

# **Eastern Junior-Senior High School**

## **STUDENT-PARENT HANDBOOK**

**Board of Education Adopted  
7/17/2025**

**EASTERN HIGH SCHOOL & EASTERN ELEMENTARY**

**38900 SR 7 38850 SR 7 REEDSVILLE, OH 45772**

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**[www.easternlocal.com](http://www.easternlocal.com)**

**This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and on Administrative Guidelines developed by the Superintendent, Principal, and Handbook Committee.**

### **EASTERN Jr/Sr HIGH SCHOOL MISSION STATEMENT**

In partnership with our community Eastern Junior-Senior High School will ensure a safe and nurturing environment where all students can reach their full potential and find their “E” (Employed, Enrolled, or Enlisted) upon graduation. The support of all stakeholders is necessary and a clear set of achievable goals as well help to achieve this mission. All resources are concentrated on fostering mutual respect throughout the building and the continuous improvement of student learning.

### ***MESSAGE TO OUR STUDENTS, PARENTS, AND DISTRICT FAMILIES***

Dear Students:

In this handbook you will find useful information to help you make responsible decisions and make your year the best it can be. Students are expected to be familiar with the policies and guidelines in this handbook and to follow them. We, the staff, of Eastern are excited and motivated to begin the new school year. We want to work with you to create a respectful, safe environment where learning is meaningful and activities are fun. We are looking forward to working together with students for yet another exciting year. If you have any specific questions, please reach out to Garret A. Hall, Principal of Eastern Junior-Senior High School. You may find further information regarding our school on the Eastern Local website at [www.easternlocal.com](http://www.easternlocal.com).

We are committed and look forward to making this another great year!

**Eastern Junior-Senior High School Faculty**

## 2025-2026 CALENDAR

7-8: Teachers Report  
 11-16: Fair Week  
 18: Teacher Work Day  
 19: Open House  
 20: Teacher Work Day  
 21: First Day for students

AUGUST 2025						
S	M	T	W	Th	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						

FEBRUARY 2026						
S	M	T	W	Th	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

12: P/T Conferences #3  
 13: Teachers Report  
 16: No School - Presidents Day

1: Labor Day - No School

SEPTEMBER 2025						
S	M	T	W	Th	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				

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8: Time Change  
 9: PTC Day #1 - No School  
 13: End of 3rd 9 weeks  
 16: Grades Due: 12:00 (Midnight)  
 19: Grade Cards go home

2: P/T Conferences #1  
 3: Teacher Report Day  
 17: End of 1st 9 weeks  
 20: Teacher Report  
 20: Grades Due: 12:00 (Midnight)  
 23: Grade Cards go home

OCTOBER 2025						
S	M	T	W	Th	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 2026						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3: PTC Day #2, Good Friday - No School  
 5: Easter  
 6: Teachers Report  
 23: P/T Conferences #4  
 24: Teacher Report Day

11: Veterans Day - No School  
 20: P/T Conferences #2  
 26-28: Thanksgiving Break - No School

NOVEMBER 2025						
S	M	T	W	Th	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 2026						
S	M	T	W	Th	F	S
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31						

17: Tentative Graduation  
 19: Tentative Senior Last Day  
 22: Students/Staff Last Day  
 25: Memorial Day - No School

1: Deer Day - No School  
 2: Staff And Students Return  
 19: End of 2nd 9 weeks  
 Dec 22-Jan 2: Christmas Break - No School

DECEMBER 2025						
S	M	T	W	Th	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 2026						
S	M	T	W	Th	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				

Interim Dates  
 1st 9 wks  
 Due: Sept. 22 (12:00 - noon)  
 Go Home: Sept. 23  
 2nd 9 wks  
 Due: Nov. 17 (12:00 - noon)  
 Go Home: Nov. 18  
 3rd 9 wks  
 Due: Feb. 2 (12:00 - midnight)  
 Go Home: Feb. 5  
 4th 9 wks  
 Due: April 13 (12:00 - midnight)  
 Go Home: April 16

1-2: Christmas Break  
 5: Return To School  
 19: MLK Day - No School  
 5: Grades Due: 12:00 (Midnight)  
 8: Grade Cards go home

JANUARY 2026						
S	M	T	W	Th	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

JULY 2026						
S	M	T	W	Th	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	

**KEY POINTS:**  
 ~ Students start after the fair  
 ~ 2 Full Weeks for Christmas Break  
 ~ All Calamity Days will be added to end of year  
 ~ Teachers Report = Combination of Professional Development, Grade Level Meetings, and / or Planning Time

## 1) EASTERN PHILOSOPHY AND GOALS

a) **Philosophy:** Eastern endeavors to prepare its students for any variety of postgraduate activity, including gainful employment, military service, and/or higher education. It is the purpose of this school to prepare students to become responsible, effective, and productive citizens by providing an atmosphere conducive to their mental, physical, social, and emotional growth.

b) **Goals: Eastern will:**

- i) Provide programs to help students master the basic skills necessary to function in society.
- ii) Help students develop the ability to communicate effectively.
- iii) Help students develop problem-solving skills and perceive basic cause and effect relationships.
- iv) Encourage students to engage in academic, artistic, and technical pursuits commensurate with their abilities and interests.
- v) Encourage students to participate in extracurricular activities in order to broaden their experience.
- vi) Provide students with an opportunity to recognize the importance of mental and physical health.
- vii) Help students develop acceptable moral, social, and emotional attitudes.
- viii) Help students recognize the rights of others in relation to their own.
- ix) Instill in students an understanding of social laws and their benefits.
- x) Help prepare students to be economically self-sustaining.
- xi) Encourage students to participate and cooperate in the development of a better school and a better society.
- xii) Contribute to the aesthetic sense and creative development of students.
- xiii) Encourage students to progress to the best of their abilities with incentive to strive for excellence.
- xiv) Encourage students to develop a sense of self-worth and self-respect.

c) **STUDENT EXPECTATIONS:** The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and, whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school however, may use the mail, e-mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

d) **Title IX Non-Discrimination – Affirmative Action:** It is the policy of the Eastern Local Board of Education not to discriminate on the basis of race, color, religious creed, age, handicapping condition (in accordance with section 504 of the Rehabilitation Act of 1973), or sex (in accordance with Title IX of the 1972 Education Amendments) in any of its educational programs, activities or employment practices. The Eastern Board of Education is an equal opportunity/affirmative action employer.

e) **Equal Education Opportunity:** It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student based on race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer : Mr. Steve Ohlinger

f) **INDIVIDUALS WITH DISABILITIES:** The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against based on a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact your child's Principal at 985-3329.

## 2) ACADEMICS

a) **Academic Integrity:** Students attending Eastern are given many opportunities to develop independent learning and study skills. One of our goals is to develop in students the importance and value of being able to work independently and to conduct academic and scholarly investigations. All work submitted by a student should be a true reflection of her/his effort and ability. If the work submitted to the teacher is not, then the student has violated this policy and the principles concerning the importance of honesty and integrity.

Cheating is the practice of misrepresenting the work a student does by obtaining work done by someone else and submitting that work as a student's own, or having prior access to specific questions for which a student will be held accountable on an exam, quiz, daily assignment, or project. This definition also includes a student that helps another student in either of the above circumstances unless the teacher has given permission.

i) **Acts of cheating include, but are not limited to the following:**

- \*claiming credit for work that is not the product of a student's own honest effort;
- \*gaining unwarranted access to materials or information so that credit may be dishonestly claimed by others;
- \*surreptitiously using or hiding materials or information;
- \*plagiarism (copying without giving credit)
- \*copying and pasting using a computer or inappropriate use of web pages.

\*using old exams, test quizzes, projects, and answer keys to copy or memorize specific questions and answers.

ii) **NOTE:** Tests that are permanently returned to students by the teacher, and are the property of the student, are exempt from this rule;

\*using study aids not permitted by the teacher;

\*providing information to, or seeing information from, another student regarding material that is on an exam, test, quiz, or project;

\*submitting school work that does not reflect a student's own work, including homework; copying another's homework

\*knowledge of, or tolerating, any of the above.

iii) Any behavior that can be defined as cheating represents a violation of the mutual trust and respect essential to the educational process. Students who cheat will be subject to the following penalties:

(1) The first time a student is found to be cheating, the teacher will notify the parents, a zero will be given for the work and the student will receive one hour of after school detention.

(2) If a student is found to be cheating a second time, the teacher will notify the administration who will notify the parents and arrange for an in-school suspension. Three days of in-school suspension will be assigned.

(3) If the cheating incident occurs twice in the same class, the students will be removed from the course and will be denied credit in that course regardless of their academic grade.

b) **Correspondence Course Policy:** For meeting graduation requirements students may use a maximum of four (4) credits of correspondence courses or the equivalent. Said courses shall be from a provider approved by the school principal and guidance counselor.

Correspondence courses may not be taken to replace courses offered by Eastern High School except in extenuating situations as approved by the principal. In order to be eligible for participation in graduation ceremonies, students enrolled in correspondence courses must have all correspondence course information completed and submitted by May 1<sup>st</sup>. Students who fail to meet the May 1<sup>st</sup> deadline or have materials returned for further completion after May 1<sup>st</sup> will not be permitted to participate in graduation ceremonies.

c) **GRADES:** Eastern has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

**The school uses the following grade system: (Revised Beginning 2024-2025 SY)**

90 to 100 = A = Excellent achievement

80 to 89 = B = Good achievement

70 to 79 = C = Satisfactory achievement

60 to 69 = D = Minimum-Acceptable achievement

59 to 0 = F = Failure (No Credit Received)

I = Incomplete – Must be made up before the issuance of interim reports for the next grading period.

d) **GRADING POLICY: For the class of 2025, 2026, and 2027 only,** A student's cumulative grade point average will be used to determine class rank for the top 10 students based on a total cumulative grade point average. Candidates for valedictorian, salutatorian, and honor graduates will be determined based on class rank and participation in **at least 12 Honors Courses. These courses must be in the subject areas of English, Mathematics, Science, Social Studies, or Foreign Language. Honors courses offered at Eastern High School will include the following:**

**English Courses** – College English III and IV, Speech

**Math Courses** – Calculus, Advanced Math (Trig.) (Pre-Calculus), and Honors Algebra II

**Science Courses** – Biology II, Anatomy and Physiology, Chemistry, Physics, and CCP Equivalents

**Foreign Languages** – II, III, IV

**Social Studies** – World History II, Psychology, and Sociology

ALL HONORS COURSES WILL BE WORTH A WEIGHTED MULTIPLIER OF **1.10** BASED UPON THE FINAL AVERAGE. STUDENTS PARTICIPATING IN DUAL CREDIT, COLLEGE CREDIT PLUS (CCP), OR COLLEGE LEVEL COURSES THAT FALL WITHIN THE SCOPE OF THE SUBJECT AREAS LISTED ABOVE WILL ALSO BE WORTH A WEIGHTED MULTIPLIER OF **1.10**. This multiplier of 1.10 for approved CCP courses is effective for all students participating in CCP for the 2023-24 school year. **Grades earned under Dual Credit / CCP will count towards class rank.** \*For the purposes of calculating grade point average, grades for physical education and band will not be used. Final GPA index will be established based upon the number of un-weighted classes, weighted classes, and any additional Dual Credit/CCP courses the student has taken.

*The Administration and Board has the final approval and reserves the right to evaluate, on a case-by-case basis if needed, any Dual Credit /CCP courses that a student may have participated in for determining final GPA weighting and class rank. The Board authorizes a system of class ranking, by grade point average, for students in grades 9 through 12. Students entering high school from non-chartered or home based schooling shall have no established GPA or class rank for purposes of graduation honors, such as Valedictorian, Salutatorian, etc., until they have completed three (3) consecutive semesters.*

**Determination of Valedictorian, Salutatorian, and Honors for the class of 2025, 2026, and 2027 Only:**

1. The graduating senior who has achieved the highest grade point average and met the above requirements will receive the designation of **Valedictorian**. If two or more students tie for the highest grade point average, then duplicate valedictorian designations will be given.

2. The graduating senior who has achieved the second highest grade point average and met the above requirements will receive the designation of **Salutatorian**. If two or more students tie for this ranking, then duplicate salutatorian designations will be given. 3. Class ranking for honors will be determined by a student's cumulative GPA. The ranking for honors placements is contingent on participation in the honors courses or equivalent classes. GPA is based on four decimal places without rounding. Students who tie will receive equal honor, and only 10 students will be honored for **Top 10 HONOR AWARDS**.

Grades of students who transfer to Eastern High School from another high school where letter grades are assigned will have those letter grades converted to numeric grades using the following scale:

A+ = 95 C+ = 78  
A = 93 C = 75  
A- = 90 C- = 70  
B+ = 89 D+ = 69  
B = 85 D = 65  
B- = 80 D- = 60  
F = 0-59

#### ***Latin System for Class of 2028 and Beyond***

Beginning with the **Class of 2028**, Eastern Junior-Senior High School has changed our class ranking system from a weighted system to a Latin Style Honors System. Instead of having a top ten, Valedictorian, Salutatorian, etc... using a weighted ranking system, we will have Latin Honors based on **UNWEIGHTED GPA** that allow students to be recognized into the following categories: Summa Cum Laude (3.9-4.0 GPA), Magna Cum Laude (3.7-3.899 GPA), and Cum Laude (3.5-3.699 GPA). Merit recognition will also occur for students who earn an Ohio State Board of Education and Workforce Approved Honors Diploma. Weighted GPA with the 1.1 multiplier for Eastern Honors and Eastern Honors Aligned CCP Courses will still be maintained for student record purposes and may be utilized by Eastern Local School District and outside parties for scholarship awards and other awards as deemed necessary by the outside party, board of education, and administration. As part of the transition plan for the Latin Honors Graduation, we will begin recognizing students at senior awards within the Latin Categories as a phase in process in 2025, 2026, and 2027.

e 1) **Eastern Junior Senior High School Credit Recovery System:** Students in Grades 9-12 operate on a credit system, and must earn 21 credits divided across specific course categories in order to graduate (more information about specifics is provided below). Students who earn insufficient scores at the end of a semester in the following courses will immediately be placed in the necessary credit recovery course along with the parents/guardians notified in writing. Please reach out to the building principal with any relevant questions regarding our no cost, credit recovery program. Students who do not complete the necessary credit recovery courses during the school year will not receive any credit for the insufficient courses and must be willing to pay the cost associated with VLA credit recovery or take the course next year. Students who complete the credit recovery modules will receive a replacement grade of the failed semester averaging 60% (minimum passing average). **EHS Credit Recovery Courses Offered:** *Algebra I, Geometry, Algebra II, English 9, English 10, English 11, Physical Science, Biology, Environmental Science, World History, American History, and Government.*

- e 2) **VLA/ Virtual Learning Academy:** On-line courses are **only** available for students for fee-based credit recovery or for courses not offered in our curriculum. There will be a fee determined by the administration and/or board of education to cover the cost of administering the course. The enrollment period for VLA courses will be the Monday following the 1<sup>st</sup> 9-week interim report being sent home. For full credit-year long courses the student will complete 36 lessons. For ½ credit-semester courses, students will complete 18 lessons.
- The student and parent must meet with the VLA coordinator, guidance counselor, and principal to enroll. Proof of residency is required.
  - The student is responsible to complete all of the total number of lessons for each course; 18 lessons for semester courses and 36 lessons for year-long courses. Failure to do so will result in an incomplete for the course. Incompletes will become failures if not

completed by the current school year deadline.

- It is the responsibility of the parent or guardian to pay all required fees for the course needed to be repeated or if the school year license has expired. No additional courses will be issued until all previous courses are passed. If a student fails the VLA course and has failed previously the core course offered by EHS, the student is no longer eligible for VLA course work.
- Students must meet all graduation requirements as stipulated by the Eastern Local School District and ODE to be awarded a diploma.
- VLA courses cannot be used for advanced academic course credit or early graduation.
- Students enrolling in VLA must complete all course work by May 1<sup>st</sup> of the current school year. Summer sessions will also be completed by a specified date.
- Summer VLA classes are permitted **only** for credit recovery of courses students previously failed.
- VLA students cannot take more than eight credits per year (four per semester) towards graduation. An exception may be made only if the student is credit deficient and the Principal and Superintendent give approval.
- VLA students must attend four years, there will be no early graduation option.
- Cost options for VLA courses may be subject to change each year due to service fees set forth by the Eastern Local School District. Please contact the school each year for a course payment schedule. Money may be non-refundable for incomplete or dropped classes.

f) **Grading Period:** Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Interim reports will be sent home near the midpoint of each grading period. Report cards will be mailed home every quarter for students failing a course required to graduate.

g) **GRADUATION:** Students that are eligible for graduation during the current school year must have the following obligations and commitments completed by May 1<sup>st</sup>: class dues, class fees, correspondence/VLA courses, etc. Students must also have academic standing leading toward fulfillment of graduation requirements. Students must complete all academic requirements to go through the graduation ceremony. All students take end of course exams:

- Algebra I and Geometry
- Biology
- American History and American Government
- English II

-And meet the following requirements listed below:

#### **Competency Demonstration:**

All students meet/demonstrate competency through one of the following pathways:

1\* Earn a score labeled as meeting competence or higher on the Algebra I and ELA II End of Course Assessments.

2\*\* Earn a 12 Point Ohio State Board of Education Industry Recognized Credential and get The Ohio Means Jobs Seal

3\*\*\* Enlist in the Military and show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

4\*\*\*\* Earn credit for one college-level math and/ or college-level English course through Ohio's free College Credit Plus program.

5. \*\*\*\*\* Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th grade students to take the ACT exam free of charge.

**Seals:** Students must earn a minimum of 2 seals throughout their High School career (2 State or 1 State and 1 Local). Possible seals to earn are: The OMJ Seal, Citizenship Seal, Science Seal, Industry Credential Seal, Fine Arts Seal, Student Engagement Seal, Military Enlistment Seal, Community Service Seal, Honors Diploma Seal, and Biliteracy Seal.

h) **CREDITS:** Students will need to meet the following minimum curriculum requirements and testing requirements in order to earn a diploma and graduate:

English 4 units Health ½ unit  
Math 4 units\* Physical Education. ½ unit  
Science 3 units\*\* Social Studies 3 units\*\*\*  
Electives 6 units\*\*\*\* Other Requirements \*\*\*\*\*  
**TOTAL UNITS: 21**

1.\*Math units must include 1 unit of Algebra II or the equivalent of Algebra II

2.\*\*Science units must include 1 unit of Physical Science, 1 unit of Life Science, and 1 unit of advanced science in the following: chemistry, physics, other physical science, advanced biology, or other life science, astronomy, physical geology, or other earth or space science.

3.\*\*\*Social Studies units must include ½ unit of American History and ½ unit of American Government. The class of 2021 and beyond will need ½ unit in world history and civilizations in their required three units as well as American history and American government.

4.\*\*\*Elective units must include one or any combination of foreign language, fine arts, financial literacy, business, career-technical education, family and consumer sciences, technology, agricultural education, or English, Math, Science, or Social Studies courses not otherwise required.

5.\*\*\*\*\*All students must receive instruction in Economics and financial literacy during grades 9-12 and must complete two semesters of a fine art unit taken anytime in grades 7-12. Students following a career-technical pathway are exempt from the fine art requirement

- i) **State Recognized Academic Honors Diploma:** High school students can gain state recognition for exceeding Ohio's graduation requirements through an Academic Honors Diploma. Students must meet *all but one* of the following criteria: **Math** 4 Units with one greater than algebra II, **Science** 4 Units, including 2 units of advanced science **Social Studies** 4 Units **Fine Arts** 1 Unit **World Lang.** 3 Units of one or 2 Units of two Languages **GPA** 3.5/4.0 **ACT/SAT** ACT: 27 or higher/SAT: 1280 or higher and meet the field experience requirements, earn two additional seals not including the Honors Diploma Seal, and meet the field experience requirements of completing one of the following: earning the OMJ Seal, completing a field experience portfolio, or work based learning.
- j) **COLLEGE CREDIT PLUS:** Students are allowed to participate in College Credit Plus (CCP) starting in the 7<sup>th</sup> grade for a maximum of 120 sem. hours of credit and up to 30 sem. hours per year while enrolled in ELSD. CCP will be taking the place of PSEO and all dual enrollment programs. All students participating in CCP are required to meet Ohio's high school graduation requirements and can use credits earned at the high school, at the college, or at a combination of the two. A student may choose any (non-remedial) course s/he is qualified to take that is in a college course catalog and that applies toward a college degree or workforce certification. By March 30th of the prior school year, students must notify the HS Counselor of their intent to participate in CCP. All grades earned in college courses, taken for high school credit, will be included in the student's high school GPA. This includes any failing grades. If the student fails or does not complete a CCP course, he or she might not have enough credits to graduate high school and his or her family **MUST** reimburse the district for the amount of funds paid to the college for that course. ***The student MUST also check in with the HS Counselor by the 15th day of each month during the school year. The student is responsible for maintaining communication with the high school.***
- Course Eligibility Rule 3333-1-65.152 – Non-Allowable Courses:** 1.) One-on-one private instruction course 2.) Course with fees that exceed amount set by Chancellor 3.) Study abroad courses 3.) **Physical education courses** 4.) P/F or S/U grades (unless the course is an internship or is a transferable course for all students enrolled) 5.) Remedial course & 6.) Sectarian religion course
- k) **PE WAIVER OPTION:** For eligible student-athletes, this PE Waiver waives the Physical Education requirement for high school graduation. It does NOT award credit. However, it allows a student to pursue other options to earn the 0.5 credit, rather than taking two PE courses (0.25 credit each). Students are still required to meet the minimum number of credits for graduation.

Students who are participating in interscholastic athletics at the high school level are eligible to use the waiver after they have successfully completed two full seasons. This can be two seasons in two different sports, allowing a student to meet the requirements for the PE Waiver in one school year.

In addition to cheerleading and marching band (color guard), interscholastic athletic teams currently recognized by the Ohio High School Athletic Association in Eastern Local Schools include the following:  
Baseball Basketball, (Boys & Girls) Cross Country, (Boys & Girls)  
Football Golf, (Boys & Girls) Softball  
Track, (Boys & Girls) Volleyball Wrestling

\*Effective Fall 2020

Under Ohio state law, local boards of education may **NOT** add additional areas of participation beyond interscholastic athletics, marching band, or cheerleading, which may be used to excuse a student from the high school physical education requirement. To participate, a student needs to participate in the two full seasons and let his/her counselor know their plans to use the PE Waiver for the PE graduation requirements. ***(The Waiver Form is included on pages 20 & 21 of this Handbook.)***

- l) **CREDIT FLEX OPTIONS:** Students, who elect a course that is not pre-approved, will need to submit a course proposal in writing to the Building Principal. The proposal must include: Clearly defined goals, which are tied directly to **Ohio's Academic Content Standards. Clearly described activities which will lead to successful attainment of described goals. Academic Content Standards** are located on ODE's web page at [www.ode.state.oh.us](http://www.ode.state.oh.us). Description and rubric for how the goals will be measured against Ohio's Academic Content Standards in order to provide evidence of student learning. Timeline of proposed activities and measurements, including target date and time for final review. See the Principal or Guidance Counselor for more information.
- m) **TRANSITIONS:** Students are provided with ample time and opportunities for locker trips and restroom breaks between, during, and after class. It is the expectation that the student only leaves the room for this with permission of the teacher or go during transitions. Students out of the room without permission or avoiding class in the halls or restrooms may be subject to the progressive discipline policy.
- n) **HOMEWORK POLICY:**
- \*Homework is an extension of the classroom.
  - \*Homework guides and promotes independent learning.
  - \*Homework should result in higher student achievement.
  - \*Parents should provide an appropriate study environment and necessary materials. This usually means a quiet place, paper and pencil,



and a specific time, preferably afternoon or early evening, for doing homework.

\*Research shows that student achievement rises significantly when teachers regularly assign homework and students conscientiously do it.

\*The student must assume the responsibility for: 1) asking for assistance and/or clarification, 2) taking the necessary materials home to complete the assignment, 3) complete assignments neatly and on time, 4) assume responsibility for getting and completing assignments after an absence.

- o) **HOMEWORK MAKEUP POLICY:** Upon the return of a student to school he/she must see all of his/her teachers to determine what material he/she missed in order to bring his/her work up to date promptly. Tests or quizzes to be made up should be taken ASAP, at the teacher's discretion. Students who miss class due to tardiness to school are responsible for turning in all assigned work that day and may be required to make up any missed tests or quizzes that day.
- p) **HONOR ROLL:** Students whose grades consist of A's and B's are placed on the honor roll each nine weeks. Other awards and rewards will be given periodically for improvement, attendance, acts of service, etc.
- q) **INTERIM REPORTS:** Interim reports will be sent out at the mid-point of each nine-weeks. They will be sent home with each student. The approximate date which interims are sent home is listed on the school's annual calendar. Parents and students are reminded that grades can go down after interims, which may greatly affect the final nine-week grade.
- r) **PARENT-TEACHER CONFERENCES:** Parents may make appointments for conferences with teachers, counselors, or the principal by contacting the school office. The school may also initiate a parent conference. A student's academic success requires that parents and teachers maintain a healthy dialogue about academic and social development. Parents are encouraged to contact their child's teacher to discuss issues as they arise. If there are problems or concerns, parents should first speak with the teacher. If the explanation is not satisfactory, the parent should then contact the principal.
- s) **PUBLIC LIBRARY: A maximum of ten (10)** Students shall be permitted to use the public library *a maximum of once daily* during their study hall. If there are multiple study halls the ten students will be divided accordingly. Students must report to study hall and register to go to the public library. The study hall teacher will review the library list and send it to the library with one student for approval. Students are not to go to the Public Library without permission. Students who are granted permission to go to the library should report directly to the library and are not permitted to be in any other portion of the elementary school. Students with a failing or incomplete grade the previous 9 week grading period and at interim will not be permitted to go to the library unless a specific assignment requires it. r)
- t) **SCHEDULING AND ASSIGNMENT:**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses, which are requested by the student, may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change. All schedule changes will be completed by the 1<sup>st</sup> 9 week interim.
- u) **STATE ASSESSMENTS:** a parent may refuse to have his/her child take state tests. However, high school students may have to pass certain state assessments before graduating. Please contact the Principal with questions regarding state assessments.

### 3. ACTIVITIES

- a) **SCHEDULED ACTIVITIES** -All activities, assemblies, etc. are to be scheduled with the school principal. This applies to all activities during school hours and after school hours. In no event will any activity take place outside of school hours without that group sponsor being present until *all* students have gone home.
- b) **ADVERTISING OUTSIDE ACTIVITIES:** No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.
- c) **ASSEMBLIES:** The purpose of holding assemblies is to afford the opportunity of experience and training in public appearance for our own students and to provide programs of educational value and general interest to the student body. We show our appreciation for these programs by applauding only – no other way. We are to conduct ourselves as ladies and gentlemen at all times. Should you not comply with these simple guidelines you will be removed from the assembly.
- d) **ATHLETICS:** Athletics is a voluntary, extra- curricular program in which the students may participate. If students so desire, they do so at their own risk of injury. It must be remembered, furthermore, that because the coaching staff encourages students to enroll in such a program, this in no way implicates the coach, school or Board of Education for liability in case of injury. By its nature, participation in interscholastic athletics includes risk of injury, which may range in severity from sprains and strains to permanent disability and death. Although serious injuries are not common in supervised school athletic programs; it is impossible to eliminate the risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.
- e) **EQUIPMENT ISSUANCE:** Students are responsible for all equipment issued to them. Athletic uniforms, both practice and game, are supplied for the sole purpose of athletic participation. The equipment is not to be used for any other purpose. When the season is completed all equipment is to be returned to the school. There are no exceptions to this policy.
- f) **MAKEUP WORK VERSUS PRACTICE:** All makeup work and detention will take precedence over team practice and participation in all sports. Schoolwork is compulsory while athletics are voluntary.
- g) **OHSAA MEMBERSHIP:** Eastern High School is a member school in the Ohio High School Athletic Association (OHSAA). The rules and regulations of the OHSAA and the Eastern Local School District governs all athletic teams and participants. h) **CLUBS AND ACTIVITIES (SCHOOL-SPONSORED):** Eastern provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The School has many student groups that are authorized by the School. It is the District's policy that authorized groups are only those approved by the Board



of Education and sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

i) **CLUBS AND ACTIVITIES (NON SCHOOL SPONSORED):** Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the meeting. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

j) **CONDUCT OF STUDENT LEADERS:** Students are encouraged to seek and assume leadership positions in student government, athletic teams, and extracurricular activities. Being selected as a student leader is a high personal honor, and carries with it much responsibility. Leaders must exhibit outstanding scholarship, demonstrate a positive and caring attitude towards others, and exemplify the traditions and values of Eastern High School. You are the foundation upon which Eastern rests.

k) **FIELD TRIPS:** Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Bus drivers are in charge of all trips and the conduct while on the bus. Attendance rules apply to all field trips. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate school rules may lose the privilege to go on field trips. **IF A STUDENT PARTICIPATING IN A FIELD TRIP HAS ANY MEDICAL CONDITION THAT MAY REQUIRE SPECIALIZED MEDICAL TREATMENT OR ASSISTANCE, THE STUDENT MUST BE ABLE TO PROVIDE A PERSON TRAINED TO ADMINISTER THE TREATMENT OR THE STUDENT WILL NOT BE ABLE TO PARTICIPATE IN THE FIELD TRIP.**

l) **FUND RAISING:** Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

\*Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds. \*A student will not be allowed to participate in a fund-raising activity for a group in which she/he is not a member without approval of the principal.

\*No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

\*No house-to-house canvassing is allowed by any student for any fund-raising activity.

\*No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

Students and parents of students who participate in fundraising activities are financially responsible for any and all material or monies to be collected and submitted to sponsor and/or advisor. All checks for fund raising activities shall be made to **Eastern High School**. No student is permitted to sell any item or service in school without the prior approval of the building principal. Violation of this policy may lead to disciplinary action.

m) **NON-SCHOOL SPONSORED PUBLICATIONS:** Students who edit, publish, and/or wish to distribute non-school sponsored handwritten, printed, or duplicated matter among their fellow students must secure permission in advance from the school principal.

n) **8th GRADE TRIP, & SENIOR TRIP:** A student will be permitted to participate in the appropriate trip under the following conditions:

1) The student has not received an In School Suspension, Out of School Suspension, or ALT School Assignment.

2) The student has not received any truancy notifications

3) Students cannot fail a class for the semester.

Eastern Jr./Sr. High School regards participation in the annual 8th Grade Trip and Senior Trip as a privilege. The school administration retains the final approval rights for all students participating. Students who change their trip plans or become ineligible after final deadlines have been established may be required to pay for any losses incurred by the class.

**PROM AND SCHOOL DANCES:** Students with OSS are prohibited from Participating in Homecoming Dances, Prom Dances, and all other sanctioned school dances. Students with ISS OR the assignment of Alternative School are also prohibited from participating in homecoming dances, prom dances, and all other school sanctioned dances at the discretion of the principal based on the infraction.

o) **USE OF SCHOOL EQUIPMENT AND FACILITIES:** Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

## 4. ATTENDANCE

**Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Eastern High School has an attendance policy to avoid these negative consequences. Furthermore, recent state legislation has been enacted to address students who violate the School Attendance Law.**

### ELSD ATTENDANCE POLICY:

a) To receive credit, a student cannot have more than 7 absences from a class per semester, or more than 14 absences from a class for the entire year.

- b) All days missed over 7 days per semester (or 14 total for the year) will be unexcused, *except for the following cases*: (a) illness requiring confinement by doctor's orders, (b) recovery from accident requiring confinement by doctor's orders, (c) required court appearances, (d) death in the family, (e) doctor's appointment (statement must be brought into the office), (f) 1/2 day for driving test, (g) quarantine in home, (h) special cases are approved by the principal prior to the absence.
- c) After 3 unexcused absences, all laws and the court system will be used to maintain attendance. Furthermore, 3 unexcused absences from a class during a 9-week period can result in no credit for that grading period.
- d) Every 3<sup>rd</sup> unexcused tardy to school or class will result in punishment according to the progressive discipline policy. e) Tardiness to school or class is not considered acceptable behavior and is avoidable. Students are expected to be in their rooms and in their seats by the tardy bell. The homeroom tardy bell will ring at 7:45 a.m. Three minutes are allowed for class changes during the day.
- f) Students serving in-school suspension (ISS) or alternative school suspension will not be counted absent. ***Out of school suspension days will be counted as unexcused absences. However, the student will be able to make up work they miss due to the suspension.*** g) Students in danger of losing credit due to excessive absences may be granted the opportunity to make up to gain credit. This opportunity will be granted through the use of "Saturday School", "After-School", and other options on a case by case basis granted by the principal. h) All absences over the allotted 14 **MUST** be made up before credit for the missed classes will be issued. i) Accumulation of absences from individual periods counts towards the total seven (7) absences allowed. e.g. 8 periods = 1 day. j) Excessive tardiness and unexcused absences may also result in the student not being allowed to participate in after-school related events.

#### **EXCUSABLE/APPROVED ABSENCES**

The following are legitimate reasons for not being in school:

- Illness
- Recovery from accident
- Required court attendance
- Death in the family
- Observation or celebration of a bona fide religious holiday
- Such good cause as may be acceptable to the Principal

*Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.*

#### **UNEXCUSED ABSENCES**

An unexcused absence is one in which the student is absent from school with knowledge of the parent but without the approval of the school or does not meet one of the legitimate reasons listed above. Generally, classwork missed during an unexcused absence cannot be made up. Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. No credit shall be given for uncompleted schoolwork as a result of truancy. Also, the student(s) may become ineligible to attend certain school functions. Students with patterns of truancy and excessive unexcused absences may be assigned community service hours at the end of the school year to receive diplomas, transcripts, and athletic eligibility. Students with acceptable attendance within the 7 day limit of the semester may receive rewards at the discretion of the principal.

#### **NOTIFICATION OF ABSENCE**

If a student is going to be absent, the parents must contact the school, 985-3329, by 8:15 a.m. and provide an explanation. The parents should provide a written excuse as well. When a student returns after an absence, they will have three (3) days in which to provide proper documentation. When no excuse is provided, the absence will be **unexcused** and the student will be considered truant. **NOTE: Missing any class for one period counts as an absence for that class for credit purposes within that course.**

If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively affect a student's grade. If the absence is unexcused or unauthorized by the Principal, a student may not make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

#### **VACATION DURING THE SCHOOL YEAR**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to get prior approval. It *may be* possible for the student to receive certain assignments that are to be completed during the trip. These days will still be counted as absences.

#### **VISITATION FOR COLLEGE**

Seniors may have two (2) excused college day(s) and juniors may have one (1) excused college day with prior approval from the guidance office or principal. The student(s) upon return to school must submit proof (signed and dated documentation from college personnel or officials). This documentation must be turned in to the Principal's office to be placed in the student's permanent records. College days will be recognized as a school related activity. Students who participate in school scheduled college visitations may have their allotted days reduced. Students who fail to gain prior approval for visits will be counted as unexcused for the day(s) and will lose any and/or all remaining visitation days.

#### **NOTIFICATION TO PARENTS/GUARDIANS OF VIOLATIONS OF ATTENDANCE**

The school will be sending letters or postcards advising parents/guardians when a student is in danger of violating the attendance policy. These letters or postcards will be mailed regardless of the type of absence. Letters or postcards will also be sent to parents of students who do not bring written excuses explaining the absence. Failure to send a written excuse will result in an unexcused absence. These letters or postcards should be viewed as warnings or notices and appropriate changes made to correct the absences. In addition, an automated communication will be utilized to make parents aware of a student's attendance.

## **ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. A student must attend school for at least half of the school day to participate in any school function that afternoon/evening. *NO SCHOOL = NO EVENTS*. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students are accompanied by a parent or adult chaperone when they attend the event. The school is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **DRIVER'S LICENSE REVOCATION:**

Students should be very mindful of their attendance at school. State law allows school districts to request the Driver's License of students who have poor school attendance and will be suspended. Students who have chronic or excessive absence may have their Driver's License suspended through the Juvenile Court. For further information refer to the Student Drivers section of this handbook.

## **EARLY DISMISSAL:**

No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by a parent or guardian or (b) the parent or guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. Students are not to use the lobby phone to contact parents to be dismissed. All calls for dismissal shall be handled through the office. Students will not be excused for absences regarding senior pictures, shopping, tanning bed appointments, haircuts, prom supplies, etc. No student will be allowed to take another student home without prior permission and approval from the principal.

## **EXCESSIVE ABSENCES:**

Excessive absence deters a student's education. Students who are excessively absent will be reported to the Attendance Officer for possible citation. Consideration will be given to the types of absence, which a student has accumulated. Parents of students who have excessive absence may be cited by County Court and subject to penalty.

## **VIOLATION OF SCHOOL ATTENDANCE LAWS:**

Parents or guardians of students who are habitual or chronic truants may be fined up to \$500 and offenders may be ordered to perform up to 70 hours of community service.

### **Excessive Absences:**

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

### **Habitual Truant:** (Changed from days to hours)

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse; or
- c. Absent 72 or more hours in one year without a legitimate excuse.

## **5. DISCIPLINE**

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct/Student Discipline Code.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions which may be imposed for breach of those rules.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the incidence of student misconduct in such degree of specificity as shall be required by the Board.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct/Student Discipline Code and, where required by law, to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student providing such suspension conforms with due process. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 – Due Process Rights.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. If a parent cannot be contacted, the student should be detained on another day.

#### **PROGRESSIVE DISCIPLINE POLICY:**

We will use a *progressive* discipline plan, which means that with each offense invoking consequences, you move one step further down the sequence of consequences, listed below. This is followed for typical disruption of school general infractions of the handbook that lead to a referral, **not violent or unsafe behavior**. PLEASE NOTE: The Principal has the right to modify the progressive steps when deemed necessary based on the offense of the student(s). When this occurs, the Principal will use the disciplinary action deemed necessary.

**1<sup>st</sup> offense:** Lunch Detention (Can be Assigned by the **Teacher Directly** with parent communication the day of the assignment)

**2<sup>nd</sup> offense:** Rolling Detention (Detention During Lunch Assigned for a **3-5 Day Period** Based on Improvement of Behavior.

**3<sup>rd</sup> offense:** After School Detention, Saturday School/Community Service Assignment at Principal's discretion (See below)

**4<sup>th</sup> offense:** One day of In-School-Suspension (ISS)

**5<sup>th</sup> offense:** Three days of In-School-Suspension (ISS)

**6<sup>th</sup> offense:** Extra Curricular Suspension at principal's discretion at a minimum of one week with 5 days of In-School-Suspension (ISS)

**7<sup>th</sup> offense:** Alternative School Extended Assignment w/ Extra Curricular Suspension for up to the remainder of the school year at the principal's discretion (**Alternative School is Assigned for a total of 10 minimum school days**)

**8<sup>th</sup> offense:** Three days of Out-of-School Suspension (OSS)

**9<sup>th</sup> offense:** Five days of Out-of-School Suspension (OSS)

**10<sup>th</sup> offense:** Ten days of Out-of-School Suspension (OSS) w/ Expulsion Hearing Following ORC

**\*Saturday School:** Students will report to the high school lobby on the appointed Saturday by 8:00 AM and remain there until 12:00pm PM. They will work on assignments given to them for that day from their cooperating teachers. (\*Students who are tardy will be given extra written assignments and/or additional days of "Saturday School".) This is primarily used for repetitive tardiness and attendance issues. **After School Detention** is from 2:30pm-4:00pm in the high school. **Community Service** served at school will include helping pick up litter, sweeping, taking out trash, and cleaning of walls and halls. This is typically assigned in hour increments of 4 hours or more **based on the offense and served outside of typical school hours**. **\*In-School-Suspension:** Students will spend the entire day in a room with a teacher. They will work on assignments given to them for that day from their cooperating teachers, and it will not count as an absence. **Alternative School:** The student will be assigned alternative schooling at Eastern Jr./Sr. High School for a minimum of 10 days. While this environment is much like ISS, the student is not to have any electronics whatsoever during the school day, including chromebooks, and may be subject to general search of backpack and bags for paraphernalia, the emptying of pockets for proof of no electronic devices, and will work on paper pencil alternative assignments only. A student parent in person meeting is **required** before the student may return to their regular schedule if an alternative school assignment shall occur. **Extra Curricular Suspension:** The student may not participate in any pep rally or extra school activities during the school day for the assigned period of time or attend any evening school events including clubs, practices, games, and dances.

**\*Out-of-School Suspension:** If a student serves a day (s) of Out-of-School Suspension, they are ineligible for participation in practices/games/events the afternoon/evening of the day they are suspended. Additional athletic consequences may apply based on the Eastern Local School District Athletic Code of Conduct and coaching handbook procedures. Students with tobacco, drugs, and alcohol behavioral events will lose athletic eligibility in increments of 10% or more annually to full loss of eligibility at the discretion of the principal. Students caught vaping, smoking tobacco, or using snuff or smokeless nicotine products will lose 10% on the first offense, 50% on the second offense, and 100% eligibility on the third offense for the year. Violations after the third offense in the same year will result in permanent loss of athletic and club eligibility up to the duration of the students' high school career 7-12. General assignments of ISS, OSS, or community service may lead to eligibility loss at the discretion of the principal. In the absence of the principal, the athletic director may assign eligibility penalties to the student(s).

#### DISCIPLINE CODE:

Violation on the part of a student of any one or more of the following rules of conduct may result in disciplinary action. The code applies to all Eastern High School students during the school day, at all after school activities and off school property. PLEASE NOTE: The Principal has the right to modify the progressive discipline steps when deemed necessary based on the offense of the student(s). When this occurs, the Principal will use the disciplinary action deemed necessary.

1. **Disruption of School:** A student shall not by use of violence, force, coercion, threat, harassment, or insubordination, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. Generally, minor disruptive behavior will follow the progressive discipline policy, however, the progressive discipline policy may be modified when deemed necessary by the principal. Students who are repeatedly removed from class due to disruptive behavior stopping the learning process may be assigned extended ISS or OSS as seen fit by the principal or assigned other consequences.
2. **Damage to School Property:** A student shall not cause or attempt to cause damage to school property including buildings, grounds, equipment or materials. Purposely breaking school equipment and devices will result in at minimum community service or OSS along with a bill for the damaged property.
3. **Damage to Private Property:** A student shall not cause or attempt to cause damage to private property on school premises or at any school activities on or off school grounds. This will result in at Minimum community service or OSS.
4. **Off School Property Misconduct:** A student may receive discipline for actions which occur off school grounds to the extent that (1) the misconduct is connected to activities or incidents which have occurred on property owned or controlled by the board of education, and (2) misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee. ***This includes activities with cell phones and electronic equipment.***
5. **Assault:** A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school. (Charges will be filed with Juvenile Court.) All Assault cases will be subject to 10 Days of OSS with an expulsion hearing held following ORC. Any creation of an unsafe environment due to physical behavior towards others will result in suspension and possible expulsion.
6. **Possession of a Weapon:** A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law will be followed and the court notified.
7. **Tobacco, Narcotics, Alcoholic Beverages, Drugs, Look-alike Drugs:** A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotics or mind altering substance. No student shall possess or use any tobacco product, including electronic, vapor-producing paraphernalia. Violation of this will result in the following recommended discipline:  
**Tobacco, Nicotine, & vapor-producing paraphernalia:** a. First offense: 3 days In School Suspension placement. b. second offense: 3 days Out of School Suspension c. third offense: 5 days Out of School Suspension with legal authorities notified. 4th Offense: 10 Days OSS W/ Expulsion Hearing following ORC.  
**Vape, Tobacco, Drug and Alcohol Furnishing:** Up to 10 days suspension; recommended expulsion. Legal authorities will be notified. Students with 2 or more tobacco/nicotine products in their possession will receive at least **5 Days OSS** for the first offense. **Use or Possession Drugs, THC Products, and Alcohol:** a. **first offense:** Up to 10 days out of school suspension with counseling session before re-admittance to classes. A drug abuse program will be recommended. Legal authorities will be notified and an expulsion hearing may be held.. b. **second offense:** Up to 10 days suspension with recommended expulsion. Legal authorities will be notified.
8. **Repeated Violations:** A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of the school personnel.
9. **Insubordination:** A student shall not disregard or refuse to obey directions or instructions under the authority of the school personnel. Insubordination will result in following the progressive discipline policy.
10. **Violation of the Law:** A student shall not violate any law or ordinance when the student is properly under the authority of the school personnel.
11. **Leaving School Grounds:** A student shall not leave the school grounds during the regular school day without permission from the principal and parent. If a student has received permission, he/she must sign out in the office before leaving and sign in upon returning to school.
12. **Frightening, Degrading, or Disgraceful Acts:** A student shall not engage in any act which frightens, degrades, or disgraces any person by written, verbal, gesture, or physical means.
13. **Dress Code:** Students should dress at all times in appropriate apparel. Appropriate school clothes that are conducive to better school spirit and symbolize the pride of Eastern Jr./Sr. High School will be encouraged. Acceptable dress is necessary to insure an atmosphere conducive to learning. Students should regard neatness and cleanliness of the utmost importance. Through the administration's discretion, students may be provided with alternative attire if the school clothes violate the code of conduct and/or do not properly cover and secure the student. Hats and head covers are prohibited for safety and security purposes of identifying students in the event of an emergency. Costumes and partial costumes of any kind are prohibited unless they follow a **principal approved** dress up day for homecoming, relay for life, or other school events. No headphones, smart watches, or EarPods may be worn as accessories and their display will be subjected to the progressive discipline policy after an initial warning. Clothing expressing inappropriate acts, products, or gestures will result in disciplinary action.
14. **Truancy and Tardiness:** Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Excuses from school must meet the school's conditions and the Ohio Revised Code. In cases of prolonged or repeated

absences a doctor's certificate may be required to verify the absences in question. A student shall not be tardy to school or class. Excessive tardiness (3 or more) to class will result in following the progressive discipline policy. Repetitive tardiness to school in grades 7-12 will result in action following the progressive discipline policy. Student drivers who acquire 5 tardies at any given point will receive a driving suspension to school for a total of 5 school days. Student drivers with **8 or more** unexcused tardies to school will lose driving privileges for up to the remainder of the semester. Non-driving students will be subject to the progressive discipline policy for repetitive tardiness to school.

**15. Profanity and/or Obscene Language:** A student shall not use profanity or obscene language either written or verbal, in communicating with any person at school or at school activities. Included in this would be the use of obscene gestures, signs, pictures or publications. Generally, profanity use will result in following the progressive discipline policy, unless it is directed at others and is viewed as highly obscene by the principal. In that situation, 3 Days of ISS will be assigned for the first offense. **Targeted Obscene Language** including racial slurs, and other hateful and extremely vulgar statements will result in a form of In or out of school suspension, ALT School, community service, or a combination of the four at the discretion of the principal. Repetitive targeted harassing language may result in expulsion following ORC.

**16. Gambling:** Games or activities in which students bet or wager money or other valuable items to be later exchanged for money or valuables, are not permitted on school property or at school functions. The exception is legally sanctioned raffles for the benefit of students.

**17. Forgery:** A student shall not, in writing, use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or correspondences.

**18. Cheating:** Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for their work and notify the parent and the office immediately as to the action taken.

**19. Stealing:** Students shall not steal from anyone. Theft may result in suspension and legal action.

**20. Sexual Harassment:** Sexual harassment is a type of discrimination that will not be tolerated. Sexual remarks and/or behaviors, written, physical, and/or verbal, that are uninvited, unwelcome, or unpleasant to the other person constitute sexual harassment and will be met with severe consequences as determined by the administration in conjunction with appropriate legal procedures and authorities.

**21. False alarms and false reports:** A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. All information related to false alarms/reports will be turned over to the law enforcement. Students making false accusations towards others are subject to disciplinary action.

**22. Possession of electronic equipment:** All electronic equipment necessary in school is supplied by the school. Students are not allowed to bring electronic equipment into the school building unless authorized by a faculty member in writing. Any lost or stolen items will not be the responsibility of the school. If unauthorized, the property will be confiscated and disciplinary action will be taken.

**23. Cell phones/Communication Devices:** To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Eastern Local School District has determined the use of cell phones by students during school hours should be limited. The objective of this policy is to strengthen Eastern Local's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability This policy applies to the use of cell phones by students while on school property during school hours.

III. Use of cell phones: Students are prohibited from using cell phones at all times during school hours.

IV. Exception: Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern.

The use of a cell phone, smart watch, tablet, or communication device at school by students in all grades districtwide during the school day will result in consequences based on each building's discipline policy with fidelity and confiscation of the device until the end of the school day. All cell phones, smart watches, and communication devices are to be stored in a student's locker, backpack, or vehicle between 7:45am and 2:30pm on school days. Upon the 4th cell phone, smart watch, or communication device incident during the school year, that student will not be allowed to have a cell phone on school property during school hours for the remainder of the year and may be assigned In-School-Suspension, Alternative School, or Out-of School-Suspension at the discretion of the principal based on the situation. The only time that students may have the devices turned on or in use is before and after school hours. This policy also pertains to text messaging, instant messaging, and any form of social media, etc. All students are provided chromebooks for school assignments requiring the use of technology. If a student needs to use a telephone, he/she is required to come to the office and ask permission. Parents are always welcome to call the school regarding any questions or to notify of any transportation changes or information for their child. Students distributing cell phones to other students at school will be subject to disciplinary action including up to out of school suspension and expulsion following ORC. For the 7-12 Grade Levels, general cell phone usage will result in the following disciplinary action (Please Note This Includes "Checking" the Device(s) in The Building During School Hours):

1st Offense: The device is confiscated and kept in the office for the day.

2nd Offense: Device is confiscated and kept in the office for the day. The student will be assigned 1 lunch detention.

3rd Offense: Device is confiscated and kept in the office. The student is assigned 3 lunch detentions. The parent must also come into the school to pick up the confiscated device.

4th Offense or more: Mandatory parent meeting and disciplinary action viewed as necessary by the principal.

24. **Public Display of Affection:** There will be no public displays of affection.

1) First Offense- Warning

2) Second Offense- Progressive discipline policy

25. **Bullying/Cyber-bullying:** The Eastern Local School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy 5517.01 of NEOLA defines and prohibits bullying. Actions steps for compliance to bullying are as follows:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.

• **Students are expected to immediately report incidents of bullying to the principal or teacher in charge.**

- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.

- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process. **All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee.** School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention (Rolling, After School, or Saturday)
- Expulsion (through appropriate due process hearing)
- Assignment to alternative school

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying. Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by calling the respective school or administrative office. Please note: Any form of electronic bullying (cyber bullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal or designee.

***The following actions will be taken when bullying is reported:***

**1. Investigate**

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation



should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

## **2. Notify**

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

## **3. Discipline**

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

**Students found to have committed multiple offenses of bullying in a school year shall be evaluated by the school and juvenile court through appropriate due process for further disciplinary actions and steps warranted.**

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

## **4. Follow Up**

Follow up is important to the accused and the victim. Implement a planned method to provide aftercare and follow up. Reiterate to all the previously stated prohibition on retaliation.

**26. Use of Restrooms:** The high school student restroom is in the lobby near the gymnasium. The Jr. High Restroom is located in the Jr. High Wing of the building. Violation of this procedure will result in following the progressive discipline policy.

**27. Cutting/Skipping Class:** Students who are skipping class or lunch are putting themselves in an unsafe situation if an emergency event were to arise. It is the expectation that all students will go to their scheduled classes in a timely manner every period, every day. The skipping of class will result in following the progressive discipline policy beginning at 1 Day of In-School-Suspension for the first offense, three days ISS for the second offense, etc..

**28. Artificial Intelligence:** The Board of Education recognizes the positive impact that artificial intelligence ("AI") technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of AI technology when its use is consistent with the District's mission, goals, and operational integrity.

Any use of AI technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to, the following: Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 5136 - Personal Communication Devices; Policy 5500 – Student Conduct; Policy 7540.03 – Student Technology Acceptable Use and Safety; Policy 7540.04 – Staff Technology Acceptable Use and Safety; Policy 8330 – Student Records; Policy 8350 - Confidentiality; and Policy 8351 - Security Breach of Confidential Databases.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. The Administration will refer any illegal acts to law enforcement.

**FORMS OF DISCIPLINE:** Two types of discipline are possible, informal and formal.

**Informal Discipline:** Informal discipline takes place within the school. It includes:

- Discipline Referrals
- Conferences
- Detention
- Alternative School
- Saturday School
- In School Suspension

1. Discipline Referrals – A file of Disciplinary Referrals (disciplinary write-ups) is kept in the office. Students will be called to the office for a conference for accumulation of the referrals.

2. Detentions- A student may be detained after school or directed to come to school early by the principal or other faculty member designee after giving the student and his/her parents notice of at least one day in advance. The student or his/her parents are responsible for transportation. 3. In School Suspension- The In School Suspension program is a progressive form of discipline, which may be used as an alternative to regular schooling and formal discipline. Attendance during In School Suspension is mandatory and does count in the student's attendance record. \*Students who are tardy will be given extra written assignments. All rule violations will result in extra written assignments (essays). \*Violation of any of these rules could result in additional days of In School Suspension, or suspension from school.

**Formal Discipline** - Formal discipline removes the student from school. It includes emergency removal for three (3) days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next

school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension from co-curricular and extra-curricular activities may not be appealed. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense. Students involved in co-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment. If a student commits a crime under the school's jurisdiction, he/she may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

**a. Due Process Rights:** Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

**b. Suspension from School:** When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the Principal will make a decision whether or not to provide intent to suspend paperwork to the student and parent(s)/guardian(s). If a student is suspended, he/she and his/her parents will be notified, in writing via the intent to suspend and suspension paperwork within one day of the reason for and the length of the suspension. The suspension may be appealed within **fourteen days** after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. ***Out of school suspension days will be counted as unexcused absences. However, the student will be able to make up work they miss due to the suspension.***

**c. Expulsion from School:** When a student is being considered for expulsion, the student will receive a formal letter labeled Intent for expulsion with the notification addressed to the parents. Students being considered for expulsion may or may not be removed immediately. A formal hearing is then scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within **fourteen days** after the Superintendent notifies the parents of the intent for expulsion, the expulsion can be appealed in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

**d. Permanent Exclusion:** When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that he/she may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

\*any possession in involvement with a deadly weapon

\*drug trafficking

\*murder, manslaughter, assault or aggravated assault

\*certain sexual offenses

\*complicity in any of the above crimes

This process is formal and will typically follow an expulsion and the proper notification of the parents. Eastern High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school or alternative school placement disciplinary action, they should contact the Principal.

**e. Prohibition from Extracurricular Activity:** Students who violate school or extracurricular activity rules may be prohibited from participation in any or all activity. This prohibition may include immediate (emergency) removal for behavior that poses a continuing danger or ongoing threat. ANY administrative personnel or other personnel employed by the district to direct, supervise, or coach a pupil activity program may do the prohibition. Repeated behavioral issues at school may result in this in conjunction with other consequences.

**f. SEARCH AND SEIZURE:** School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School Officials may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may also use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. All students participating in the open lunch option if permitted grades 11 and 12 are subject to random vehicle searches and drug screening/testing.

**g. STUDENT HARASSMENT:** Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of federal or state law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. Anyone found to have violated this policy shall be subject to disciplinary action up to and including suspension or expulsion from the District.

**h. USE OF TELEPHONES:** Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students before or after school. Students are not to use telephones to call parents to receive permission to leave school unless otherwise noted by Office personnel.

- i. SEXUAL HARASSMENT:** It is the policy of the Eastern Local Board of Education to maintain learning and working environment for students and staff that is free from sexual harassment. It shall be a violation of this policy for any student, staff member, or individual subject to the control of the Board of Education to harass any individual through conduct or communication of a sexual nature as defined below.
- Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature constitute sexual harassment when:**
- Submission to or rejection of such conduct by any individual is used as a basis for academic decisions affecting that individual: or such conduct has a purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.
- Sexual harassment, as defined above, may include but is not limited to the following:
- Verbal harassment or abuse
  - Pressure for sexual activity
  - Repeated remarks to a person with sexual demeaning implications
  - Unwelcome touching
  - Suggesting or demanding sexual involvement accompanied by implied or explicit threats
  - Obscene or suggestive gestures or sounds
- Any person who alleges sexual harassment occurring in the district may use the district's complaint procedure or may complain directly to the building principal or his/her designee, guidance counselor or other individual designated to receive such complaints.
- Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or academic assignments.

## 6) MEDICAL

- a. CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES:** Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.
- b. CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES:** In the case of non-casual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definite evidence to warrant exclusion. Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.
- c. EMERGENCY MEDICAL AUTHORIZATION:** The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school has made the form available to every parent at the time of enrollment. This form should be completed and returned by September 6th.
- d. INJURY AND ILLNESS:** All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.
- e. USE OF MEDICATIONS:** In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:
- Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
  - The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
  - All medications must be registered with the Principal's office. start
  - Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person. **An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers.** \*Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. **\*If, for supportive reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.**
  - Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
  - The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
  - A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

- Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

**f. Non-prescribed (Over-the-Counter) Medications:** No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization. Parents may authorize the school to administer a non-prescribed medication using a form; this is available at the school office. A physician does not have to authorize such medication. \*\*The parent may also authorize on the form that their child may self-administer the medication or keep the medications in main office. If a student is found using or possessing a non-prescribed medication without parent authorization, she/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is filled out and on file in the Principal's office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

**g. NURSE/CLINIC:** The nurse is available to care for students who may become ill or injured at school. She will evaluate their health status and determine the need for them to remain in school or be sent home. In the latter situation, the parent will be contacted and told the reason the student should be excused. However, the student who goes home after the nurse determines that he/she can remain in school will not be excused.

## 7) MISCELLANEOUS

- a. CARE OF PROPERTY:** Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. Do not bring large amounts of money, etc.
- b. DIRECTORY INFORMATION:** The school classifies the following information as "directory" (non-classified) information and as such will be disclosed without prior consent. Name, Telephone Number, Address, Extra-curricular Participation, Date/Place of Birth, Academic Studies, Dates of Attendance, Awards and Graduation Information. Parents may contact the Principal's Office to request that the school not release any of the above information about the student.
- c. LOCKERS:** Locker assignments are made in homeroom or in the main office. If you lock your locker, you must give the office a key or combination. Please do not leave valuables of any kind in your locker as the threat of theft does exist. The school retains the right to search and retain any locker that is suspected of being misused. Students should never go to anyone else's locker. Students are not permitted to go to their lockers during the instructional period. Use only the locker you are assigned. Lockers must be clean and undamaged at the end of the year.
- d. LOST AND FOUND:** The lost and found area is in the principal's office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.
- e. MEALS**  
The consumption of food and beverages is limited to the cafeteria only. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. Applications for the school's free and reduced-priced meal program are distributed to all students. If a student does not receive one and believes, they are eligible, contact Mr. Collins at 985-3304.
- f. VISITORS:** Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in and receiving a visitor's pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the office.
- g. PARENT ASSISTANT:** Eastern utilizes the Parent Portal Model. This provides parents with access, via the internet, to their student's grades, assignments, attendance records, discipline, and standardized test information. There is also a messaging feature that allows parents to communicate with their student's teacher(s). Contact the high school office to request an application form or download one from the school website and return it to the office for log-in information.

## 8) SAFETY

- a. ACCIDENT, ILLNESS, AND INJURIES:** Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. The school will make every effort to inform the parents of any accident or illness occurring at school that may need care or watching at home. However, students will not be sent home unless a responsible adult is there to receive them. If necessary, students will be transported by the rescue squad to an area hospital.
- b. BACKPACKS, BOOK BAGS AND PERSONAL BELONGINGS:** Students are to keep backpacks, book bags and the like in their lockers at all times. Failure to do so will result in following the progressive discipline policy.
- c. FIRE AND TORNADO DRILLS:** Fire drill procedures and other emergency conditions will be discussed with students and staff early in the school year. These emergency procedures must be conducted in a serious and orderly manner. Students are to proceed quickly and quietly in a single file line along their designated class route, and remain there until the all-clear signal is heard. Students should not

block traffic or stop for coats during the emergency drills. Exit routes are posted in each room. Safety procedures will be coordinated with the local fire department. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a siren.

- d. **SCHOOL CLOSING:** In the event of severely inclement weather or mechanical breakdown, school may be closed, or starting time delayed. The same conditions may require an early dismissal. School closing, delayed starting time or early dismissal will be announced on the school website, on the school social media page, in all-call, and all-text formats.
- e. **STUDENT WELL BEING:** Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, she/he **must** notify a staff person immediately. State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, on file in the school office. Students with specific health care needs should **alert the school regarding** those needs, in writing and with proper documentation by a physician, to the school office.
- f. **WEAPON POLICY:** The Board of Education is continually concerned about the safety and welfare of district students and staff, and therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety. Ohio Revised Code dictates to the school district that the Board or its designee shall permanently expel any student who possesses a dangerous weapon. For the purposes of these guidelines, a dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length opened by a mechanical device, iron bar, or brass knuckles”. Or other devices designed to or likely to inflict bodily harm, including but not limited to, explosive devices, air guns, pellet guns, BB guns and any or all “look alike” guns and/or rifles, whether real or not, regardless of whether the weapon is operational. In addition, the local law enforcement agencies will be notified.

## 9) TECHNOLOGY:

**COMPUTER TECHNOLOGY AND NETWORKS:** Before any student may take advantage of the school’s computer network, she/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

## 10) TRANSPORTATION: EASTERN LOCAL SCHOOL BUS BEHAVIOR RULES AND CONDUCT EXPECTATIONS •

Pupils shall arrive at the bus stop before the bus is scheduled to arrive (Approximately 10 minutes prior to arrival). Pupils must wait in the designated POS (Place of Safety- designated by the bus driver), which is a safe distance from traffic and at least 10 Feet from the bus and roadway.

- o The bus horn **will not** be used to inform students or parents that the bus has arrived.
- o Students are to wait for and obey the driver’s hand signals before approaching the bus, exiting the bus, and before crossing the roadway.
- o If the bus horn sounds, that means DANGER, and the students should stop and look to the bus driver for further instruction.
- Behavior at school bus stops must not threaten life, limb, and property of any individual and must be consistent with expected behavior on the bus and in the classroom.
- When exiting the bus on the right side, students are to move on to their designated POS, and then wait for the bus to leave. Students are not to pick up any items they drop, go to the mailbox, or perform any other action than checking traffic and making their way promptly to their Point of Safety.
- When exiting the bus on the left side, pupils are to follow these procedures.
  - o Exit the bus and move to a point approximately 10 feet in front of the bus on the right hand side. Students should make sure they have eye contact with the driver and wait.
  - o When the driver lowers his arm, students shall proceed to the middle of the roadway, perform a traffic check on their own, and then cross the roadway to their designated POS. Students are to then wait at their POS until the bus departs.
  - o At no point in this process should the student stop to pick up something, get the mail, or perform any other activity except exiting the bus and making their way promptly to their designated POS.
- Pupils must sit in their assigned seat.
- Pupils must remain seated keeping aisles and exits clear.
  - o “Seat on Seat/Back on Back”, Face forward, and Hands and Feet to Self at all times.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils will not use or hold cell phones or any other type of electronic device while on the bus. These devices are to stay in the student’s book bag or in their clothing.
- Pupils must not yell, use profane language, or make inappropriate gestures on the bus.
- Eating and Drinking on the bus is forbidden. (There will be no chewing of gum on the bus.)
- Pupils must not use tobacco on the bus. (Follow Handbook)
- Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for students with proper documentation on file.
- Pupils must not throw or pass objects on, from, or into the bus.
- Pupils must not put their head or arms out of the bus windows.
- Pupils may carry on the bus only objects that can be held in their laps. **NO ANIMALS ALLOWED ON BUS.** ● Pupils must leave or board the bus at the location to which they have been assigned unless they have written parental and administrative authorization to do

- otherwise. (Change requests via phone or electronic communication will not be permitted.) • Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils. (N/A) • Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical conditions which may require driver attention. (N/A)
- Assault/Fighting/Bullying/Horse-Play will not be tolerated. (Follow Handbook)
  - Possession of dangerous weapons, look-alike weapons, etc. and look-alike drugs is forbidden. (Follow handbook)

### **School Bus Progressive Disciplinary Procedure**

**1st Notice:** Verbal Warning from Driver and/or Bus Conduct Slip issued

Driver Documentation in Bus Behavior Log

**2nd Notice:** Bus Conduct Slip issued/Driver Notifies Parents

Conference with Bus Driver, Transportation Director, Student, and/or Principal.

Driver Documentation in Bus Behavior Log with possible disciplinary action.

**3rd Notice:** Bus Conduct slip issued/Up to and including, Detention, Saturday School,

In School Suspension, Saturday Bus Education Course, Bus Suspension and Out of School Suspension.

Driver Documentation in Bus Behavior Log

**4th Notice:** 3 to 5 day bus Suspension and/or In School Suspension, or Out of School Suspension

**5th Notice:** 10 day bus suspension with potential Out of School Suspension

**6th Notice:** Potential Permanent removal from bus coupled with Out of School Suspension and possible expulsion ***\*\*Depending on the severity of the offense, school administration may elect to skip 1 or more of the above mentioned steps or modify the disciplinary process at any time\*\****

## **11) STUDENT DRIVERS:**

Driving to school is a privilege. Students are only permitted to park in the student parking lot in the numbered spaces.

Administration reserves the right to assign a parking location for any student. Students who wish to drive to school need to fill out a parking pass registration form and obtain a parking permit from school administration in order to park at school. Seniors will be given consideration first. The cost of a parking permit is \$10.00 and is good for one school year. Vehicles that are not displaying a proper permit, or are parked in an unauthorized area, are subject to being towed at the owner's expense. It is expected that all students who drive to school will arrive on time and will operate their vehicles in a safe manner to and from school. The parking lot speed limit is five (5) mph. Students who drive to school are not permitted to return to their vehicles during the school day without office permission. When students are leaving school, they are to obey the instructions of any staff member that is directing/monitoring traffic. Any student who fails to follow instructions & procedures, and/or operates their vehicle in an unsafe manner, can have their driving privileges revoked as well as face other disciplinary consequences. Vehicles that are driven to school are not permitted to display any decals, stickers, ornaments, etc. that are deemed inappropriate according to the student code of conduct. Music should be kept at low volumes while on school grounds. In addition, driving privileges may be suspended for following reasons: failure in a class, tardiness, attendance and discipline issues. Cars may be searched by school administration, police officers using dogs, etc... when necessary.



## Eastern High School

38900 SR 7, Reedsville, OH 45772

Principal: Garret Hall

Guidance Counselor: Sheryl Roush

Phone (740)985-3329

Fax (740)985-3778

*Home of the Eagles!*

### *Application for Physical Education Class Waiver*

Full Name of Student

Number and Street City State Zip Code Parent/Guardian's Name

Student ID Number Student Email Address

Please be advised that I have participated in and completed one or more of the following high school activities for two seasons to serve as a waiver for my Physical Education requirements:

#### **Interscholastic Athletics, Marching Band, or Cheerleading**

- I understand that credit will not be awarded for this waiver and I will recover the .25 credits through other elective courses.
- I understand that if I am cut, quit, become academically ineligible or removed from a team and do not participate in two additional activities, I will need to complete the Physical Education requirement for graduation.
- I understand that my role as a team manager or student trainer will not count towards this application. By signing this form, I

verify that I have read and understand the criteria regarding the Physical Education Waiver. Student Signature Date

Parent/Guardian Signature Date

Please use the next form to verify completion of TWO seasons during high school. Forms must be returned to the Guidance Office by completion of the student's junior year. Applications will not be accepted with only one season verified.



**Verification of Completion  
Physical Education Waiver**

INSTRUCTIONS: At the completion of the season please obtain the required signature and date this form. Return to the Guidance Office AFTER the completion of two qualifying seasons.

**SEASON 1**

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_ School Year of Participation \_\_\_\_\_

Please check the activity counting towards this waiver.

FALL: Cross Country Football Golf

Volleyball Cheerleading Marching Band (Color Guard)

WINTER: Basketball Cheerleading Wrestling

SPRING: Baseball Softball Track & Field

By signing this form, I verify that the student has completed ONE season relating to the checked activity above. Coach's Signature \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Athletic Director's Signature \_\_\_\_\_

Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Guidance Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SEASON 2**

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_ School Year of Participation \_\_\_\_\_

Please check the activity counting towards this waiver.

FALL: Cross Country Football Golf

Volleyball Cheerleading Marching Band (Color Guard)

WINTER: Basketball Cheerleading Wrestling

SPRING: Baseball Softball Track & Field

By signing this form, I verify that the student has completed ONE season relating to the checked activity above. Coach's Signature \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Athletic Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Guidance Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_