the school
- Conform to the approved dress code.

## **STUDENT CODE OF CONDUCT**

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

### **1. UNEXCUSED ABSENCE FROM SCHOOL**

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

### **2. UNEXCUSED ABSENCE FROM A REGULARLY SCHEDULED ACTIVITY**

A student shall not be absent from any regularly scheduled activity (curricular or extracurricular) unless said absence has been properly excused.

### **3. UNEXCUSED TARDINESS TO SCHOOL AND/OR CLASS (TRUANCY)**

A student will comply with the Compulsory School Attendance Laws. When a student is tardy to school without a legal excuse, it constitutes truancy or tardiness. This includes tardiness to study halls, class or any other properly assigned activity. Repeated tardiness is considered a serious offense.

### **4. VIOLATION OF AUTOMOBILE DRIVING OR SCHOOL BUS TRANSPORTATION REGULATIONS**

A student shall not violate any rules governing conduct relating to transportation.

### **5. SMOKING, DISTRIBUTION AND/OR POSSESSION OF TOBACCO, TOBACCO PRODUCTS OR TOBACCO PARAPHERNALIA**

A student shall not use, possess, or distribute tobacco products or “look alike” at school or at any school sponsored activity.

### **6. UNDER THE INFLUENCE, USE, POSSESSION OR DISTRIBUTION OF MIND ALTERING CHEMICALS/SUBSTANCES OR ANY OTHER CHEMICAL/SUBSTANCE WHICH RESEMBLES SAME (LOOK ALIKE)**

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

## **7. USE, POSSESSION OR DISTRIBUTION OF MIND-ALTERING PARAPHERNALIA**

A student shall not use, possess, or distribute any materials that are considered to be mind altering, including chemical substances- “look a likes”.

## **8. POSSESSION OF DANGEROUS WEAPONS/DESTRUCTIVE DEVICES, KNIVES OR LOOK ALIKE WEAPONS, DESTRUCTIVE DEVICES/KNIVES**

In accordance with the Osnaburg Local Board of Education policy on dangerous weapons (policy JFCJ), and sections 9.66 & 9.66.1 of the Ohio Revised Code, a student who violates the Dangerous Weapons Policy will be expelled from school one year. Along with the Dangerous Weapons Policy, the Osnaburg Local Board of Education has adopted a policy on knives, which, if violated, will result in the student being expelled from school for one year. A student shall not possess, knowingly convey, attempt to convey, handle, transmit or conceal any dangerous weapons, destructive devices, or knives (instruments) or “look a likes”.

The definition of a firearm is:

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

The definition of a destructive device is:

Any explosive, incendiary or poisonous gas, bomb, grenade, rocket, missile, land mine or any other similar devices.

The definition of a knife (knives) includes, but is not limited to:

A cutting instrument consisting of a sharp blade fastened to a handle, metal knuckles and straight razors.

## **9. FIGHTING/ASSAULT**

A student shall not assault, fight or behave in such a way as could cause physical injury to a school employee, student or other person on the school premises while in the custody and control of the school or in the course of a school related activity.

## **10. PHYSICAL REACTION TO A TEACHER AND/OR OTHER SCHOOL EMPLOYEES**

A student shall not strike, slap, kick, push or threaten or attempt same towards any teacher or school employee, includes use of fists and/or weapons.

## **11. VERBAL DISRESPECT, OBSCENE GESTURES OR THREATENING A TEACHER, SCHOOL EMPLOYEE OR STUDENT**

A student shall not act as to intimidate, insult, or otherwise abuse, orally or in writing, any

member of the school staff or student body. This includes disrespect toward school employees during school or non-school time.

## **12. THEFT OR DAMAGE TO SCHOOL OR PRIVATE PROPERTY**

A student shall not take or attempt to take into possession or damage/destroy public property or equipment or the personal property of another.

## **13. DRESS CODE VIOLATION**

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

## **14. MISSING ASSIGNED DISCIPLINARY ACTIONS**

A student shall comply and serve all assigned detentions, extended days, Saturday schools and/or suspensions.

## **15. GAMBLING**

A student shall not engage in, nor promote activities involving placing bets or risk anything of value. Gambling paraphernalia /devices, playing cards, etc. are not permitted at school.

## **16. PUBLICATION, DISTRIBUTION AND/OR POSSESSION OF ANY MATERIAL NOT APPROVED BY ADMINISTRATION**

A student shall not publish, distribute, and/or possess any material not authorized by the school administration. This includes, but not limited to messages on clothing, ribbons, buttons, posters, or signs.

## **17. OBSTRUCTION OF JUSTICE**

A student shall cooperate with any school official during properly conducted investigations. This includes failure to tell the truth.

## **18. SEXUAL HARASSMENT/INTOLERANCE OF OTHERS**

A student shall not engage in the harassment or otherwise be intolerant of any school employee or student based on race, religion, sex, national origin and/or handicap.

## **19. HAZING OR INITIATION OF STUDENTS**

A student shall not conspire, engage in, or tend to engage in an act that injures, frightens, degrades, or disgraces a fellow student.

## **20. FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF ANY SCHOOL SPONSORED EVENTS**

A student shall comply with specific extra-curricular activity/athletic team guidelines to participate. This includes assemblies and extra-curricular activities.

**21. PUBLIC DISPLAY OF AFFECTION**

A student shall not engage in kissing, embracing, handholding or displays not appropriate to the educational environment.

**22. OUTSIDE OF SCHOOL BUILDING/OFF SCHOOL PROPERTY UNAUTHORIZED**

A student shall not be outside of the school building or off school property without approval of administration, unless involved in a school directed activity.

**23. PLAGIARISM/CHEATING/THE APPEARANCE OF CHEATING**

A student shall not falsify, in writing, the name of another person or times, dates, grades, addresses or other data on assignments, class work, school forms or correspondence directed to school.

**24. PROFANITY**

A student shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language or use profane, vulgar or other improper or inappropriate gestures or signs or engage in profane vulgar, or other improper or inappropriate actions.

**25. PERSISTENT AND/OR EXPANDED MISBEHAVIOR**

A student shall not repeatedly violate school rules or regulations and/or fail to comply with directions of school personnel during any period of time when the student is properly under the authority of school personnel, includes refusal to accept disciplinary measures.

**26. GENERAL MISCONDUCT**

A student shall comply and abide with reasonable rules and regulations. This includes other rules and regulations that may be established from time to time by the Board of Education, Superintendent, or the Principal.

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

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

**28. DISRUPTION OF SCHOOL**

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

**29. DEFIANCE AND OBSCENITY**

A student shall not openly defy or use obscene language or gestures toward any school employee and/or student. This includes lewd or obscene conduct.



### **30. SEXUAL HARASSMENT**

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

### **31. PERSONAL APPEARANCE**

A student shall not disregard school policies pertaining to personal appearance.

### **32. INSUBORDINATION/DISRESPECT**

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

### **33. EXTORTION**

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

### **34. TRESPASSING OR LOITERING**

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

### **35. FALSE I.D.**

A student will not use or attempt to use false identification to mislead school personnel.

### **36. BREAKING AND ENTERING**

A student will not break and enter or attempt to break and enter school or private property either on school grounds or at any school function or event off school grounds.

### **37. EXPLOSIVES**

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

### **38. ELECTRONIC DEVICES**

Possession of electronic devices such as pagers, cell phones, radios, CD/tape players, hand-held games, headphones, etc. is prohibited (the school is not responsible for any items).

### **39. FALSE REPORTING**

A student shall not report a false alarm, bomb threat, or call 911.

#### **40. FAILURE TO BE IN ASSIGNED AREA**

A student shall not be within/without any area of the building unless he/she is authorized to be in that area.

#### **41. VIOLATION OR MISUSE OF SCHOOL TECHNOLOGY**

A student shall abide by all school technology rules & regulations (i.e. E.C. user net agreement).

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

\*Those infractions/violations noted with an asterisk (\*) indicate those violations that will result in immediate suspension and possible expulsion and referral to law enforcement officials. These are "nonnegotiable" violations.

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

Should a student be assigned an after-school detention, the following guidelines will apply:

1. Detentions begin at dismissal time in a previously announced location.
2. Late students will not be admitted.
3. No food/candy/drink is allowed.
4. Bring books and/or other appropriate reading material. (No Sleeping)
5. Absolutely no talking or passing notes.
6. Students are not to be out of their seats unless authorized by a monitor.
7. Proper school dress is required.
8. Failure to serve an assigned detention without first making arrangements with the teacher or administrator will result in further disciplinary action.
9. Extra-curricular activities, practices, etc. are not acceptable excuses for not attending a disciplinary action.
10. Students must have prearranged transportation for pick up.
11. Students are to keep the area clean.
12. Detention is for forty-five (45) minutes after school.
13. Extended day & Saturday School is for 1-3 hours.
14. Failure to comply with any of the rules will result in immediate removal and further disciplinary action.

## **SUSPENSION**

The superintendent or principal must give written notification of the reasons for the intended suspension to the student. The notice should include all rules violated.

The student must be given an informal hearing to challenge the reasons for the intended suspension or otherwise explain his/her actions.

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

- (a) The reasons for the suspension.
- (b) The right to appeal the action to the board or its designee within ten days.
- (c) The right to be represented in appeal proceedings.
- (d) The right to a hearing,
- (e) The right to request the hearing to be held in executive session.

## **IN-SCHOOL SUSPENSION RULES**

Should the In-School Suspension (ISS) program be offered, and a student be assigned an in-school suspension, the following rules and guidelines will apply:

1. Students are to report promptly to the office at the beginning of the school day.
2. Students must bring appropriate and related school material to work on. This would include all assignments from teachers.
3. Students are responsible for all assignments including returning them to their teachers. Since all work will be evaluated, failure to do the assignments could result in a failing grade.
4. Students are to sit in their assigned area for the entire length of the school day. One restroom break will be given in the morning and afternoon, excluding lunchtime, except in an emergency.
5. Students are not to sleep or put their heads down.
6. Students are not to be out of their seats or area for any reason unless authorized by the teacher/monitor.
7. Proper school dress is required.
8. The ISS area is to be kept neat and clean.
9. Failure to serve an assigned In-School Suspension will result in further disciplinary action, which can include an out-of-school suspension, for a period of not more than ten days per assignment.
10. Failure to comply with the rules of In School Suspension will result in immediate removal from ISS and further disciplinary action will result.

## **OUT-OF-SCHOOL SUSPENSION RULES**

Should a student receive an Out-Of-School Suspension, the following guidelines will apply:

1. The student is not permitted on school property or to attend any school sponsored events.
2. A student will receive credit for academic work missed while serving an Out-of School Suspension. It is the student's responsibility to attain make-up work from their teachers. The work is expected to be made up within the same numbers of days they were suspended.

## **EXPULSION**

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

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

## **EMERGENCY REMOVAL RULES**

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

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

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

- A teacher may remove the pupil from the curricular or extra-curricular activities under his/her supervision, but not from the school premises altogether.
- If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal as soon as practicable thereafter.
- If the superintendent or principal reinstates a student removed by a teacher prior to the hearing following removal, reasons in writing must be given to the teacher upon request.
- A hearing must be held as soon as practicable after the removal, but within seventy-two hours after the initial removal is ordered. Written notice of the hearing must be given to the pupil as soon as practicable prior to the hearing. The hearing must be held in accordance with either the suspension or expulsion procedure depending on the probable action that will be taken. An important additional requirement is that the person who ordered, caused, or requested the removal must be present at the hearing.
- Appeal procedures are the same as those listed under Due Process for suspension and expulsion.

### **DUE PROCESS RIGHTS**

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

**APPEAL TO THE BOARD OF EDUCATION** A student or his/her parent, guardian or custodian may appeal a suspension or expulsion to the Board of Education or its Designee. The Board may either review the case itself or appoint a Designee. The student has the right to representation at the hearing. A parent does not perfect an appeal to the Board by merely appearing at a Board of Education meeting. A notice of appeal must be given within five (5) days of the imposition of the suspension.

The hearing will be held in Executive Session unless the student, his/her parent, guardian, custodian, or attorney requests that the hearing be held in public. Even if an Executive Session is requested, formal action in the appeal must be taken in a public meeting. In the absence of a request for Executive Session, the Board may, after receiving the evidence in public, go into Executive Session before acting for the purpose of reviewing the evidence and the appropriateness of the discipline.

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

Decisions of the Board or its Designee may be appealed to the Common Pleas Court.

## **SEXUAL HARASSMENT**

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

- Are directed at a person because of his/her sex.
- Are uninvited, unwanted, and unwelcome.
- Cause a person to feel uncomfortable or offended.
- Create an environment that makes learning difficult.

The legal definition of sexual harassment is “unwanted sexual advances which may be verbal, nonverbal or physical.” Physical sexual harassment is any unwanted sexual oriented physical act. For example:

- Touching, fondling, grabbing and or pinching in a sexual way.
- Purposely bumping or rubbing against a person.
- Kissing or holding a person against his/her will.
- Impeding a person’s movements or preventing a person from moving freely.
- Exposing one’s sexual/physical attributes
- Being forced to do something sexual
- Shown, given, or left sexual pictures, photographs, illustration, messages, or notes.

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

- Comments about body parts or rating people’s bodies.
- Sexual suggestions or threats
- Lewd, suggestive, and/or sexually oriented comments or suggestions.
- Jokes of a sexual nature.
- Using sexual orientations (homosexuality or bisexuality) as an insult.
- The spreading of sexual rumors about a person (i.e. calling a person “gay” or “lesbian”).
- Using sexual orientations (homosexuality or bisexuality) as an insult.
- The spreading of sexual rumors about a person, (i.e. calling a person “gay” or “lesbian”).

Non-verbal sexual harassment includes:

- Staring or pointing at a person’s body or body parts.
- Making obscene sexual material or placing it in someone’s locker or on someone’s computer.

- Writing sexual messages/graffiti about a person in public places (on bathroom walls, locker rooms, etc.).

Remember, if your sexual remarks or behaviors are uninvited, unwelcome, or unpleasant to the other person, that's sexual harassment. It is unfair, disrespectful and has no place in school. If you are being sexually harassed, report it immediately to your school counselor or the school administration. Any person who engages in sexual harassment will be subject to disciplinary action. The complete Board policy can be found online at the Osnaburg Local Schools website.

### **STUDENT ANTI-HAZING POLICY**

It is the policy of the Osnaburg Local Board of Education that hazing activities, of any type, are inconsistent with the educational process and shall be prohibited at all times. No Administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations shall plan, encourage, or engage in any hazing activities. Hazing is defined as: Doing any act or coercing another, including the victim, to do any act or invitation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to a person.

Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

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

Administrators, faculty members, students and all other school employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

### **SEARCHES OF SCHOOL PROPERTY BY SCHOOL PERSONNEL**

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

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

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

### **SEARCHES OF STUDENT’S PERSON OR PERSONAL PROPERTY BY SCHOOL PERSONNEL**

Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicting the student’s violation of either the law or school rules. The following rules apply in such cases:

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

### **SEARCHES OF STUDENT PROPERTY BY POLICE/DOGS**

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

### **INTERROGATIONS BY POLICE**

The schools have legal custody of students during the school day and during hours of approved



extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore:

- Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of sight of others, as much as possible.
- The school principal must be notified before a student may be questioned in school or taken from a classroom.
- If possible, the parent or legal guardian, of the student to be interviewed, should be notified by the police before the student is questioned so that the parents may be present if they so desire.
- To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.
- When it is necessary to remove a student from school after notifying the school principal, the police/authorities should notify the parents. If the circumstances make it impossible for the police to make this notification to the parents/guardians, then the school should do so.
- The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the school learns of this involvement, it should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle situations that are properly within the realm of the police.

### **DRUG FREE SCHOOLS – BOARD POLICY**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by student on school grounds, in school or school-approved vehicle, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a “look-alike” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **STUDENT CHEMICAL USE/ABUSE “LOOK ALIKE” DRUGS POLICY**

The Osnaburg Local Board of Education recognizes alcohol/drug use/abuse and dependency to be a serious problem facing our society. Further, the Board recognizes the dependency state of chemical use to be a serious physical illness. The Osnaburg Local Board of Education is committed to providing a learning environment free of chemical abuse or dependency by students. Chemical abuse and dependency are detrimental to learning and appear to present a danger to the growth and development of those affected. All necessary and reasonable means of controlling and eradicating such abuse and dependency from the learning environment will be employed.

The Osnaburg Local Schools do have and will perform specific functions such as notifying parents of behavioral signals that may indicate a student's use, abuse or dependency on drugs or alcohol and may involve enforcement of approved disciplinary procedures. When a student is under the influence of\*, uses, possesses, sells, transports or distributes drugs/alcohol during school or at school related activities, the student may be suspended, expelled, referred to an outside agency and/or reported to the proper law enforcement authorities. The specific course of action will be determined after consideration of all factors in the case. The Osnaburg Local Schools will also serve as an informational resource for the community regarding drug/alcohol use, abuse, and dependency. Osnaburg Local Board of Education further recognizes the dangers and harmful effect of true “look alike” drugs, over the counter drugs and any other substance which resembles any controlled/illegal chemical or substance. These drugs and/or substances mimic prescription stimulants and depressants and may be purchased without a prescription.

It is the position of this Board that these chemicals/substances are detrimental to the learning process of students and do not contribute to the drug/alcohol free environment the schools are trying to promote, therefore, no distinction will be made between “look alike” chemicals/substances and controlled (illegal) chemical/substances.

\*\* “Under the influence” is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep or dozing in class, memory loss, abusive language or any other behavior not normal, (out of character) for the particular pupil.

## **PROCEDURES FOR STUDENT POSSESSION, UNDER THE INFLUENCE, USE OR POSSESSION OF DRUG/ALCOHOL & CHEMICAL SUBSTANCES**

First Offense

1. Immediate contact with parents and removal from school.
2. Contact law enforcement officials.
3. Conference between school administrator(s) and parent.
  - a. 10 day of out-of-school suspension.
  - b. Suspension with the recommendation for expulsion.

\*Recommendations can be made for alternatives to expulsion. However, the student must follow all recommendations. If the student or parent/guardian reject the recommendations, the recommendation for expulsion will be continued.

#### Second (and subsequent) Offenses

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

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

### **PROCEDURES FOR SALE/TRANSPORTING/DISTRIBUTION**

#### First Offense:

1. Immediate contact with parents and removal from school.
2. Ten day of out-of-school suspension with the recommendation for expulsion.
3. Contact law enforcement officials. (During the expulsion hearing, alternatives to expulsion may be decided by the administration, if applicable.)

#### Second (and subsequent) Offenses:

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

#### Cumulative offenses:

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

### **PROCEDURES FOR "SUSPECTED" CHEM. USE**

1. Observable behavior tracking sheets will be initiated by parents, concerned school personnel or an agency person.
2. Collected data will be reviewed to determine the best course of action.

### **POSSIBLE COURSE OF ACTION**

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

### **STUDENT AND PARENT NOTIFICATION**

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

### **ADMINISTRATION DISCRETION**

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

### **PARENTAL PROCEDURES AND RESPONSIBILITIES REGARDING STUDENT CHEMICAL INVOLVEMENT**

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

### **AREA ASSESSMENT CENTERS**

Quest Recovery Services  
1341 N. Market Ave.

Canton, OH 44714  
Phone: 330-453-8252

Quest Recovery Services  
325 3rd St., S.E.  
Massillon, OH 44646

One Step, Inc.  
1101 N. Main St., N.W.  
North Canton, OH 44720  
Phone: 330-499-1338

Edwin Shaw Hospital  
1621 Flickinger Road  
Akron, OH 44312  
Phone: 330-784-1271

## **TRANSPORTATION: STUDENT CODE OF CONDUCT**

### **ELIGIBILITY**

- A. It is the policy of the Osnaburg Local School District to transport eligible students to and from school. Eligible students are defined as: elementary, junior high, high school and public or private students who live outside the designated walking areas.
- B. Eligible students will be assigned to a bus and will follow the transportation rules and regulations under the school bus driver's authority and responsibility to ensure the safety and welfare of all school bus passengers.

### **BEHAVIOR**

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

- 1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
- 2. Student behavior at the bus stop(s) must not threaten life, limb, or property of any individual.
- 3. Students must leave or board the bus at assigned locations unless they have parental and administrative authorization to do otherwise.
- 4. Students must wait in a location clear of traffic and away from the bus stops.
- 5. Students must go directly to an available or assigned seat.
- 6. Students must remain seated, keeping aisles and exits clear.
- 7. Students are not to put their head or arms outside of the bus windows while the bus is still or while moving.

8. Students must observe classroom conduct and obey the driver promptly and respectfully.
9. Students must not use profane or vulgar language.
10. Students must refrain from eating, chewing gum and drinking on the bus except as required for medical reasons. This includes pop.
11. Students must not use, possess, or distribute tobacco or tobacco products on the bus.
12. Students must not possess, use, or distribute alcohol or drugs on the bus.
13. Students must not throw or pass objects on, from or into the bus.
14. Students may carry on the bus only objects that can be held in their lap. Band instruments and so forth are allowed at the driver's discretion.
15. Students must not litter on the bus.
16. Students are not to bring animals on the bus.
17. Students are to use a reasonable conversation level on the bus. Students must be silent when the bus approaches and crosses a railroad track.
18. Students must enter and leave by way of the front door unless authorized by an emergency situation.
19. Students may not wear shoes (which have cleats) on the bus. Feet are to remain on the floor.
20. Students must not act inappropriately by making sexual advances or public displays of affection.
21. Students must not bring a squirt gun, weapon, or fireworks on the bus.
22. To provide for the safety of all students, no student shall exhibit disruptive behavior.

### **E.C. NET STUDENT USER POLICY**

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

## **SECTION FIVE: EXTRA-CURRICULAR ACTIVITIES/ATHLETICS**

### **INTRAMURALS**

An intramural program will take place before and/or after school hours, as offered. A variety of games will be played. Participation is optional.

### **ASSEMBLIES**

Assembly programs are planned each year to augment the student's educational experience.

Whenever there is an assembly program, students are expected to attend and to be on their best behavior. Students who act inappropriately will receive disciplinary action.

## **RESPONSIBILITIES**

While under the jurisdiction of any East Canton School, students are expected to abide by the rules and guidelines outlined in the Code of Conduct found in the Student Handbook, Athletic Handbook, and all other regulations adopted by the Osnaburg Local Board of Education.

Furthermore, each extracurricular activity/athletic team may have additional specific guidelines that must be followed to participate. Students should familiarize themselves with all guidelines associated with student activities and are advised that failure to abide by these guidelines may affect their status as a participant, spectator, or student.

*A student may be disciplined for off-campus conduct. If the student's conduct poses a threat to the safety or welfare for himself/herself or others disciplinary action can be taken. Further rules and regulations regarding discipline for off-campus conduct can be found in the Athletic Handbook Section of this Planner.*

## **USE OF ALCOHOL, TOBACCO, ILLEGAL DRUGS**

Students are prohibited from using any form of alcohol, tobacco, or illegal drugs at the playing site of an interscholastic contest.

## **STERIODS**

A student who uses anabolic steroids or other performance enhancing drugs is ineligible for interscholastic competition until such time as medical evidence can be presented that the student's system is free of drugs.

## **STUDENT PARTICIPATION AND PHYSICAL FORMS**

All students in grades seven and eight must submit a completed student participation form and pass a physical examination before they may practice for a school sport. \*Please see the building principal or athletic director for full eligibility information.

## **STUDENT ACTIVITIES AND ATTENDANCE**

A student must be in attendance ½ day at school the day of his/her activity (when school is in session) if he/she wishes to participate in an extra-curricular school activity. This applies to athletics, instrumental or vocal music practice or programs, dances, or other social activities. Students who receive advance permission to miss will be permitted to participate. If a student arrives late (due to illness) or signs out of school because he/she is ill, that student would not be permitted to participate in extracurricular activities after school that day unless approved by an administrator. The administrator shall have sole discretion in determining whether any extenuating circumstances involving student absences or sign out exists and whether an

allowance should be made for the given situation on a one-time basis. (this policy is repeated again in the athletic handbook)

## **TITLE IX NOTIFICATION**

In accordance with Title IX of the Education Amendments of 1972, the Osnaburg Local School District gives notice that no person shall, on the basis of sex, be excluded from participation in, denied benefits of or be subject to discrimination under any educational programs approved by the Osnaburg Local Board of Education.

The superintendent will coordinate the efforts of the Osnaburg Local School District to comply with and carry out the school district's responsibilities under Title IX. Any concerns regarding failure to comply with Title IX guidelines should be communicated in writing to the superintendent. The concerns will receive prompt attention and an immediate response will be issued to the concerned party.

## **SECTION SIX: ATTENDANCE**

### **ATTENDANCE: POLICIES AND PROCEDURES**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

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

Repeated infractions of Board policy on attendance may result in suspension or expulsion. The Board considers the following factors to be reasonable excuses for time missed at school: 6 A. personal illness (a written physician's statement verifying the illness may be required) B. illness in the family necessitating the presence of the child C. quarantine of the home D. death in the family E. necessary work at home due to absence or incapacity of parent(s)/guardian(s) F. observation or celebration of a bona fide religious holiday G. out-of-state travel to participate in a District-approved enrichment or extracurricular activity (up to a maximum of twenty-four (24) hours per school year)

Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance. H. such good cause as may be acceptable to the Superintendent A student will be considered habitually truant if the student is



absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to: A. the student was enrolled in another school district; B. the student was excused from attendance in accordance with R.C. 3321.04; or C. the student has received an age and schooling certificate. If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy. If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child. In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions: A. take appropriate legal action B. assignment to an alternative school The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth-class misdemeanor if found guilty. Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence. Reminders: 1. A child should be kept home only if he/she is ill or has symptoms of a contagious disease. If a child is showing symptoms of a contagious disease such as fever, vomiting, or diarrhea, the child should remain home from school for 24 hours after the symptoms end. 2. Parents MUST call the school by 9:00 am the day of a child's absence to report the child off from school. 3. Absences not followed by a written excuse are recorded as unexcused.

## **REASONS FOR EXCUSED ABSENCES**

- Illness of the student.
- Illness in the immediate family, (not to include pregnancy in the immediate family.)
- Death in the family. (Up to two funeral days allowed without affecting loss of credit.)
- Emergency at home.
- Observation of religious holiday. (must request prior approval)
- Medical appointment:

MEDICAL EXCUSES ARE DUE ON THE SCHOOL DAY THAT THE STUDENT RETURNS AND MUST BE SIGNED BY THE ATTENDING PHYSICIAN

(Students will not be excused the entire day unless it can be shown that the appointment necessitates this. Any extenuating circumstances will be determined by the administration).

- Emergency farm work. Routine farm work is not considered an adequate reason for absence.
- Court appearance
- Marriage in the family.
- Vacation with a parent or legal guardian... (if the vacation policy is followed). Please refer to policy below.

### **FAMILY VACATIONS**

Students must notify the office to receive a form to notify their teachers of their planned absence at least one week prior to the vacation. The vacation must be with the student's parent or legal guardian. Vacation excuses may include up to five days absence with full make-up privileges. No vacations will be approved during the week of state testing.

### **REASONS FOR UNEXCUSED ABSENCES**

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

- Failure to bring in an excuse signed by parent or guardian, documenting one of the reasons for an excused absence.
- Car trouble not reported to the office prior to 7:30 a.m. unless the administration gives approval for extenuating circumstances.
- Oversleeping
- Missing the bus
- Traffic jam
- Baby sitting in a non-emergency situation
- Running non-emergency situation.
- Attending athletic events during one's class time.
- Hunting.

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

### **MAKE UP WORK**

Students with excused absences, not to exceed nine days per semester, will be permitted to make up work missed. All make up work must be completed by end of each three-week reporting period.) Students with unexcused absences will not be permitted to make up work. It is the responsibility of the student to arrange for make-up work immediately upon returning from an absence.

## **TRUANCY**

A student is deemed a “habitual truant” when the student is absent without legitimate excuse for five (5) or more consecutive school days or seven (7) or more school days in one month or twelve (12) school days in a school year.

A student is deemed a “chronic truant” when the student is absent without legitimate excuse for seven (7) or more consecutive school days or ten (10) or more school days in one month or fifteen (15) or more school days in a school year. After 15 days, a parent note is unacceptable for illness, (must be a doctor slip). If a student is habitually or chronically truant, the principal shall do either or both of the following: implement an intervention strategy, a 5 and 10 day notification letter will be sent, a 15 day letter will be sent prior to filing complaint with the juvenile court. Intervention strategies may include but not be limited to:

- parent notification
- counseling
- disciplinary action
- community service
- parental education program
- notification of the bureau of motor vehicles for a license revocation
- legal action which may include filing a complaint with the juvenile court against the student and may include the parent, guardian, or other person responsible for the attendance of the child.
- placement in an alternative school

## **TARDY**

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

- Illness of student or illness or death in the immediate family.
- Bus delay, breakdown, or involvement in an auto accident
- Extremely bad weather.
- Emergency at home or medical appointment
- Driver’s license test or car trouble reported to the office by 7:30 a.m.

## **ABSENCE**

- To be counted in attendance for a full day, students must be present for 8 periods
- To be counted in attendance for a half day, students must be present for at least 2 periods.
- If a student is present for less than 2 periods, no attendance credit will be given.
- If a student is 15 minutes late to class, he/she will be counted absent for that class.

- Students are responsible for making up any missed work.

### **ABSENCE/TARDINESS PROCEDURE**

When a student is absent or tardy parents are asked to call the Attendance line at 488-0229 before 8:00 a.m. Upon returning, all students, regardless of whether a phone call was made must bring a written note from his/her parent or guardian with the reason for the absence/tardiness stated. **Without the note the absence will be unexcused.** Students living outside the home need to state on paper their reasons for being absent or tardy and sign the note. Absences may be verified by a telephone call to the student's home, but a note is still required.

### **Excused Absences:**

It is school policy that no student should miss more than ten (10) days per semester (18 weeks). After a student has been absent for more than ten (10) days in a semester, the unexcused absence discipline procedures will be followed. 1st offense = detention, 2nd offense extended day -3rd offense Saturday school 8:00-11:00a.m. If a student attends Saturday school, all class work will be counted for credit. Failure to attend Saturday school may lead to Step 4 –I.S.S., or Step 5 – O.S.S..Extreme cases will be at the discretion of the attendance officer, principal, and school administration. All truancy laws will be followed after 15 days of absence.

Students late to school must report to the office for an Admit Pass. Students, who are late for school without a legal excuse from home, will receive disciplinary action. A student who is tardy due to oversleeping or transportation problems will receive disciplinary action even though he/she has a note from home if a similar excuse has already been accepted three times in one semester. Excessive tardiness or early dismissals are causes for concern and will be addressed by the administration in the following manner: - 3rd tardy detention, 6th tardy, 1.5 hour extended day, 9th tardy, 3 hour extended day, 10th tardy, Sat. School, 11th tardy I.S.S. AND 12th tardy - O.S.S.

### **EARLY DISMISSAL**

Students may not leave the school premises without permission of the administration. A signed written request from a parent or guardian for early dismissal must be received in the office prior to 1st period. Upon approval, the early dismissal will be written on the attendance sheet. Early dismissal requests will be verified by phone. Falsified requests will be treated as a truancy violation. Please note, students must be present 8 periods to receive credit for a full day of attendance.

### **ILLNESS OR EMERGENCY DURING SCHOOL**

If a student becomes ill or an emergency arises, the following procedure will be followed:

- The student will report to the office.
- The school secretary must call the parent/guardian of the student wishing to sign out.

- No student is to leave the premises without permission from the administration.
- The school is prohibited, by law, from administering any medical aid (including over-the-counter medication) to students unless State guidelines are followed.

## **SECTION SEVEN: ACADEMICS 7TH & 8TH GRADE**

### **PROMOTION OF STUDENTS**

A student shall be promoted to the next grade level after having satisfactorily passed all subjects by meeting at least the minimum requirements of the grade in which he/she is enrolled. A student must complete all the grade course requirements before gaining full status to the next grade level; this applies also to becoming a high school student (ninth grade).

All situations that develop due to a student failing more than one course will be reviewed. Options will be explored at that time. Each case will be dealt with on an individual basis with the best interest of the student and parents taken into consideration. There may be different options for different students.

### **FAILURE OF A SUBJECT**

A student in grades six through eight shall fail a subject if they fail two or more marking periods.

### **RETENTION OF A STUDENT**

In grades six, seven and eight a student shall be retained if he/she has a failing grade in two or more “core” subjects.

### **ASSIGNMENT**

A student who is not capable of meeting minimum standards with maximum effort and one who would not benefit from retention may be assigned by the teacher, parent, and principal in consultation. A written explanation shall be filed in the student’s cumulative folder. The following may be considered in determining the appropriateness of retention or assignment:

- Physical development
- Emotional stability
- Social adjustment
- Mental maturity
- Achievement level ■ Previous record of retention and/or assignment

## **PROGRESS REPORTS**

Progress reports will be forwarded to parents throughout each nine-week grading period or at any other time the pupil is not achieving to his/her level of ability and/or is not meeting class objectives. The progress report is to be forwarded to the parents of all pupils.

## **REPORT CARD**

At the close of each nine-week grading period a Report Card will be prepared and forwarded to the parent/guardian provided all fees are paid in full. If there is a financial problem or hardship, please contact the middle school office and the fees can be made in installments.

## **HONOR ROLL**

At the conclusion of each nine-week grading period an honor roll for students in grades 6-8 will be prepared and published. The honor roll has three categories:

- “A” Honor Roll requires a grade point average of 3.50 to 4.00.
- “Merit” Roll requires a grade point average of 3.00 to 3.49.
- “V.I.P.” (very improved pupil) is rewarded the second, third and fourth grading period.

To earn a V.I.P. award, a student must show a total improvement of two grades in their CORE SUBJECTS. A behavioral goal might be substituted for one of the graded goals. If a student improves in three or more areas and goes down in one area (net gain of two or more), he/she is eligible for a VIP award. A student that drops in two areas is not eligible for an award. Any other stipulations are adjusted and implemented by their grade level teachers.

## **GRADING SCALE**

The grading scale is as follows:

- A 90 - 100%
- B 80 – 89.9%
- C 70 – 79.9%
- D 60 – 69.9%
- F 59.9% or below

PLEASE SEE PAGE 41-43 FOR ADDITIONAL DETAILS

## **INCOMPLETES**

An incomplete means that a student has not completed all required assignments. Students who receive an incomplete for a nine-week grade must satisfactorily complete the required assignments within two (2) weeks following the end of the grading period. Failure to do so will

result in a failing grade for the 9 weeks. A student who receives an incomplete for the final nine weeks grading period will not be given credit for the class for that 9-week period. It is the student's responsibility to make up work missed.

### **HIGH SCHOOL CREDIT**

For the upcoming school year, students in grade eight will have the opportunity to take Science, Algebra I and Spanish I for high school credit, provided they meet the prescribed criteria during their seventh-grade school year. The reason for allowing eighth graders to earn high school credit is to allow for a more advanced course offering. This practice is not meant to allow for, nor is it designed to encourage early graduation by these students. All high school credits earned by an eighth-grade student will count towards graduation. However, a student applying for early graduation from high school seeking Superintendent permission, will not be allowed to count credits received as an eighth grader as part of the 21 credits required for early graduation (students wishing to graduate with less than four years of high school). Additionally, the GPA received in middle school will not be carried over to the high school.

## **SECTION EIGHT: HEALTH AND SAFETY**

### **FIRE DRILLS**

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

### **TORNADO DRILLS**

If a tornado is sighted and eminent, students are to follow directions posted in each room.

### **BOMB THREATS**

Bomb threats, false fire alarms and hoaxes are serious acts. We are compelled to report to the appropriate legal agency any act of this nature; be it false or a real threat to our school. The consequences of any act of this nature will result in immediate suspension and possible recommendation for expulsion.

### **HEAD LICE POLICY**

The following procedures will be followed concerning head lice:

- Students who have head lice and/or nits will be sent home from school with instruction for proper treatment

- A maximum of two days excused absence will be allowed each time a student is sent home with head lice and/or nits.

## **MEDICATION POLICY**

The Osnaburg Local Board of Education recommends that all medication be administered at home under parental supervision. Please encourage your physician to prescribe medications that can be administered during non-school hours. In instances where home administration of medication is not possible, the following procedures must be followed: \* All medication must be delivered to the school in the container in which it was dispensed by the prescribing physician or licensed pharmacist. All medication will be administered in an area designated by the building principal. \* Written orders signed by the physician who prescribed the medication and a written request from the parent or guardian for such administration of medication that relieves the Board and its employees of liability for administration of medication will be required.

The parent/guardian is responsible for securing the Physician's Order for Prescribed Medication Form and having it completed in full, from the office. All documents shall be kept on file in the office of the principal. In instances when non-prescription "over the counter" medication is necessary to be administered at school, the parent/guardian is responsible for securing the Parent/Guardian Permission for Non-Prescription Medication Form from the office and completing it in full. High school students will assume the responsibility for presenting themselves for medication at the appropriate time(s). School personnel will not assume responsibility for calling students for medication. All medication will be kept (stored) in the office. All medication must be in its original container and include the proper label, dosage, times to be administered and the student's name. It is the responsibility of the parent/guardian to inform school personnel of any changes in medication and to notify the school of any special instruction regarding emergency situations where immediate attention is required, (i.e. acute reactions to bee stings, allergies, etc.).

## **SECTION NINE: STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information. Directory information includes:

Board Policy 8330: Directory Information.

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



date of graduation; awards received; honor rolls; scholarships; or telephone numbers only for inclusion in school or PTO directories.

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

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

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

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

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

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

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

- A. political affiliations or beliefs of the student or his/her parents.

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

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

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

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled.

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

Washington, D.C.

[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

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

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

## **GRADING STANDARDS**

At East Canton we use a 4.0 grading scale. Letter grades are issued on student progress report forms.

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

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

A- Represents superior accomplishment.

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

C- Is the grade which average students can earn if they apply themselves properly.

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

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

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

Students are expected to complete all course requirements.

A 90 - 100%

B 80 – 89.9%

C 70 – 79.9%

D 60 – 69.9%

F 59.9% or below

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

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

### **Grade Averages by Course**

Each letter grade is represented with a number.

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

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

Average ranges for each letter grade.

A (3.50 - 4.0)

B (2.5 – 3.49)

C (1.50 – 2.49)

D (.50 - 1.49)

F (0.0)

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

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

$$4\text{th } 9 \text{ weeks} = \quad B = 3 \text{ points} \quad \times 2 = 6$$

$$\text{Final Exam} = \quad A = 4 \text{ points} \quad \times 1 = 4$$

Final Grade for Full Year Courses:  $8 + 6 + 3 + 8 + 6 + 4 = 35$  divided by  $10 = 3.5 = A$  Yearly Grade

## **SEMESTER COURSES and FIRST SEMESTER GRADES**

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

Example:

$$1\text{st } 9 \text{ weeks} = \quad A = 4 \text{ points} \quad \times 2 = 8$$

$$2\text{nd } 9 \text{ weeks} = \quad B = 3 \text{ points} \quad \times 2 = 6$$

$$\text{Semester Exam} = \quad B = 3 \text{ points} \quad \times 1 = 3$$

First Semester average / Semester Course Grade:

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

## **MIDDLE SCHOOL STUDENTS TAKING HIGH SCHOOL CREDIT**

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

### **Title I ~ Notification**

In accordance with Title I Part A, parents may request information regarding the professional qualifications of their students' teachers and paraprofessionals. Additionally, parents will be notified if a teacher does not meet state certification requirements.

Parents also have the right to request policies regarding student participation in state mandated assessments and information on the assessments required by the state.

Lastly, it is imperative that the parents of all students play an active role in their child's education. Our school will provide many opportunities for parents to be engaged throughout the year such as family events, communication with teachers, academic and emotional resources, and opportunities for feedback. We believe that open communication and teamwork between the school and the parents will assist each student in reaching their full potential.

### **Title IX ~ Notification**

In accordance with Title IX of the Educational Amendments of 1972, the Osnaburg Local School District gives notice that no person shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subject to discrimination under any educational programs approved by the Osnaburg Local Board of Education.

The Superintendent will coordinate the efforts of the Osnaburg Local School District to comply with and carry out the school district's responsibilities under Title IX. Any concerns regarding failure to comply with Title IX guidelines should be communicated in writing to the Superintendent. The concerns will receive prompt attention and an immediate response will be issued to the concerned party.

### **Annual Notices**

**EQUAL EDUCATION OPPORTUNITY** - This District provides an equal educational opportunity for all students.

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

Mr. Gary Hinton High School Principal 330.488.0316

Mrs. Rebecca Carter Elementary School Principal 330.488.0392

Complaints will be investigated and any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **DIRECTORY INFORMATION**

Each year the Superintendent shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's first name. The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

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

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

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

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose)

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

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.