

**E.C.H.S STUDENT / PARENT HANDBOOK  
2023– 2024**

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

East Canton High School  
310 Browning Ct N  
East Canton, Ohio 44730  
Phone: 330-488-0316  
[www.ecweb.sparcc.org](http://www.ecweb.sparcc.org)



**Osnaburg Local Schools Mission Statement**

**As the heart of the community, Osnaburg Local Schools will educate, empower, and cultivate the potential within every individual. We will help students find their passion and purpose in life.**

## 2023-2024 BOARD OF EDUCATION

Jackie DiPietro	President
Jacob Leshner	Vice President
Linda Motts	
Henry Boyle	
Stephan Kimbel	

## 2023-2024 Important Dates

<u><b>August</b></u>	17	Open House 3:30PM-6:30PM
	17	9th Grade Orientation 12:30-2:30 PM
	17	OHSAA Fall Sports Parent Meeting 6:30 PM
	21	Convocation
	22	First Day of School
<u><b>September</b></u>	1	No Students Staff Summer PD Day
	4	Labor Day – No School
	28	Picture Day Rick Black Photography 7:45am-2:00 pm
	30	Fall Homecoming Dance
<u><b>October</b></u>	5	Parent Teacher Conferences 3:30-7:30 PM
	5	College and Career Fair/ Student Success Night
	6	No Students-Staff PD Day
	9	No Students Staff Summer PD Day
	11	High School/Middle School Choir Concert 7:00 PM
	12	Parent-Teacher Conferences 3:30 PM-7:30 PM
	17	PSAT Foltz Center 8:00 AM
	20	Football Senior Night 7:00 PM
	23	OHSAA Winter Sports Parent Meeting 6:30 PM
	27th	End of 1 <sup>st</sup> -9 weeks(44 days)
	22-27	Thanksgiving Break No School
<u><b>November</b></u>	7	High School/Middle School Band Concert 7:00 PM
<u><b>December</b></u>	12	High School/Middle School Choir Concert 7:00 PM
	18-20	High School Winter Exams modified schedule
	19	Government Ohio State Test (11th Graders)
	21-31	Christmas Break No School
<u><b>January</b></u>	1-2	Christmas Break No School
	11	End of 2nd 9 Weeks (46 days)
		End of 1st Semester(90 days)
	12	Teacher PD Day-No Students
	15	MLK Day – No School
	19	Winter Homecoming Game
<u><b>February</b></u>	20	Winter Homecoming Dance
	6	College Credit Plus Presentation Night
	19	Presidents Day – No School
	27	ACT Foltz Center (11th graders) 8:00 AM
<u><b>March</b></u>	7	High School Band and Choir Concert 7:00 PM
	7	Parent Teacher Conferences 3:30PM-6:45PM
	8	Teacher PD Day No Students
	22	End of 3 <sup>rd</sup> Nine Weeks(42 days)
	25-29	Spring Break No School
<u><b>April</b></u>	1	No School
	10	No Career Technical Programs SSCA
	11	No Career Technical Programs SSCA
	16 & 17	HS ELA II Ohio State Test (10th Grade)
	23	HS Biology Ohio State Test No CTE
	24	HS US History Ohio State Test No CTE
	24	HS Government Make-Up Ohio State Test
	27	Prom Tom Benson Stadium
	30	HS Algebra and Geometry Ohio State Test Part 1
		HS Algebra and Geometry Ohio State Test Part 2
<u><b>May</b></u>	1	HS Algebra and Geometry Ohio State Test Part 2
	9	High School & Middle School Band Concert 7:00 PM
	14	High School & Middle School Choir Concert 7:00 PM
	19	Graduation Class of 2024

- 24 Last Day for Career Technical Programs SSCA  
 27 Memorial Day  
 30 Last Student Day  
 End of 4th 9 weeks (43days)  
 End of 2nd Semester (85 days)  
 31 No School-Teacher Work Day

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
October 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
November 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# **Osnaburg Local Calendar** Board Approved January 11, 2023 **2023-24**

- August**  
 17 Teacher Day-No Students  
 District-Wide Open House  
 18 No School  
 21 Convocation- No Students  
 22 First Student Day  
**September**  
 1 No Students- Staff Summer PD Day  
 4 Labor Day- No School  
**October**  
 5 Parent/Teacher Conferences  
 6 No School Staff/Students  
 9 Teacher PD Day- No Students  
 Columbus Day  
 12 Parent/Teacher Conferences  
 27 End of 9 weeks (45 days)  
**November**  
 22-27 Thanksgiving Break- No School  
**December**  
 21-29 Christmas Break  
**January**  
 1 Christmas Break Cont.  
 2 No Students- Staff Summer PD Day  
 12 Teacher PD Day- No Students  
 15 MLK Day- No School  
 11 End of 9 weeks (45 days)  
 End of semester (90 days)  
**February**  
 19 Presidents Day- No School  
**March**  
 7 Parent/Teacher Conferences  
 8 Teacher PD Day- No Students  
 22 End of 9 weeks (43 days)  
 25-29 Spring Break  
**April**  
 1 No School  
**May**  
 27 Memorial Day- No School  
 30 Last Student Day  
 End of 9 weeks (42 days)  
 End of semester (85 days)  
 31 Teacher Day – No School

Calamity Day Make-Up Schedule: 1<sup>st</sup> Day – June 3, 2024  
 – consecutive weekdays as needed

- Teacher Day - No Students
- First & Last Student Day
- No School
- Teacher Exchange Day – No School
- Staff PD – No Students

Student Days 175  
 Teacher Days 185

February 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	
March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## **IMPORTANT PHONE NUMBERS**

Student Call-Off Line 330-488-0229  
 HS Office 330-488-0316  
 HS Office Fax 330-488-4015

MS Office	330-488-0334
MS Office Fax	330-488-4004
Elementary Office	330-488-0392
Elementary Fax	330-488-4014
Athletics	330-488-0316 x 311

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### **DIRECTORY INFORMATION**

Superintendent	Mr. Kevin Finefrock	330-488-1609
Supt. Secretary	Mrs. Diana Heath	330-488-1609
Treasurer	Mrs. Christine Robenstine	330-488-1427
Asst. Treas.	Mrs. Diane Walker	330-488-1427
Curriculum Dir.	Mrs. Kristi Foss	330-488-1609
HS Principal	Mr. Gary Hinton	330-488-0316
MS Principal	Mr. Greg Dente	330-488-0334
Elem. Principal	Mrs. Rebecca Carter	330-488-0392
HS Counselor	Miss Allison Larson	330-488-0316
MS Counselor	Mrs. Melissa Schoeppner	330-488-1609
Primary Counselor	Mrs. Sheri Kreutzer	330-488-0392
School Psych	Mrs. Stephanie Jozwiakowski	330-488-0334
SPED Director	Mrs. Stacy Duskey	330-488-0334

### **HIGH SCHOOL STAFF**

Art	Mrs. Cathay Bravis
English	Miss Adrienne Sarbaugh
	Mrs. Julia Raber
Foreign Language	Ms. Nicole Czacherski
	Mrs. Sarah Buehler
Mathematics	Mrs. Jarett Ryder
	Mr. Jason Wade
Health & Physical Education	Mr. John Miller
Music	Mr. Jim Howell
	Mr. Kristen Morton
Science	Mrs. Lisa Gothard
	Mr. Richard Landon
	Mr. Dave Samblanet
	Mrs. Lena Jones
Social Studies	Mr. Thomas Loy
	Mrs. Kelly Lenhart
Intervention Specialists	Mr. Tom Ryan
	Mr. Jed Lee
Information Technology	Mr. Jason Hall

All staff members may be contacted by calling the high school office or by e-mail. School e-mail addresses all follow the same format, first name, period, last name, followed by @osnaburglocal.org (i.e. [Jason.hall@osnaburglocal.org](mailto:Jason.hall@osnaburglocal.org))

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

#### **DRUG FREE SCHOOLS / BOARD POLICY**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school-approved vehicle or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid and dangerous controlled substance as defined by state statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students.

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

### **SECTION ONE: ACADEMICS**

#### **Lunch Study Table Rules**

- Students will be assigned a lunch study table to complete any missing assignments.
- Classroom teachers will assign the lunch study table, and students will be provided a slip with assignment information and the lunch study table date.
- Students should report to the lunch study table no later than 5 minutes from the beginning of the lunch period.
- Students are permitted to bring their lunch to the lunch study table.
- Students will be provided an environment that is conducive to achieving success with their school work
- If students disrupt the study table learning environment they will be asked to leave.
- If a student is asked to leave the lunch study table they will receive an after-school detention.

#### **GRADING STANDARDS**

At East Canton we use a 4.0 grading scale. Letter grades are issued on

student progress report forms. GPA's are calculated on a non-weighted scale on all transcripts for college/university admissions.

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

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

**A-** Represents superior accomplishment.

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

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

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

**F-** Is a failing grade. It usually reflects lack of ability combined with failure to do one's best work possible. Students who receive an "F" normally have completed little of the assigned work. Excessive absence is often the 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 a 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 the administration in conjunction with the teacher of the course.

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



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

### **Grade Averages by Course**

Each letter grade is represented with a number.

A=4    B=3    C=2    D=1    F=0

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

Average ranges for each letter grade.

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

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

Example:

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

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

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

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

Example:

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

First Semester average / Semester Course Grade:

$8 + 6 + 3 = 17$  divided by 5 = 3.4 = B

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

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

transcripts, the high school credit will appear as courses completed in middle school.

### **CLASS RANK**

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

### **CUM LAUDE HONORS REQUIREMENTS**

<b>HONOR LEVEL</b>	<b>UNWEIGHTED GPA</b>	<b>OTHER REQUIREMENT</b>
<b>Summa Cum Laude</b>	3.9 - 4.0	4+ courses of which must include: AP Language and Composition, AP Biology, AP Calculus, AP US History, and Chemistry II
		<b>OR</b> 30+ CCP credit hours
		<b>OR</b> 4+ credit career-technical program*
<b>Magna Cum Laude</b>	3.75 - 4.0	2+ AP courses
		<b>OR</b> 15+ CCP credit hours
		<b>OR</b> 4+ credit career-technical program*
<b>Cum Laude</b>	3.5 - 4.0	None

\* Students must be in an organized and sequential four or more credit career-technical program involving occupational preparation. This does not include Career Based Intervention (CBI), which focuses on general work skills and employability, or the East Canton School of Business.

### **VALEDICTORIAN & SALUTATORIAN RECOGNITION**

To be honored at graduation as a Valedictorian or Salutatorian, a student must be enrolled at East Canton at the beginning of their Junior year of high school.

### **Tiebreakers**

- Level of Cum Laude Honor
- Most AP Courses
- Highest ACT (or SAT equivalent) score

The student who wins the tiebreaker will be the Valedictorian. The next student will be the Salutatorian.

If two or more students tie for first, then there will be co-Valedictorians and no Salutatorian.

If there is one Valedictorian and two or more students tie for second, then there will be co-Salutatorians.

Rank will no longer be listed on transcripts, however rank will be maintained internally and made available for scholarships, etc.

## GRADUATION REQUIREMENTS

All students are required to earn **21 credits** in grades 9-12 for graduation.

### Specific credits required are:

- |                       |                           |
|-----------------------|---------------------------|
| 1. English            | 4 credits                 |
| 2. Health             | 1/2 credit                |
| 3. Mathematics        | 4 credits                 |
| 4. Physical Education | 1/2 credit (or PE waiver) |
| 5. Science            | 3 credits                 |
| 6. Social Studies     |                           |
| a. World History      | 1 credit                  |
| b. American History   | 1 credit                  |
| c. Gov/Econ           | 1 credit                  |
| 7. Electives          | 6 credits                 |

## PATHWAYS TO EARNING A HIGH SCHOOL DIPLOMA

### Class of 2023 and beyond

- Earn a competency score of 684 on ELA II and Algebra I Ohio State Tests
- Complete two graduation seals (One local and one State defined)
  - [Graduation Seals](#)
  - For Students that are unable to earn a competency score of 684 on ELA II and Algebra I
    - Three optional graduation pathways
      - **Option 1**-Demonstrate Two career focused activities:
        - **Foundational**-Proficient scores on WebXams/A 12 point industry credential/A pre-apprenticeship or acceptance into an approved apprenticeship program.

- **Supporting**-Work based learning/ Earn the required score on WorkKeys/ Earn the OhioMeansJobs Readiness Seal
- **Option 2**- Enlist in the Military
  - Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.
- **Option 3**- Complete College Coursework- Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

**EACH STUDENT IS PERSONALLY RESPONSIBLE FOR COMPLETING ALL GRADUATION REQUIREMENTS.**

**PE WAIVER**

\*The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least ½ credit in its place.

**Other Graduation Requirements**

**Economics and Financial Literacy Requirement**

All students must receive instruction in economics and financial literacy during grades 9-12. At East Canton, this is the Financial Foundations and Business Foundations courses typically completed during freshman year.

**Fine Arts Requirement**

All students must earn at least one full credit in fine arts. Courses that meet this requirement include band, choir, and any classes from our Art Department. Students following a career tech pathway are exempted from the fine arts requirement.

**PARTICIPATION IN GRADUATION/DIPLOMA**

Per board policy, to earn a DIPLOMA and to participate in graduation (WHICH INCLUDES WALKING THE STAGE), a student must earn twenty (21) credits and pass all state testing requirements unless they are exempt. Starting with the class of 2018, these testing requirements are the PARCC Assessments. All fees must be paid and a student must

## DIFFERENTIATED DIPLOMAS

Foreign Exchange students who do not meet Ohio Graduation Requirements will be awarded a Certificate of Attendance.

**DIPLOMA WITH HONORS**

**-English:** 4 credits; **-Math:** 4 credits;  
**-Science:** 4 credits (Physics required); **-Social Studies:** 4 credits;  
**-Foreign Language:** 3 credits of one language or 2 credits of two or more languages;  
**-Fine Arts:** 1 credit; **GPA** 3.5+ (4.0 scale); **ACT** 27+ / **SAT** 1210+ (CR + Math)

## HONOR ROLL and MERIT ROLL

### COURSE WORK AND EARNED CREDIT

## INCOMPLETES

## PROGRESS REPORTS

13

copy of the username and/or password for Pinnacle Parent Internet Viewer please contact the HS Office for this information.

### **FAILED COURSES**

Students have the option of completing the course during summer school at a local district or re-taking the course the following year if their schedule permits. If credit is needed for recovery purposes, students may be charged a small fee.

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

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

### **College Credit Plus (CCP)**

Students in grades 9 through 12 may qualify to take classes at local colleges or universities. Each college and university may establish their own unique admissions standards for high school students to participate in college level courses. The purpose of a CCP program is to provide a wider variety of academic options to high school students.

The following CCP courses are offered at ECHS as dual credit: Chemistry II (Stark State CHM 141A&B); Spanish IV & V (KSU SPAN 28202); Computer Apps (Stark State ITD 1202)

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

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

the student to participate in graduation ceremonies and receive his/her diploma.

#### **CAREER BASED INTERVENTION**

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

#### **CAREER TECHNICAL EDUCATION**

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

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

#### **CLASS QUALIFICATIONS AND PARTICIPATION**

The number of credits a student has earned before the beginning of the school year determines the class in which the student will be placed. Credits needed for class designations are as follows:  
Sophomores = 5+ credits; Junior = 11+ credits; Senior = 16+ credits.  
Each student is to carry a minimum of at least five credits each year for promotion purposes. *\*\* Student-athletes should carry at least 6 credits for the year.*

#### **CLASS CHANGES**

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

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

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

#### **TRANSCRIPT PROCEDURE**

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

#### **EIGHTEEN YEAR OLD HIGH SCHOOL STUDENTS**

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

### **ATTENDANCE POLICY**

#### **ATTENDANCE PHILOSOPHY**

All students are required to be in regular attendance except when excluded by law. The following reasons are recognized by Ohio law as being valid for absence from school: **Personal illness, illness in the family, quarantine of the home, death of a relative, emergencies due to absence of parents or guardian, observance of religious holidays, emergencies or set of circumstances which constitute good and sufficient cause.** All other absences will be considered **unexcused** unless previous notification has been given in accordance with school procedure for excused absences. Excessive absences in a class may result in a grade reduction at the discretion of the administration. Summer school may be recommended for students to receive credit.

After **10 days** missed, all student absences will require a MEDICAL note stating that the student is too sick to be in school or the absence will be marked "UNEXCUSED". **A parent call off will NOT be accepted for future absences.**

**TRUANCY/TRUANCY MEDIATION** Unexcused absence (Truancy) from school is unacceptable. Students who are truant will receive no credit for schoolwork that is missed.



### ***Chronic Truancy is a Delinquent Offense (ORC 2131.02)***

When a student misses 45-50 hours in a year, a mediation conference will be held. The mediation hearing will consist of a school administrator, the parents, the student, a counselor, a regular education teacher, and an assigned mediator from the Coleman Mediation Center. The goal of this mediation is to devise a plan to improve student attendance. A signed attendance contract will be agreed upon by all parties involved. After this mediation meeting, student attendance will be monitored. The school will follow the Ohio Revised Code truancy laws, which could result in the filing of truancy charges against the parent and/or student at the appropriate county of residence.

Per Ohio Revised Code, a truancy mediation meeting will be assigned, and a letter will be sent home:

1. When 30 **consecutive** hours of unexcused absence has occurred.
2. When 42 hours of unexcused absence has occurred in a month.
3. When 72 hours of unexcused absence has occurred within a school year.

### ***UNEXCUSED ABSENCES***

These are examples of unexcused absences:

1. Baby sitting in non-emergency situation
2. Running non-emergency errands
3. Staying out of school an unnecessary length of time because of doctor's appointment, job interview, or driver's license exam, or other early dismissal.
4. Routine farm work
5. Out of town unless this is **approved in advance** as "vacation"
6. Transportation of family member in a non-emergency situation
7. Home repairs in non-emergency situations
8. Car trouble or making repairs on one's own or anyone else's car
9. Oversleeping, missing the bus
10. Hunting
11. Unapproved vacation

**By Ohio Law, the school is also required to attempt to notify** a student's parents, custodial parent, guardian, legal custodian, or other person responsible for the student, regardless of age, when the student is absent from school.

### ***EXCUSED ABSENCES***

These are examples of **excused** absences:

1. Personal illness: the school may require an official note from a physician if deemed advisable & if illness is excessive.  
Quarantine of the home
2. Death of a relative
3. Emergencies due to absence of parents or guardians
4. Religious holidays
5. Vacation days (If properly approved through the main office.)  
(SEE VACATION POLICY)
6. Emergency or set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for absence from school including:
  - a. Doctor, dentist, or orthodontist appointments:  
Students will not be excused the whole day unless it can be shown that the appointment necessitates this.
  - b. Legal consultation that can only be scheduled during school hours or court.
  - c. Driver's test - day (1 per yr)
  - d. Job interview - maximum - day (firm interview, not job search/approved by the office)
  - e. Funeral of family members, friends, neighbors, etc.
  - f. College visitation - approved in advance by counselor

### **PROCEDURE IF A STUDENT IS ABSENT**

#### **Parent/Guardian Must Contact the School when a child is ABSENT.**

1. Parent should call 488-0229 or contact the school (by 8:00 AM on the day of the absence)
2. For an "Excused Absence", the student must meet the criteria/reason for the excused absence.

\*\*\* An *Unexcused absence* indicates the student will receive a grade of "F" if the work is made up, not a ZERO. There may also be some additional grade penalty due to the lost opportunity for class participation.

### **TARDINESS TO SCHOOL**

Students who exceed the tardy limit per semester will receive the following discipline: 3<sup>rd</sup> tardy detention, 6<sup>th</sup> tardy 1 ½ hour extended day, 9<sup>th</sup> tardy three hour extended day, 10<sup>th</sup> tardy Saturday School, 11<sup>th</sup> tardy ISS and 12<sup>th</sup> tardy 2 days ISS.

A student is counted "Tardy to School" if he/she has not reported to first period class by **8:30am**.

**Tardy: 8:30—9:12 am**

**Absence:**

- **Arrival 9:12 am - 11:30 am will be considered ½ day absent AND possibly tardy (at principal's discretion).**
- **A student will not be counted present after 12:30 pm.**
- **Missing 20 or more minutes of class time will count as class absence.**

Tardies will reset at the completion of the first semester.

**\*All time missed due to being tardy to school will accumulate towards Ohio Revised Code Truancy law.**

**STUDENT ACTIVITIES AND ATTENDANCE**

A student must be in attendance at school a 1/2 day of his/her activity if he/she wishes to participate in an extra curricular school activity. This applies to athletics, instrumental or vocal music practice or programs, dances or other social activities. Students who receive advance permission to miss will be permitted to participate. If a student arrives late (due to illness) or signs out of school because he/she is ill, that student would not be permitted to participate in extracurricular activities after school that day unless approved by an administrator. The administrator shall have sole discretion in determining whether any extenuating circumstances involving student absences or sign out exists and whether an allowance should be made for the given situation on a one time basis. This policy is repeated again in the athletic handbook.

**EARLY DISMISSALS**

If compelling circumstances require that a student be dismissed before the end of the school day, the student must submit (in AM-before leaving) a note signed by the parent stating the reason and time for the dismissal. Some verification from the appointment must be presented with the parent's note before the dismissal or immediately upon return from the appointment. The only excused time will be a reasonable amount of time to reach the destination, complete the appointment, and return to school. Early dismissals are considered an absence for classes that are missed! Early dismissals for medical reasons will be taken into consideration for perfect attendance.

The school may make phone calls to verify the need for the early dismissal. Students who become ill during the day will not be released from school unless a parent or other responsible adult is contacted and gives permission. This applies to all students regardless of age.

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

1. The student will report to the office.
2. The school secretary must call the parent/guardian of the student wishing to sign out.
  - a. No student is to ask another student to take him/her home.
  - b. No student is to leave the premises without permission from the administration.
  - c. Students are not permitted to use cell phones to contact home if they are sick.

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

#### **SUSPENSION OF DRIVER'S LICENSE**

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

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

#### **WITHDRAWAL FROM SCHOOL**

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

#### **FAMILY VACATIONS**

Students must notify the office and obtain a vacation form for their teachers to sign at least one week prior to the planned vacation. The vacation must be with the student's parent/ guardians. We are requesting at least a five-day notice and approval by administration for vacation leave. This may be taken at once or may be taken in two separate vacations. Students will not be excused for more than two vacations during the school year. Vacation absences will be considered excused if the correct procedure is followed.

**Vacations may not be taken during the week of state testing, semester or final exams!**

**Students are expected to be in attendance during exams. Students will receive a grade of “F” for any missed exam. Students may not take their exams early! Make up time is available for students in case of illness only.**

#### **COLLEGE VISITATION**

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

#### **SENIOR SKIP DAY**

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

#### **LEAVING CLASS WITHOUT PERMISSION**

If a student leaves class without permission, she/he will receive disciplinary action as follows:

1 <sup>st</sup>	ISS (less than 24 hours)
2 <sup>nd</sup>	1 day ISS
3 <sup>rd</sup>	3 days ISS

#### **COUNTY FAIRS**

Students are not excused to attend a county fair unless they are exhibiting or participating in fair activities. They must present a written notice from fair officials or activity sponsor. This is considered an educational experience countywide and students will be excused for these activities. Students must make up any missed schoolwork to earn credit.

#### **JOB INTERVIEWS**

Students are excused for job interviews if these are scheduled in advance through the guidance office or an administrator. Excused absences are only for “formal” job interviews and not for job search or submission of application.

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

#### **DISCIPLINE REGULATIONS**

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

At the discretion of the administration the following types of discipline may be used to correct a student's behavior. The list is not intended to

be exhaustive and other means may be used within the policies of the Board of Education.

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

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

Every student is expected to:

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

**STUDENT CODE OF CONDUCT** The primary goal of this school system is to provide the best possible teaching/learning environment for students. Discipline involves guiding students to become responsible, productive and self-disciplined citizens with the school in preparation for assuming his/her adult responsibilities. The role of the teachers and other school employees should be one of guiding students in understanding, establishing and maintaining these acceptable behavioral standards.

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

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

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

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

**3. UNEXCUSED TARDINESS TO SCHOOL AND/OR CLASS**

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

**4. VIOLATION OF AUTOMOBILE DRIVING OR SCHOOL BUS**

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

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

**PARAPHERNALIA** A student shall not use, possess or distribute tobacco products or "look alike" at school or at any school sponsored activity.

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

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

**7 \*USE, POSSESSION OR DISTRIBUTION OF MIND ALTERING**

**PARAPHERNALIA** A student shall not use, possess or distribute any materials which are considered to be mind altering, including chemical substances- "look-alikes".

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

A student will be expelled for 1 year for violation of the Dangerous Weapons policy.

The following definitions of dangerous weapons include:

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

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

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

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

custody and control of the school or in the course of a school related activity.

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

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

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

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

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

**13. DRESS CODE VIOLATION/PERSONAL APPEARANCE**

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

**14. MISSING ASSIGNED DISCIPLINARY ACTIONS** A student shall comply and serve all assigned detentions, extended days, Saturday schools and/or suspensions.

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

**16. PUBLICATION, DISTRIBUTION AND/OR POSSESSION OF ANY MATERIAL NOT APPROVED BY THE ADMIN.** A student shall not publish, distribute and/or possess any material not authorized by the school administration. This includes, but is not limited to, messages on clothing, ribbons, posters or signs.

**17. OBSTRUCTION OF JUSTICE** A student shall cooperate with any school official in the course of properly conducted investigations. This includes failure to tell the truth.

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

**19. HAZING OR INITIATION OF STUDENTS** A student shall not conspire, engage in or intend to engage in an act that injures, frightens, degrades, or disgraces a fellow student no matter how willing the participant may be.

**20. FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF ANY SCHOOL SPONSORED EVENTS** A student shall comply with specific extracurricular activity/athletic team guidelines in order to participate. This includes assemblies and extracurricular activities.

**21. PUBLIC DISPLAY OF AFFECTION** A student shall not engage in kissing, embracing, hand holding or displays not appropriate to the educational environment.



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

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

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

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

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

**25. PERSISTENT AND/OR EXPANDED MISBEHAVIOR** A student shall not repeatedly violate school rules or regulations and/or fail to comply with directions of school personnel during any period of time when the student is properly under the authority of school personnel. This includes refusal to accept disciplinary measures.

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

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

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

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

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

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

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

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

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

**34. \*BREAKING AND ENTERING** A student will not break and enter, or attempt to break and enter school or private property either on

school grounds or at any school function or event off school grounds.

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

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

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

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

**38. CELL PHONES** Student's cell phones are to be turned off, kept out of sight, and not used during the school day. Cell phones are to be kept in the students locker. First violation of this rule will result in a detention. Second violation will result in detention, the cell phone will be confiscated and kept by the administration until the end of the school day. Third violation will result in detention, the cell phone will be confiscated and kept by the administration until the student's parent/guardian claims it from the office. Classroom teachers may allow students to use their cellphones for a class assignment at the teachers discretion. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

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

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

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

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

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

\*\*1st offense=sent home for the day or one or two day suspension;  
2nd offense=3 days suspension; 3rd offense=5 days suspension.  
The complete Board policy can be found online at the Osnaburg Local Schools website.

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

The definition of a firearm is:

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

The definition of a destructive device is:

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

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

- \* Detentions and extended days begin at dismissal time in a previously announced location.
- \* Late students will not be admitted.
- \* No food/candy/drink is allowed.
- \* Bring books and/or other appropriate reading material. (No Sleeping)
- \* Absolutely no talking or passing notes.
- \* Students are not to be out of their seats unless authorized by a monitor.
- \* Proper school dress is required.
- \* Failure to serve an assigned discipline without first making arrangements with the teacher or administrator will result in disciplinary action.
- \* Extracurricular activities, practices, etc. are not acceptable excuses for not attending an assigned discipline.
- \* Students must have pre-arranged transportation for pick up.
- \* Students are to keep the area clean.
- \* Detention is from thirty (30) to ninety (120) minutes before or after school.
- \* Extended day is for 1 - 2 hours.
- \* Failure to comply with any of the rules will result in immediate removal and disciplinary action.

### **DRA (Discipline Re-Assignment Area) RULES**

The following rules and guidelines will apply:

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

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

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

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

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

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

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

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

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

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

- \* The superintendent, principal or assistant principal may remove the student from curricular or extracurricular activities or from the school premises.
- \* A teacher may remove the pupil from the curricular or extracurricular activities under his/her supervision, but not from the school premises altogether.
- \* If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal as soon as practicable thereafter.
- \* If the superintendent or principal reinstates a student removed by a teacher prior to the hearing following removal, reasons in writing must be given to the teacher upon request.
- \* A hearing must be held as soon as practicable after the removal, but within 72 hours after the initial removal is ordered. Written notice of the hearing must be given to the pupil as soon as practicable prior to the hearing. The hearing must be held in accordance with either the suspension or expulsion procedure depending on the probable action that will be taken. An important additional requirement is that the person who ordered, caused or requested the removal must be present

at the hearing. Appeal procedures are the same as those listed under Due Process for suspension and expulsion.

#### **STUDENT DUE PROCESS AND APPEAL**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent five (5) calendar days after the date of the notice to suspend.

If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

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**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 present 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 hearing. A tape recorder or

stenographic record may be used. The record need not be reduced to writing unless the matter is further appealed. Decisions of the Board or its Designee may be appealed to the Common Pleas Court.

### **SEXUAL HARASSMENT**

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

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

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

For example:

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

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

counselor or the school administration. Any person who engages in sexual harassment will be subject to disciplinary action.

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

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

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

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

Administrators, faculty members, students and all other school employees who fail to abide by this policy may be subject to



disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

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

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

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

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

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

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

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

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

Therefore:

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

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

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

To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school. When it is necessary to remove a student from school after notifying the school principal, the police/authorities should notify the parents. If the circumstances make it impossible for the police to make this notification to the parents/ guardians, then the school should do so.

The police department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the school learns of this involvement, it should notify the juvenile officer or detective bureau of the police department. The school should not attempt to handle situations that are properly within the realm of the police.

#### **STUDENT CHEMICAL USE/ABUSE "LOOK ALIKE" DRUGS POLICY**

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

informational resource for the community with regard to drug/alcohol use, abuse and dependency. Osnaburg Local Board of Education further recognizes the dangers and harmful effect of true “look alike” drugs, over the counter drugs and any other substance which resembles any controlled/illegal chemical or substance. These drugs and/or substances mimic prescription stimulants and depressants and may be purchased without a prescription. It is the position of this Board that these chemicals/substances are detrimental to the learning process of students and do not contribute to the drug/alcohol free environment the schools are trying to promote. Therefore, no distinction will be made between “look alike” chemicals/substances and controlled (illegal) chemical/ substances. “Under the influence” is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep or dozing in class, memory loss, abusive language or any other behavior not normal, (out of character) for the particular pupil.

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

##### ***ADMINISTRATIVE USE OF ALCOHOL BREATHALYZERS***

The administration holds the right to test students for alcohol use at any point which seems necessary. This may include school dances, or any other extracurricular activity. Also this action may be taken during the school day if there is any suspicion of alcohol use. Those students who are caught under the influence of alcohol are subject to school discipline as well as legal action.

##### ***First Offense:***

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

\*Recommendations can be made for alternatives to expulsion.

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

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

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

#### **PROCEDURES FOR "SUSPECTED" CHEMICAL USE**

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

#### **POSSIBLE COURSE OF ACTION**

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

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

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

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

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

#### **LOSS OF DRIVING PRIVILEGES**

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

expulsion to the Bureau of Motor Vehicles and the Juvenile Court resulting in the loss of driving privileges.

**TRANSPORTATION: STUDENT CODE OF CONDUCT/ELIGIBILITY**

1. It is the policy of the East Canton Schools to transport eligible students to and from school. \* Eligible students are defined as: elementary, junior high, high school and public or private students who live outside the designated walking areas.

2. Eligible students will be assigned to a bus and will follow the transportation rules and regulations under the school bus driver's authority and responsibility to ensure the safety and welfare of all school bus passengers.

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

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.

2. Student behavior at the bus stop(s) must not threaten life, limb or property of any individual.

3. Students must leave or board the bus at assigned locations unless they have parental and administrative authorization to do otherwise.

4. Students must wait in a location clear of traffic and away from the bus stops.

5. Students must go directly to an available or assigned seat.

6. Students must remain seated, keeping aisles and exits clear.

7. Students are not to put head or arms out of the bus windows while the bus is still or while moving.

8. Students must observe classroom conduct and obey the driver promptly and respectfully.

9. Students must not use profane or vulgar language.

10. Students must refrain from eating, chewing gum and drinking on the bus except as required for medical reasons. This includes pop.

11. Students must not use, possess or distribute tobacco or tobacco products on the bus.

12. Students must not possess, use or distribute alcohol or drugs on the bus.

13. Students must not throw or pass objects on, from or into the bus.

14. Students may carry on the bus only objects that can be held in their lap. Band instruments and so forth are allowed at the driver's discretion.

15. Students must not litter on the bus.

16. Students are not to bring animals on the bus.

17. Students are to use a reasonable conversation level on the bus.

Students must be silent when the bus approaches and crosses a RR track.

18. Students must enter and leave by way of the front door unless authorized by an emergency situation.

19. Students may not wear shoes with cleats on the bus. Feet are to remain on the floor.

20. Students must not act inappropriately by making sexual advances or public displays of affection.
21. Students must not bring a squirt gun, weapon or fireworks on the bus.
22. To provide for the safety of all students, no student shall exhibit disruptive behavior.

#### **CAFETERIA CODE OF CONDUCT**

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

#### **CAFETERIA RULES**

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

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

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

#### **SECTION FOUR: DRESS CODE**

The Board of Education authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment (Board Policy 5511). Such guidelines shall prohibit student dress or grooming practices which

1. present a hazard to the health or safety of the student himself/herself or to others in the school;
2. materially interfere with school work, create disorder, or disrupt the educational program;
3. cause excessive wear or damage to the school;
4. prevent the student from achieving his/her own educational objectives because blocked vision or restricted movement.

The principal is the final arbiter to implement the school dress code (Board Policy 5511). Students who violate the foregoing rules will not be admitted to class and may be suspended from school (Board Policy 5511).

No clothing will cause a “substantial disruption or material interference with school activities.”” (*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S. Ct. 733, 21 L. Ed. 2d 731 (1969)). School administrators reserve the right to not allow certain clothing if there is a reasonable forecast of disturbance to the educational environment. *Tinker*.

Student expression that is “lewd, offensive, or inappropriate” in the school setting will be restricted (*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675, 106 S. Ct. 3159, 92 L. Ed. 2d 549 (1986) such as profane language, drugs (*Morse v. Frederick*, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)), tobacco, alcoholic advertisements, sexual innuendoes (*Hardwick ex rel. Hardwick v. Heyward*, 711 F.3d 426 (4th Cir. 2013)), abortion or other inappropriate subject matter (*T.A. v. McSwain Union Elementary Sch.*, No. 1:08-CV-01986, 2010 WL 2803620 (E.D. Cal. July 16, 2010), sexual orientation (*Harper ex rel. Harper v. Poway Unified Sch. Dist.*, 545 F. Supp. 2d 1072 (S.D. Cal. 2007), aff’d in part, vacated in part, 318 F. App’x 540 (9th Cir. 2009), confederate flag (*B.W.A. v. Farmington R-7 Sch. Dist.*, 554 F.3d 734 (8th Cir. 2009); *Defoe ex rel. Defoe v. Spiva*, 625 F.3d 324 (6th Cir. 2010)).

The Board reserves the right to designate and prohibit manifestations of student expression which are not protected by the right of free expression because they violate the rights of others. Such expressions are those which seek to establish supremacy of a particular religious denomination, sect, or point of view, incite violence, advocate the use of force, or urge violation of law or school regulations. *Miller ex rel. Miller v. Penn Manor Sch. Dist.*, 588 F. Supp. 2d 606 (E.D. Pa. 2008).

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

1. Wearing (or carrying) headwear (hats, dew-rags etc.) is not permitted.

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

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



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

## **SECTION FIVE: FEES AND SUPPLIES**

### **FEES**

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

### **SCHOOL SUPPLIES**

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

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

## **SECTION SIX: HEALTH AND SAFETY**

### **FIRE DRILLS**

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

### **TORNADO DRILLS**

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

**HAND WASHING SCHOOL POLICY**

Hand washing prevents illness and communicable disease. Germs can live on desks, tables, etc. Hand washing with soap and warm water for a minimum of 20 seconds is the policy of our school. Please wash hands after using the restroom; before and after eating; if hands are soiled; if chemicals were used; if animals were handled; if food was prepared; after sneezing or coughing; after recess, and after practices or games.

When soap and water are not available alcohol-based, waterless disposable hand wipes, or gel sanitizers may be used. A 60% minimum alcohol concentration is necessary to kill most harmful bacteria and viruses.

**HEAD LICE POLICY**

The following procedures will be followed concerning head lice:

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

**MEDICATION POLICY**

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

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

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

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

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

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

### **WORK PERMITS**

To get a work permit you must:

1. Be between the ages of 14 and 18
2. Have a promise of a job
3. Complete the "Application for Minor Work Permit" obtained in the HS office and have the potential employer complete the "Pledge of Employer" section
4. Have the "Physician's Certificate" section completed by the family doctor (a school sports physical will suffice)
5. Return completed application to the HS secretary to apply for the actual permit on the Dept. of Commerce website.

## **SECTION SEVEN: SCHOOL DAY**

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

Upon entering the building in the morning, all students are to report to their first period class. Students will then go to their locker and directly to their first period. Students are not permitted to go out to lunch or to

have lunches “ordered in.” Extra curricular activities (practices, meetings, etc.) begin after school is dismissed. No unsupervised students are allowed to remain in the building or on school grounds after the school day.

**HALL PASSES** A student, to move from one point in the building to another while classes are in session, must use a hall pass given to them by a member of the faculty or staff. Student planners signed by a staff member may be used as a hall pass.

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

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

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

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

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

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

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

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

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

The parking lots are off limits to students during school hours.

Students are to park properly. Motorcycles, quads, three wheelers, tractors and other similar vehicles are not permitted to school.

Students' vehicles are subject to search if there are reasonable grounds to believe that such items as drugs, alcohol, stolen property or other contraband might be present in that vehicle. Osnaburg Local Schools reserves the right to work with local law enforcement to ensure student safety in our parking lots.

A speed limit of 10 M.P.H. must be observed on school property. No car is to pass a school bus that is on school grounds and moving in the same direction. The Osnaburg Local School District will not be responsible for any damage or loss incurred while student vehicles are parked in the student parking lots.

Students driving to school will not be excused for absence or tardiness due to car trouble. Violation of any of the above or excessive tardiness by those permitted to drive will cause suspension of driving privileges. Violation of any of the above will result in the removal of your driving privileges. The South Stark Career Academy students must follow

these student driving procedures: Seniors may drive to Canton South, SV, or Perry.

It is the expectation of the East Canton High School that **ALL JUNIORS** ride buses to and from Career Technical Education Programs at Canton South and Perry. We understand circumstances arise that necessitate an exception and will consider transportation to or from these programs if the following apply:

- Confirmation from a parent that the student will not transport any other students without prior approval from both students, parents and school administration.
- A valid reason for the Junior CTE student to drive to their program (proximity, after school work commitment, etc..)
- A permission slip must be filled out, submitted to the office, and approved by the school counselor and school principal.
- Once approved, the student is responsible for their actions and driving privileges can be revoked by East Canton High School at the principal's discretion.

#### **SCHOOL CLOSINGS**

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

Radio: WHBC 94.1 FM or 1480 AM

TV: Cleveland Channels will post school closing as well.

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

### **SECTION EIGHT: SCHOOL ACTIVITIES CLUBS AND ORGANIZATIONS**

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

**NATIONAL HONOR SOCIETY** is a group that stresses a balance of scholarship, character, service and leadership. Membership is selective and the standards for membership are established by the

National Constitution. Through various projects and activities, National Honor Society continues to create an enthusiasm for scholarship, a desire to provide service, avenues for leadership opportunities and the development of sound character.

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

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

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

#### *EAST CANTON ATHLETIC DEPARTMENT*

East Canton High School  
310 Browning Street  
East Canton, Oh 44730  
330-488-0316, ext. 311

Athletic Director: Doug Miller  
Athletic Administrator: Gary Hinton  
Principal: Gary Hinton  
Site Manager: Marie Richards

#### **EAST CANTON INTERSCHOLASTIC SPORTS (Grades 7-12)**

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

## Cheerleading (7-12)

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

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

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

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

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

1. Signed physical exam card
2. Emergency medical authorization form (kept by head coach)
3. Insurance waiver form
4. Lindsay's Law/ Sudden Cardiac Arrest Form

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

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

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

**LINDSAY'S LAW/SUDDEN CARDIAC ARREST FORM** A Lindsay's Law/ Sudden Cardiac Arrest form must be completed, signed, and on file in the athletic director's office before an athlete may participate in a sports program.

## EXTRA CURRICULAR ACTIVITIES AND ATHLETIC TEAM CODE OF CONDUCT REQUIREMENTS



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

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

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

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

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

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

sport activities for the duration of that season. Season dates are determined by the OHSAA in the Sports Regulation Handbook.

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

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

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

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

#### **GUIDELINES FOR 7TH AND 8TH GRADE LEVELS**

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

- \* A second coach (volunteer or paid) shall be added if it is feasible to find a qualified and competent candidate.
- \* 15 players will dress per game, (in which all 15 will play in each game, amount of time to be determined by the coaches).
- \* The remaining athletes will be placed on a developmental squad for skills development and will be expected to attend all contests.
- \* The developmental players will have a chance to move to the playing squad on a weekly basis, they must demonstrate commitment, regular attendance at practice and games.

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

#### **GUIDELINES FOR 9TH GRADE/JUNIOR VARSITY LEVELS**

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

#### **GUIDELINES FOR VARSITY LEVEL**

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

#### **ATHLETIC ELIGIBILITY REQUIREMENTS**

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

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

#### **MIDDLE SCHOOL (7-8) ELIGIBILITY REQUIREMENTS**

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

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

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

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

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

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

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

#### **TRANSFERS**

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

If a student transfers to a school from the district in which the parents reside without a corresponding change in residence, the student shall not be eligible until one year from date of enrollment unless the principals have signed the appropriate OHSAA waiver form. If the parents of a student move during the school year from the district of the school which the student attends, the student may transfer to the

new school at the time of the moving or at any time thereafter during the school year and be eligible so far as transfer is concerned.

### **TRAINING POLICIES**

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

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

### **ASSUMED RISKS**

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

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

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

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

### **ATHLETIC AWARDS AND GUIDELINES**

- \* 7th and 8th grade athletes may receive a certificate of participation only.
- \* All student athletes must be in good standing to receive an award.

- \* All athletes must attend the awards program or forfeit the award unless extenuating circumstances prevail.
- \* Choosing award winners is the sole responsibility of the head coach and staff and may vary from year to year.

### **REQUIREMENTS FOR A VARSITY LETTER**

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

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

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

**SCHOOL FIGHT SONG:** Fight the team across the field, show them the Hornets are here! We're going to set the earth reverberating with a mighty cheer! Fight! Fight! Fight! Hit them hard and see how they fall,

never let that team get the ball! Hail! Hail! The gangs all here and the Hornets will win tonight!

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

### **PUBLIC RELEASE OF INFORMATION**

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

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

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

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

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

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

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

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

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

- A. Political affiliation or beliefs of the student or his/her parents
- B. Mental or psychological problems of the student or his/her family
- C. Sexual behaviors or attitudes
- D. Illegal, antisocial, self-incriminating or demeaning behavior
- E. Critical appraisals of other individuals with whom respondents have close family relationships
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers
- G. Religious practice, affiliations or beliefs of the student or his/her parents
- H. Income (other than the required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

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

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent



will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request.

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

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

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

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

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

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

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

### **Annual Notices 2022-2023**

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.

#### 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.