

Student Handbook 2015 - 2016

Eaton Middle School

***814 Camden Rd.
Eaton, OH 45320***

Phone: (937) 456-2286

Fax: (937) 456-9687

This agenda belongs to:

Name _____

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Advisory _____

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WELCOME

August 19, 2015

Dear Parents and Students,

The expectations for student at Eaton Middle School encompass: (1) succeeding as a learner and excelling academically, (2) building positive and effective relationships with fellow students, teachers, staff members, and administrators, (3) growing and maturing as an individual and demonstrating responsible and respectful behaviors that epitomize the qualities of good school citizenship.

The purpose of this handbook is to provide information to students and parents concerning rules, procedures, privileges, opportunities, and responsibilities related to being a student at Eaton Middle School. The material in this book is not all inclusive but does offer a good outline with regard to what students and parents need to know. If you have questions or concerns beyond the scope of this document please contact the school office for clarification.

Sincerely,

Derek Flatter, Principal
dflatter@eaton.k12.oh.us

I. GENERAL INFORMATION

STATEMENT OF PHILOSOPHY EATON COMMUNITY SCHOOLS

The Eaton Community School District shall establish high expectations for all students and staff. To achieve this goal, educators of the highest caliber will be sought to provide quality instruction to enable the District's students to reach their potential in basic skills, knowledge, responsibility, respect, values of a democratic society, and independent and critical thinking. Professional growth shall be encouraged in order to facilitate these expectations. All efforts will be accomplished in an atmosphere of mutual respect that fosters self-worth and develops a cooperative relationship among parents/guardians, community, and the school.

THE EAGLE RESPECT CODE

We believe that every person has the right to learn and work in a comfortable environment. We expect a positive attitude and respectful behavior from everyone. Respectful behavior will be encouraged by:

1. Treating others as we want to be treated.
2. Not using put-downs and ridicule that negatively affect a person's self-esteem.
3. Accepting others' responses as ideas with open minds and polite attention.
4. Practicing common courtesy and friendliness at all times.
5. Being cooperative, attentive and supportive in class, in the halls, and at school functions.
6. Being supportive of one another in our efforts to be the best in academics, activities, and personal goals.

CLASS SCHEDULE

7:30 a.m.	-	Instructional day begins
2:15 p.m.	-	Instructional day ends

The new modified schedule will have various bell schedules depending on grade level.

Students will have four (4) minutes between classes for room changes. If students are in the hallway during class time they must have a hall pass/agenda from the teacher who is responsible for them during this time. Classes end at 2:15 p.m. and buses will leave by 2:23 p.m. for dismissal. All students not involved in after school extra-curricular activities must leave the building by 2:30 p.m.

Teachers are not on duty until 7:00 a.m., parents/guardians are asked not to drop students off before that time.

ADDRESS OR PHONE NUMBER CHANGE

Parents/guardians must notify the school immediately of address or phone number change. Unlisted phone numbers are kept confidential.

WITHDRAWING STUDENTS

Parents/guardians are responsible for notifying the school of student withdrawal. Advance notice is necessary to prepare adequate records needed to enroll your student at his/her new school. A withdrawal form must be completed in the office, bills paid, and textbooks returned before a student's record is clear.

SCHOOL CLOSINGS

The earliest news of closing or delays due to inclement weather or other emergencies will be broadcast on local TV stations. If Eaton Community Schools are not mentioned, please assume that school is in session. Closings/delays can also be found on the internet at www.eaton.k12.oh.us and the district will issue information by way of the One Call Now system.

Please note, all school closings will be made up via eDay Lessons, extended days, and/or adding days to the school calendar.

eDAY LESSONS

Eaton Community Schools will be assigning electronic lessons as a method for making up the first 5 calamity days. These "eDay Lessons" will be linked to the district website and available by 9:00 a.m. on that day. The One Call Now system will alert students to the need to complete the electronic lessons. Lessons will be divided by building, grade level, or teacher. Students without internet access at home will receive the material or access time once they return to school. All students will have 2 weeks from the return date to complete the required assignments. Each assignment will be graded and included in the students' grades. Assignments will be used to record attendance on eDay 1, 2 and 3.

EARLY DISMISSALS

Early dismissals may occur for various reasons throughout the year. Please have an early dismissal plan for your student so that he/she understands what to do if there is no one at home. If plans differ from the normal routine, a written copy must be on file in the school office. Please plan ahead in order to avoid last minute confusion.

SCHOOL VISITORS

The Board of Education welcomes and encourages visits to the school by parents/guardians and other adult residents of the district. The Board also has an obligation to ensure that school visitations are not disruptive to the educational process and student achievement. It is necessary, then, to regulate school visits as follows:

Pursuant to Section 3313.20 of the Ohio Revised Code, all visitors to the building are required to report to the principal's office before contacting any student or staff members. Visitors are required to sign in and/or out as determined by the principal. All visitors must obtain a visitor's pass in the office.

The administration has authority to prevent entry into the school or to remove any person where there is sufficient and good reason to believe the presence of that person is not conducive to the preservation of the peace or the orderly operation of the school.

WEAPON OR DANGEROUS ORDNANCE

Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

SMOKING ON SCHOOL PREMISES

Recognizing the health issues/risks associated with smoking and secondhand smoke, the Board of Education prohibits the use of all tobacco products including e-cigarettes 24 hours a day in all district-owned, leased, or contracted buildings, grounds, and vehicles.

CUSTODY RECORDS

When any court has ruled on child custody, Ohio law requires parents/guardians to provide copies of the most recent custody orders to the school. Changes in address, phone numbers, or emergency numbers should be reported to the school immediately.

TAKING CARE OF YOUR STUDENT HANDBOOK

This Student Handbook contains necessary and valuable information that each student may refer to on a daily basis. It is important that each student keep his/her handbook intact and in good condition. No pages (with the exception of signature page) should be removed from the handbook.

Students may be required to replace altered, defaced, destroyed and/or lost handbooks at cost. Each student is responsible for his/her own handbook. The cost is determined each year and a supply will be available in the school office.

DISTRICT WEBSITE

The Eaton Community School District has its own web page. The address is: www.eaton.k12.oh.us

II. ACADEMIC GUIDELINES/PROCEDURES

CODE OF ACADEMIC EXPECTATIONS

The following learning expectations have led to success for students who have followed them. Students who consistently violate the Code of Academic Expectations will be subject to disciplinary action for academic insubordination. Therefore, all students are expected to:

1. Attend school regularly and be on time for all classes. Success in school is directly related to good attendance.
2. Attend each class with all required materials (pencils, books, paper, etc.).
3. Cooperate with the teacher and respond positively to directions, instructions, educational information, classroom rules and expectations, as well as other important material being presented.
4. Be attentive, alert, and maintain a posture conducive to learning.
5. Appropriately, productively, and efficiently use all class time.
6. Complete all class work on time.
7. Complete and turn in all homework assignments on time.
8. Make productive use of study halls by using the time to complete homework assignments, prepare for tests, read ahead, skill improvement, or review the day's classroom assignments.
9. Seek help from the teacher when the student does not understand the concepts being presented and/or the assignment(s).
10. Maintain daily notes/notebook that accurately reflects the date and the learning activities that took place during class, if required by the teacher.
11. Maintain a daily academic planner which includes all assignments and assessments.
12. Do their part to make the school environment conducive to learning by:
 - a. Recognizing individual differences and demonstrating respect for self and others.
 - b. Avoiding "putdowns or cutting remarks" towards others.
 - c. Responding to others in an appropriate manner.

TEXTBOOKS/WORKBOOKS, FEES, AND FINES

Textbooks/workbooks will be issued by the classroom teacher, who shall record the book number and condition of the book. The student is responsible for the care of the textbooks/workbooks. Replacement cost will be assessed for lost or unreturned books and minimal fines will be levied for any damage beyond normal wear. These fees are set by the Board of Education.

Fees for consumable materials are required of all students and are set by the Board of Education. Letters

regarding the amount of fees will be sent home with students. Students will not receive report cards until all fees are paid and overdue library books are returned.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) provides parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents/guardians or eligible students should submit to the school (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal (or appropriate official) and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

CONFIDENTIALITY

Ohio law strictly limits the disclosure of personally identifiable information about students in the public schools. An exception is made in the case of “directory information” which may be released without prior written consent unless the recipient is engaged in a profit-making activity or unless the parent/guardian has informed the school that any or all such directory information may be released only with prior written

consent.

"Directory information" is defined to include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, and awards received.

Also, records will be furnished upon request of any authorized institution for transfer students. However, before such records, grades or reports are released, the student must make sure all dues, fines, fees, or other financial obligations to the school have been paid or arrangements have been made with the principal for payment or adjustment or other means of disposal as approved by the principal.

EQUAL EDUCATION OPPORTUNITY

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

Scott Couch
Eaton High School Principal
937-456-1141

Cindy Neanen
Director of Education
937-456-1107

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

ACADEMIC INSUBORDINATION

Students are expected to know, understand, and comply with all components of the Code of Academic Expectations. Repeated failure to comply with these responsibilities will result in a disciplinary referral being made to the appropriate administrator. Violations of the Code of Academic Expectations will be classified as Academic Insubordination.

Academic Insubordination means the student is knowingly failing to comply with the Code of Academic Expectations. Students failing to comply with the code are subject to the Student Code of Conduct and all applicable consequences.

ACADEMIC INTEGRITY/CHEATING

The faculty has defined cheating as a student engaging in any of the following actions.

1. Representing someone else's work as yours
2. Copying or stealing work from another individual, having another individual do your work, or allowing another student to view or copy your work
3. Copying test answers from another individual or from a "cheat sheet"
4. Communicating to other students questions or answers to tests, quizzes, or assignments
5. Stealing or having unauthorized possession of teacher tests, computer files, or answer documents

6. Violating any policies with regards to copyright laws for hard copy and/or electronic materials

Students in violation of this regulation will receive zero credit for the assignments or work involved, parents/guardians will be notified, and the student may be referred to the appropriate administrator for disciplinary action beyond the zero credit.

ACADEMIC, ATTENDANCE AND IMPROVEMENT RECOGNITION

The purpose of this program is to recognize students who are achieving high standards in academics and attendance. It is also designed to recognize students who are striving to improve. This program is an attempt to motivate all students to strive for excellence.

Students can earn cards each quarter for grades and behavior. They may be used for discounts to Eaton Middle or High School home events. The criteria for earning these cards are listed below.

Principal's List/Gold Card – Free admission: 4.0 GPA, no discipline referrals, no unexcused absences, no F's

Honor List/Purple Card – Half price admission: 3.25 – 3.99 GPA, no discipline referrals, no unexcused absences, no F's

Merit List/White Card – \$1 off admission price: 2.50 – 3.24 GPA, no discipline referrals, no unexcused absences, no F's

FINAL GRADE CALCULATION

A student must earn 4 points in a yearlong course and 2 points in a semester course in order to earn a passing grade.

A student may fail a yearlong course if they earn an "F" during the 4th quarter, even if he/she has earned four or more points for the year. This failure can take place if the student's average is below 62%.

A student may fail a semester course if they earn an "F" during the second/fourth quarter even if he/she has earned two or more points for the semester. This failure can take place if the student's two-quarter average is below 62%.

When calculating a student's final grade to determine if the student earned 4 points (year course) or 2 points (semester course), the point values listed below will be used. A student's average percentage for a course will determine the student's final grade except when the student earns less than 4 points (year course) or 2 points (semester course).

GRADING SCALE

The following Grading Scale will be used and reflected on the quarterly report card and the interim reports.

Grade point averages and honor roll will continue to be based on a four (4) point scale

Letter	Number	Honor Roll Points
A	92 - 100	4.0
B+	88 - 91	3.5
B	82 - 87	3.0
C+	78 - 81	2.5
C	72 - 77	2.0
D+	68 - 71	1.5
D	62 - 67	1.0
F	0 - 61	

Eaton Middle School Math Guidelines

	Grade 6	Grade 7	Grade 8
HONORS	Math 6	Pre-Algebra	Algebra
TRADITIONAL	Math 6	Math 7	Pre-Algebra
GENERAL	Math 6	Math 7	Math 8
INTERVENTION	Math 6	Math 7	Math 8

HONOR ROLL

A student must have a grade point average of 3.5 and above to qualify for Honor Roll. Merit Roll will require a 3.0 to 3.49. To qualify for either Honor or Merit Roll a student can have no D's or F's.

PROGRESS BOOK

All students and parents/guardians have on-line access to homework assignments and grades on the web via a web-based program called Progress Book. If for some reason the user name and/or password is lost or was not received, please notify the office and request this information.

If a student's teachers have not entered the homework assignment, please contact the appropriate teachers to arrange for homework pick-up when the student is absent more than two days.

If for some reason students are not able to access homework information from Progress Book, they are responsible to find their teachers upon their return to school.

COLLEGE CREDIT PLUS

Ohio's new College Credit Plus can help students earn college and high school credits at the same time by taking college courses from college and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a College Credit Plus course from a public college or university is free, which means no cost for tuition, books, or fees. If students choose to attend a private college or university, they may have limited costs.

SPECIALIZED EDUCATION PROGRAM AND SERVICES

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the school's programs and facilities.

A student can access special education services through the proper evaluation procedures. The school offers a continuum of program options for students with special needs as outlined in their individualized education or 504 plans. Parent/guardian involvement in this procedure is important and required by Federal (IDEA) and State law. For more information concerning special education programs and services, contact the Director of Education at 456-1107.

GIFTED IDENTIFICATION

"Gifted" means a student who performs or shows potential for performing at remarkably high levels of accomplishment when compared to others of his/her age, experience, or environment, and who is identified under the criteria established in the Ohio Revised Code.

Eaton Community Schools has procedures to identify gifted students in kindergarten through grade 12. Students are identified as gifted in one or more of four major categories: superior cognitive ability, specific academic ability, creative thinking ability, and visual and performing arts ability. Specific academic ability includes mathematics, science, social studies, and reading and/or writing.

Students in grades 6-8 may be referred for gifted screening at any time. Referrals are accepted from parents/guardians, teachers, students (peer or self-referral), and members of the community who are well acquainted with the child's ability. Referral forms are available in the school office. These students are screened individually or in small groups according to the district testing plan. Eaton Community Schools also honors qualifying scores on approved tests administered within the last 24 months by a licensed school psychologist, or psychologist in private practice.

All assessments are selected and administered by qualified personnel, taking into account the diverse needs of all our students, and in conformance with the *Code of Fair Testing Practices in Education* (available upon request).

RESPONSE TO INTERVENTION

The Response to Intervention Team (RTI) is a committee of faculty that meets to intervene on behalf of students needing assistance for academic, social, or "at-risk" issues. The process uses a collaborative problem solving approach to develop an intervention plan for children experiencing difficulties. Students may be referred to RTI by parents/guardians, teachers, or other relative source. Contact the guidance office for referral information.

GUIDANCE AND COUNSELING SERVICES

Students are encouraged to consult with the guidance counselors on any academic, vocational or personal problems. The guidance counselors are professional and will honor confidences whenever legally possible. Much information is available to those interested in higher education or training. Although guidance counselors are available for conferences during study halls, it is strongly suggested that appointments be made. Students may also confer with guidance counselors before or after school as well as during lunchtime.

FLEX CREDIT

Flex credit is credit earned outside the regular Eaton Middle School. Work such as PSEO, correspondence,

independent study, testing out, and other options are included in the flex credit. See the guidance counselor for information and applications.

CURRICULUM

The curriculum is designed to meet the requirements of the Eaton Community Schools District Board of Education and the State Department of Education.

ALTERNATIVE READING ASSIGNMENT POLICY

Students will be required to read several novels for English classes during their middle school career. However there may be an occasion when a student/parent/guardian objects to an assigned novel based on personal beliefs. When objections occur the parent/guardian may request, in writing, an alternative reading assignment. The alternative assignment will attempt to meet the objectives of the original assignment, as closely as possible.

III. ATTENDANCE

STUDENT ATTENDANCE

Attendance is an important factor in successful schoolwork. It is in the best interest of each student to maintain regular school attendance. Ohio school law requires school attendance of every person between the ages of 6 and 18 years of age during each school day. Parents/guardians having care of a student of compulsory school age are responsible for that student's school attendance. This responsibility is satisfied by attendance at either a school or a special education program which meets the minimum standards prescribed by the State Board of Education. School attendance must begin within the first week of the school term. Students moving into the school district must begin school attendance within one (1) week after they begin to reside in the district.

Students who are frequently absent during the school year are jeopardizing their learning success and their potential graduation. In such situations the benefits of regular classroom instruction are lost and cannot be entirely regained, even through make-up work.

NOTIFICATION OF ABSENCE

If a student is absent from school, parents/guardians must notify the attendance office 8:00 a.m. and provide an explanation. Upon returning to school a written note shall be provided, within 5 school days, stating the date(s) and the reason for the absence.

STUDENT ABSENCES AND EXCUSES

EXCUSED ABSENCES:

Excused absences are defined as follows:

1. Personal Illness
2. Quarantine of the home
3. Observance of religious holidays
4. Emergency or set of circumstances which in the judgment of the principal constitutes a good and sufficient cause for absence.

UNEXCUSED ABSENCES:

Unexcused absences are issued for those absences occurring for any reason not listed above and may be classified as truant. Any days missed beyond the 10 days permitted by parental note will also be counted as unexcused, unless the reason is accompanied by a doctor's note.

Step One: When a student has the first unexcused absence, the principal/designee will contact the parents/guardians by official letter. The student will be assigned 1 Thursday extended detention.

Step Two: When a student has a second unexcused absence, the principal/designee will assign the student 2 Thursday extended detentions and contact the Preble County Attendance Officer regarding the attendance of the student.

Step Three: If a student has a third unexcused absence and beyond, the principal/designee will notify the attendance officer. The principal/designee will meet with the student and determine the appropriate consequence which may include but is not limited to multiple Thursday extended detention, in-school discipline, suspension from school, and/or a recommendation for expulsion.

TRUANCY

Unexcused absence from school is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, for 7 or more days in 1 month, or 12 or more school days in 1 school year. Furthermore, a student will be considered chronically truant if the student is absent without legitimate excuse for 7 or more consecutive school days, for 10 or more school days in 1 month, or 15 or more school days in 1 school year.

If a student is habitually or chronically truant a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy.

EXCESSIVE ABSENCES PROCEDURES /ATTENDANCE PROBATION

Step One: When a student has accumulated **five days** of parentally excused absences during the course of the school year, the principal/designee will contact the parents/guardians via a letter. This letter will stress the importance of good attendance and ask if there is any way the school can be of assistance. The school will document this contact with the Preble County Attendance Officer.

The principal/designee will provide the following information to the Preble County Attendance Officer:

1. Attendance records indicating dates of excused and/or unexcused absences
2. Dated copy of correspondence or other type of parental contact after the 5th and 10th day of absence
3. Biographical information

Step Two: When a student has accumulated ten days of absences during the course of the school year, the principal/designee will contact the parents/guardians via a letter. The letter will explain the school's concern and inform the parents/guardians their student is on ATTENDANCE PROBATION. The school will refer the student to the Preble County Attendance Office.

Once a student is placed on ATTENDANCE PROBATION, all absences due to illness must be accompanied by a note from the physician who treated the student.

Step Three: The first half and/or whole day (please see arrival time that is necessary to be counted present for a half day or whole day) a student is absent (without a medical certificate, or special approval from the principal/designee) after being placed on ATTENDANCE PROBATION, the student may be denied credit/promotion for the school year. If a student reaches 13 days of parentally excused absences during the school year, the principal/designee may send the attendance record to the attendance officer with the appropriate attachments. The principal/designee and/or Preble County Attendance Officer will file charges with juvenile court.

½ DAY ABSENCE AND FULL DAY ABSENCE

Students are considered ½ day absent when their absence from school exceeds one hour and 30 minutes, but is less than 3.5 hours.

Students are considered a full day absent if their absence exceeds 3.5 hours.

ATTENDANCE AT AFTER SCHOOL AND EVENING ACTIVITIES

In order to attend or participate in after school or evening activities, a student must be in attendance a minimum ¾ of the school day. Any valid exceptions must be approved in advance by the principal.

VACATIONS

Vacations should be planned around the school calendar. When this is not possible, a note must be sent to the principal/designee for approval prior to the vacation.

The principal/designee may excuse such absence for a period not to exceed five school days. The Superintendent may excuse such an absence for any additional school days.

The absence shall be approved prior to the vacation for the vacation to be considered as an excused absence. All work that is due during the days the student is on vacation must be turned in the day the student returns to school. All vacation days that are pre-approved count as parentally excused and will not be counted towards attendance probation.

TARDINESS

Tardiness occurs when the students are not in their assigned seat in their assigned class at the assigned time. Excessive tardiness will result in action being taken through the Student Conduct Code. A student is considered tardy to school when they arrive at their first class after the 7:30 a.m. bell and before 9:01 a.m. Students who arrive after 9:00 a.m. will be marked 1/2 day absent.

Ample passing time between classes is provided; therefore, students are not to be late for class. However, should a student arrive at school after the bell has rung the student is to report immediately to the attendance office for a tardy pass. If the reason for the pass is not acceptable, an illegal tardy pass will be issued.

Tardiness to school and/or class:

1. A student will be assigned a Thursday extended detention for the 3rd tardy to class and/or school.
2. Continued tardiness will result in increased consequences which may include in-school discipline, loss of parking privileges, court referral, and/or out of school suspension. A referral will be sent to the Preble County Attendance Office.

Habitual Tardiness:

When a student continually violates the tardy policy and accumulates six illegal tardies, in any nine week term, the student is considered to be habitually tardy. The tardy procedure for students with habitual tardiness is:

1. First term - tardy steps listed above.
2. Terms 2, 3, and 4 – One illegal tardy will result in a Thursday extended detention/Saturday school with further tardies resulting in increased consequences.

3. A student who is considered habitually tardy may be removed from this status by completing a term with no illegal tardiness.

LEAVING THE BUILDING

Failure to sign in/out: First offense/second offense – Saturday school or Thursday extended detention. Multiple offenses may result in multiple Thursday extended detentions, in-school disciplines, and/or suspensions from school. The resulting absence may be recorded as unexcused/truant.

CLASS CUT

A class cut is when a student misses a class or leaves early without permission. Thursday or Saturday school will be assigned for each class cut and if the behavior persists, then a suspension will be issued.

HALL PASSES

Any student in the hall during class time should have a pass from a teacher/supervisor. This pass should note the time dismissed, the destination, and be initialed by the issuing teacher/supervisor.

Note: Five minutes passing time is the standard and should be used in making judgments regarding excessive use of time.

MAKE-UP WORK SCHEDULE

When a student is absent due to illness, and he/she wishes to receive assignments, please call the office by 10:00 a.m. The homework can be either picked up in the office between 3:00 p.m. and 3:30 p.m. or can be sent home with a sibling or a friend.

Students will have one day to make-up work for each day of absence.

IV. STUDENT CODE OF CONDUCT

The Eaton Community Schools recognizes the right of each student to receive an education. It is further recognized that the primary responsibility of the Eaton Community School District and the professional staff is to provide all students access to equal educational opportunities and consideration under the rules and regulations governing student behavior.

It is the responsibility of each student, parent/guardian, and citizen to understand that the school is a community governed by rules and regulations. The major purpose of these rules and regulations is not punitive control but protection of the rights of those who wish to make full use of their educational opportunities.

Each individual enjoying the rights of education must accept the responsibilities of good citizenship and is expected to behave in a manner that will demonstrate pride in themselves, their family, their school, and their community. In order to achieve these goals, each student is expected to demonstrate behavior that would be considered responsible, respectful, ethical, and honest.

Students may forfeit their right to educational opportunities when their conduct is such that it disrupts the educational process, deprives others of their rights, or violates the law.

The Student Code of Conduct applies to all school premises; to all phases of school operation, including but not limited to, curricular and extra-curricular activities; all school authorized transportation; and at any school-sponsored activity.

CHAIN OF COMMAND

Please follow the chain of command when trying to address problems, concerns and questions that may arise.

- 1st step – Teacher or Activity Advisor
- 2nd step – Principal
- 3rd step – Superintendent
- 4th step – Board of Education

ZERO TOLERANCE POLICY

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school regulations and accept directions from authorized school personnel. The Board of Education has “zero tolerance” of violent, disruptive, or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents/guardians annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board of Education directs the administration to make all students aware of the Student Code of Conduct and the fact that any violations of the Student Code of Conduct are punishable.

If a student violates this policy or the Student Code of Conduct, school personnel, students, or parents/guardians should report the student to the appropriate principal. The administration cooperates in any

prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents/guardians and is posted in a central location within each building.

RULES AND CONSEQUENCES

RULE 1 - DISRUPTION OF SCHOOL: A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause disruption or obstruction of the process or function of the school. Neither shall he/she urge other students to engage in such conduct. Examples of disruption could include, but would not be limited to, unusual dress or appearance, possession of pagers, electronic devices, cellular phones, radios/televisions, etc., setting off fire alarms, strikes or walkouts, congregating in high traffic areas and sitting in the hallways. Skateboards, roller blades, roller skates, etc. are not permitted in the building.

RULE 2 - DAMAGE OR DESTRUCTION/VANDALISM OF PROPERTY: A student shall not cause or attempt to cause damage to or destruction of any school property or property belonging to another person. Damage or destruction of private property belonging to administrators, teachers, board members, or other school-related personnel, whether on or off school property is prohibited.

RULE 3 - INTIMIDATION/THREAT, UNAUTHORIZED PHYSICAL CONTACT, FIGHTING, AND ASSAULT: A student shall not threaten with physical violence or coerce by any means, any student, teacher, staff member, or other individual. Intimidation or threat using gang or group affiliation may incur severe discipline. A student shall not use, possess, or wear gang paraphernalia. A student shall not engage in fighting/assault or any other behavior that could cause physical injury or threaten to cause physical injury to staff, other students, or other individuals. Students shall also abstain from using "fighting words." With regard to school employees, Rule 3 is applicable at all times, on or off school property.

RULE 4 - DANGEROUS BEHAVIOR, DANGEROUS WEAPONS AND INSTRUMENTS: A student shall not possess, handle, transmit, conceal, or use any object which might be considered a dangerous weapon or instrument of violence; for example, but not limited to, guns, knives, metal implements, chemicals, sprays, fireworks, or explosives of any kind. Dangerous behavior of any type is prohibited.

RULE 5 - NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS: A student shall not possess, transmit, conceal, consume, show evidence of having consumed, use, or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, or any mind-altering substance while on school grounds or facilities, at school-sponsored events, or in the situations under the authority of the district, or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as controlled substances and/or drug paraphernalia. (See Alcohol Use/Student Drug Abuse section of this handbook). Nothing in this policy or in the action of the school shall prevent the school or appropriate law enforcement officials from filing legal charges relating to drug or alcohol offenses.

The Board of Education has authorized the use of "Drug Sniffing Animals" specifically trained to detect the presence of drugs, for searches of all buildings and grounds in the school district. The principal/designee is authorized to administer a breathalyzer test to any student who is suspected of or shows evidence of consuming any alcoholic beverage while on school grounds or facilities, at school sponsored events, or in situations under the authority of the district, or in school owned or school approved vehicles.

RULE 6 - TOBACCO: No student shall be permitted to use or possess any type of tobacco product or paraphernalia; for example, but not limited to, cigarettes, e-cigarettes, vapor pens and accessories, cigars, snuff, chewing tobacco, matches, lighters, etc., on school property, school buses, or at any school-sponsored event or activity. The odor of smoke/tobacco is sufficient evidence under this rule.

RULE 7 - FAILURE TO FOLLOW DIRECTIONS/INSUBORDINATION: A student shall not fail to comply with the reasonable directions of teachers, student teachers, substitute teachers, aides, principals, or other authorized school personnel during any time when the student is under the authority of the school. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination. Violation of any minor rule, directive, or disciplinary procedure shall also constitute insubordination. Among the most common violations of this rule are failure to have proper materials for class and refusal to do prescribed classroom assignments. No student shall violate any State Statute or City Ordinance while under school authority.

RULE 8 - PROFANITY; VULGAR, OBSCENE, ABUSIVE LANGUAGE; VULGAR, OBSCENE, ABUSIVE BEHAVIOR: A student shall not use profane, vulgar, obscene, or abusive language and/or behavior. This includes, but is not limited to, inappropriate written expression, gestures, signs, pictures, publications, disks, dress, or computer misconduct, computer fraud, and/or inappropriate/illegal use of the internet.

RULE 9 - ATTENDANCE, TRUANCY, AND TARDINESS: Students shall not be absent or tardy to school or class without valid excuses that satisfy the standards of the Attendance Policy. Student presence in off-limit areas of school property without permission is prohibited.

RULE 10 - THEFT, POSSESSION OF STOLEN PROPERTY, EXTORTION, UNAUTHORIZED SALES, GAMBLING, FORGERY, DISHONESTY: A student shall not cause or attempt to take into possession or possess the property of the school or any other person without authorization. A student shall not compel or attempt to compel any person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation. A student shall not sell, buy, offer to sell or buy, or exchange any service or product without prior authorization of the principal. A student shall not gamble or assist others to gamble. A student shall not verbally or in writing use the name of another person to falsify times, dates, grades, addresses, or in any way dishonestly communicate with the school or school personnel. Students shall also not fail to properly identify themselves when requested to do so by school personnel.

RULE 11 - DISRESPECTFUL, FRIGHTENING, HARASSING INCLUDING SEXUAL HARASSMENT, DEGRADING, OR DISGRACEFUL BEHAVIOR: A student shall not engage in any conduct which could frighten, persecute, harass, degrade, or be considered disrespectful, by written or verbal means, or by gestures, to any person while under the authority of the school. Students shall be respectful to staff members at ALL times on or off school property. Hazing, public display of affection, sexual misconduct, racial and/or sexual harassment would be examples of this type of behavior.

RULE 12 - TRANSPORTATION RULES AND REGULATIONS: All students are expected to abide by the rules of conduct for bus transportation. (See Bus Rules and Regulations in this handbook). These rules apply to regularly scheduled bus runs, extracurricular activities, and field trips. Student drivers shall abide by all rules established.

RULE 13 - ACADEMIC MISCONDUCT/INAPPROPRIATE COMPUTER USE: A student shall not engage in any type of dishonesty or academic misconduct to include, but not limited to, lying, cheating, plagiarism, computer misconduct, computer fraud, “hacking,” and/or inappropriate/illegal use of the internet. (This rule includes state and standardized testing.)

RULE 14 - HABITUAL/CONTINUAL VIOLATIONS OF THE STUDENT CODE OF CONDUCT: Students shall not be repeatedly involved in behaviors that violate the conduct code. An example would be multiple ejections from class due to insubordinate/disruptive behavior.

RULE 15 - STUDENT HANDBOOK: A student shall not violate the rules and regulations contained in the Student Handbook and/or other rules established by personnel to maintain orderly school conduct and operations.

POTENTIAL CONSEQUENCES: Natural consequences, verbal warnings, restriction of activities, lunchtime intervention, restitution, detention, confined lunch/recess, extended detention, Saturday school, in-school discipline, out-of-school suspension, school community service, unruly/delinquency/criminal/civil charges, emergency removal, expulsion.

Consequences will be based upon the severity, nature, and frequency of the behavior. For serious offenses such as, but not limited to, weapons, drugs, alcohol or threats, administrative policy calls for a police report to be filed.

Students who are in possession of inappropriate items or items in violation of the Student Code of Conduct will turn the items over to a teacher or principal. Parents/guardians may pick up the item(s) at the end of the day when it is the student’s first offense. Parents/guardians may pick up the item(s) at the end of the year when it is the student’s second offense. Cell phones are not permitted during the school day without teacher permission. If used when not permitted the cell phone will be confiscated. Students may pick up the cell phone after the first offense. Parents/guardians will pick up the cell phone for second offenses. Repeated problems with cell phone use will result in additional disciplinary action.

STUDENT DRESS CODE

The following regulations on dress and personal appearance are made to encourage students to develop habits of neatness, order, safety, and good taste. All students shall dress in a fashion so as to help the normal pattern of the educational atmosphere. Student dress should remain modest at all times and promote, not detract, from a learning atmosphere.

The hair of students shall be neat, clean, and of a natural color. Hair color that is not typically a natural color (green, pink, blue, etc.) is not permitted. Hairstyles should promote and not detract from a learning atmosphere.

Students will be asked to remove any body piercing which creates physical safety concerns. The student will be expected to honor the administrator’s request for the remainder of the school year during school hours. Also for safety reasons chains and studded bracelets and necklaces are prohibited. This includes wallet chains.

Clothing or accessories bearing patches, drawings, and/or sayings (stated or implied), which refer to drugs, alcohol, tobacco, sex, profanity, obscenity, weapons, violence, or which are perceived to be gang related shall not be permitted.

Students will be asked to cover any body markings (tattoos, etc.) that are distracting or detract from the learning atmosphere. The student will be expected to honor the administration's request for the remainder of the school year.

A shirt or blouse covering the shoulders, armpits and midriff is required. Midriff tops, short tops, tube tops, tank tops or halter-tops are not permitted. No cleavage showing. Dresses, skirts, and shorts shall be mid-thigh in length or longer. Pants shall not have any holes in them above the knees. Pajama pants and slippers are not permitted. Tights, running tights, and yoga pants will not be permitted unless covered by apparel that is mid-thigh in length. Shoes shall be worn for health and safety reasons. Footwear that protects the foot is recommended.

The responsibility of enforcing the dress code belongs to all students, parents/guardians and faculty members, as well as the administration. In questionable situations, the administration will decide what is acceptable and unacceptable dress and appearance.

If students have questions regarding appropriate dress and/or appearance, the student should check with the principal before wearing the clothing or displaying the appearance.

Failure to comply with the Student Dress Code will be considered a violation of the Student Code of Conduct and will result in consequences as listed under Potential Consequences as listed under Rules and Consequences in this handbook.

REGULATIONS ON WEARING COATS AND HATS IN BUILDING

Coats and hats are to be put in lockers upon entering the building and left there until leaving the building. They are not to be worn in halls and classrooms. Hats are to be taken off while in the building. Head covering and headbands are not permitted.

THURSDAY EXTENDED DETENTION/SATURDAY SCHOOL

1. Saturday school is in session on Saturdays from 8:00 a.m. until 11:00 a.m. Students should enter through the north doors of the high school. The doors will be open at 7:50 a.m. Students are expected to be in the seat assigned by the supervisor by 8:00 a.m.
2. **PARENTS/GUARDIAN: PLEASE MAKE SURE YOUR CHILD GETS INTO THE BUILDING USING THE NORTH DOORS OF THE HIGH SCHOOL.**
3. **Thursday extended detentions are held at Eaton High School** and will begin at 2:30 p.m. and last until 5:30 p.m.
4. All regular school rules are in force for Thursday extended detention and Saturday school from the time a student arrives on school property until they leave school property.
5. Students will be excused to the restroom by the supervisor.
6. Thursday extended detention and Saturday school time is to be used for keeping up/catching up with classroom and homework assignments and for test preparation. Students will bring textbooks and schoolwork materials sufficient to stay busy the entire three hour period.
7. Students may NOT bring magazines and newspapers.
8. Thursday extended detention and Saturday school is a disciplinary environment. Talking without permission, sleeping, and resting one's head on the table will not be permitted.

9. Failure to comply with these standards will result in additional consequences as listed under Potential Consequences of the Student Code of Conduct.
10. Students who fail to attend an assigned Thursday extended detention or Saturday school will be subject to a two-day Thursday extended detention as a first offense. Additional offenses may result in an out-of-school suspension.

Dates of Thursday Extended Detention:

Month	Thursday Dates
September:	10, 17, 24
October:	1, 8, 15, 22, 29
November	12, 19
December	3, 10, 17
January	7, 14, 21, 28
February	4, 18, 25
March	3, 10, 17,
April	7, 14, 21, 28
May	5, 12, 19, 26

IN-SCHOOL DISCIPLINE

1. In-school discipline starts at 7:30 a.m. with the student given an assigned seat in the study hall/ in-school discipline area.
2. In-school discipline may be given on days school is not in session. Students may bring a sack lunch. The student will be escorted to and from the following:
 - a. Restrooms
 - b. Lunch
3. The student will eat lunch in the in-school discipline area.
4. The student will use in-school discipline time to keep up with class and homework assignments. Sleeping, resting, or laying head down is not permitted. Failure to comply is insubordination and an additional day of in-school discipline will be assigned. Continuous insubordination may result in out-of-school suspension.
5. The student must carry an in-school discipline assignment sheet.
6. The student is responsible for getting class and homework assignments from his/her teachers prior to starting in-school discipline. Class work and homework is to be turned in to the teacher the first day back to class.
7. The student may not take magazines, newspapers, or novels to the in-school discipline room unless it has been assigned by a teacher.
8. Tests can be given on the first day back to class or while serving in the in-school discipline room if coordinated with the teacher in charge.

OUT-OF-SCHOOL SUSPENSION

If students are suspended out-of-school, they may make up tests and projects at full credit. However, other assignments may be made up at 50% credit. Students are responsible for getting the missed work from their classmates or from the teacher. All make-up work must be completed and turned in within the first day the class meets after students return to school.

If students are suspended out-of-school, they are not permitted to on school grounds, in the school building, or at any school activities, during the suspension period.

COMPUTER/ INTERNET ACCEPTABLE USE POLICY

The Internet, the electronic information superhighway, is a network of networks used by education, business, government, military, organizations, and the general public. Its uses include remote access to: information, research, library catalogs, databases, news groups, and sharing teaching learning strategies locally, in the United States and around the world. At school, the Internet is a part of the information resources available.

The Internet information available to users is constantly changing. Predicting what information a user might locate at any given time is impossible. Therefore, material available on the Internet might not have been selected for the school media collections or classroom usage/availability. In this way, the Internet is different from a library collection selected for a specific school. Therefore, the Eaton Community School District defines the following AUP (Acceptable Use Policy):

I understand that in all cases, it is unacceptable to use the Internet for illegal and/or commercial purposes. Illegal purposes include, but are not limited to: entering or attempting to enter any school computer system or personal communication device without permission and authorization, tampering/hacking of personal communication devices, attempting to change and changing records of any kind, knowingly spreading embedded messages or other computer programs that have the potential of damaging or destroying programs of data, vandalism of hardware and/or software, accessing or spreading resources of a pornographic or otherwise questionable nature, using another person's account, giving my password to another person, copying copyrighted software, downloading or unloading freeware and/or shareware programs. I understand that my files are not private and may be accessed by network administrators to ensure compliance with the AUP.

I understand that proper protocol and etiquette will be adhered to at all times. Flaming (abusive and/or profane language) will not be tolerated. I understand that if I encounter this happening in any situation that I will alert the media specialist or teacher for documentation purposes.

I understand that access to this account is for educational purposes only and that commercial usage such as, but not limited to, running a business and other situations in which solicitation for profit occurs, is unacceptable.

I have read this policy and I accept its terms. If I choose to disregard this policy, I understand that I will be subject to the consequences stated in the handbook and may be denied access to the Internet for a period of time determined by the administration. Additional infractions may result in permanent denial of account usage and/or additional consequences up to and including expulsion and/or filing a police report. Full documentation of misuse will be kept on record.

By signing this Student Handbook, we (student and parent/guardian) agree to and accept this policy.

STUDY HALL RULES

1. This time should be used for quiet study and/or the completion of homework assignments.
2. Students should be in their assigned seats when the tardy bell rings.
3. Students should always bring schoolwork and proper school materials (pen/pencil, paper, textbooks, etc.).
4. Students should not talk without permission.
5. Students should not disturb other students.
6. Students should not pass notes.
7. Students should keep both feet on the floor and not put their feet on chairs or tables.
8. Students are not allowed to sleep. They need to use this time wisely and efficiently.
9. Students are not allowed to groom themselves (make-up, nail polish, hair brushing, etc.) in study hall.
10. When a student signs out to the library they are not allowed to go anywhere else.
11. No food or drink shall be taken from the cafeteria without permission.
12. Teacher permission may be required for students who wish to study together. This type of activity may be discontinued and/or disallowed in cases where student behavior does not meet the requirements of the study hall monitor.

LIBRARY RULES

The library/media center is available for student use each day. Teachers may schedule their classes to use the library/media center. Students in the library/media center are expected to abide by the following rules:

1. Policies regarding behavior, dress, and language are the same in the library/media center as stated in the Student Handbook.
2. Students sent from Study Hall must go directly and quietly to the library/ media center to avoid being tardy on arrival. They are not to stop at their lockers or the restrooms on the way.
3. Food is NOT permitted in the library/media center.
4. Students who are disruptive in the library/media center will be assigned a certain seat or instructed to leave.
5. Library materials must be checked out at the circulation desk.
6. Current magazines and newspapers are located on the magazine rack and may not be taken out of the library/media center. Back issues may be borrowed as regular library materials.
7. Occasional talking must be kept to a whisper.

8. The library/media center should be a quiet, restful, and pleasant place to read and study.
9. Fees will be assessed for lost or damaged items.

PHONE USAGE POLICY

While it is imperative for students to have access to telephones, it is also important to keep the phone lines free for school business. More importantly it is essential that students remain in the classroom, so they can learn.

Students may use the telephone located in the office (if granted permission) before school, between classes, at lunch, or after school until 3:15 p.m. If a student is late to class because he/she used the phone, he/she will be issued an illegal tardy.

Students are not permitted to use the telephone in the office during class time, unless given permission from office personnel.

If a student calls home due to an illness or emergency, office personnel must talk to the person who has been called. Cell phones and electronic devices are not to be on or used without teachers specific authorization, from 7:30 a.m. – 2:15 p.m. Consequences will be as follows:

- | | |
|--------------------------|---|
| 1 st Offense: | A write up, the device is taken away (the student may pick it up at the end of the day in the office), and the student is assigned a Thursday extended detention. |
| 2 nd Offense: | A write up, the device is taken away and a parent/guardian must pick it up at their earliest convenience. The student is assigned a Thursday extended detention and is no longer permitted to bring the device to school. |
| Further Offenses: | A write up, the device is taken away, the student is disciplined for insubordination, and is subject to suspension and/or possible recommendation of expulsion from school. |

PERSONAL COMMUNICATION DEVICES

Personal Communication Devices (PCD) can be a useful tool in the educational process. “Personal Communication Device” includes computers, tablets, electronic readers, cell phones, and any other web-enabled devices of any type. Possession and/or use of PCDs by a student while at school is a privilege that may be forfeited by any student who fails to abide by the terms of the Student Handbook.

Except as authorized by a school staff member, students are prohibited from using PCDs during the school day to capture, record and/or transmit the words or sounds and/or images of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Using a PCD to gain or attempt to gain access to another PCD with or without consent is strictly prohibited. In addition to the POTENTIAL CONSEQUENCES of the Student Code of Conduct, students who violate this provision may have their PCD confiscated and held until the end of the school day or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity the confiscated PCD may be turned over to law enforcement.

STUDENT PERSONAL PROPERTY

Student's personal items (book bag, coat, etc.) should include the student's name for easy identification. Students should not bring expensive or electronic items to school from home. The school is not responsible for any items that are lost or broken.

LOCKERS

Each student is assigned a locker for the storing of hats, books, coats, and other school necessities. The student is to use his/her assigned locker only and is responsible for the care and cleaning of the locker. Using a locker, other than the one assigned, may result in discipline. Students are encouraged to keep lockers locked, not to tamper with another locker, or give lock combinations to another person. In the event that a locker cannot be locked due to repairs needed, the student assigned to that locker should report repairs needed to the office immediately. Students are responsible for all property issued or assigned and will be expected to make restitution for any loss or damage to this school property. Students shall never leave anything of considerable value in the locker. Leave it in the office. Lockers are school property and the administration has the right to control, inspect, and search lockers and the contents of the lockers at any time, on a random or total basis.

Book bags may be used to transport books and supplies to and from school; however, they must then be stored in the student's locker during the school day.

SEARCH AND SEIZURE – PERSON AND/OR PROPERTY

School authorities are charged with the responsibility of safeguarding the safety and well-being of students in their care. In the discharge of that responsibility, school authorities may search a student's person or the property of a student when not contained in a locker, with or without the student's consent. This includes vehicles parked on school property at any time. The search can take place whenever the school authority believes they have reasonable grounds to suspect the search may discover evidence of a violation of law or of school rules.

AUTOMOBILES

Motor vehicles driven by students and parked on school property are subject to random searches at any time without regard to whether there is reasonable suspicion that any motor vehicle or its contents contain evidence of a violation of law or a school rule. The random searches authorized by this policy include, but are not limited to, random searches by drug sniffing dogs.

DRUG SEARCHES

The Board of Education has authorized the use of "Drug Sniffing Animals," specifically trained to detect the presence of drugs, for searches of all buildings and grounds in the school district.

ALCOHOL USE/STUDENT DRUG ABUSE

The Board of Education recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol, narcotic drugs, depressants, or other controlled substances that are wrong, harmful, and constitute a hazard to the positive development of all students.

The Board of Education will not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used, or offer for sale any alcoholic beverages, illegal drugs, non-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities, at school sponsored events or in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers,

steroids, tobacco products, and drug paraphernalia. The odor of any such substances on the student is sufficient evidence under this policy.

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, will be determined by the principal with due consideration of the welfare of the student and any other relevant factors involved.
2. Discipline will be imposed independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents/guardians and students will be given a copy of the standards of conduct, the statement of disciplinary sanctions, and will be notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration will refer the student for prosecution and offer full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include, but is not limited to, an alcohol or drug education program, assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent will establish and the Board of Education will consider for approval detailed procedures for dealing with students who may have a drug or alcohol problem. Information will be available about any drug and alcohol counseling, rehabilitation, and re-entry programs for students. These procedures will be in compliance with all applicable laws and observed by all staff members. It is the desire of the Board of Education for students with problems to feel secure enough to ask for help from teachers or guidance counselors without fear of reprisal. This means that confidentiality shall be maintained within the limits of the law and the long-range welfare of the student will be considered paramount.

HOUSE BILL 204

Loss of Driver's License - In accordance with Substitute House Bill 204, the Ohio Bureau of Motor Vehicles will be notified when a student is suspended for one or more of the following reasons:

1. The student is a child of compulsory school age and has withdrawn from school for a reason other than a change in residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent.
2. The Board of Education has adopted a resolution providing the Ohio Revised Code 3321.13 (B) (2) applies within the district, the student is a child of compulsory school age and has been absent without legitimate excuse for more than ten consecutive school days or at least fifteen total school days.
3. The student is suspended or expelled from school pursuant to Ohio Revised Code and the reason for the suspension or expulsion is the use or possession of alcohol, a drug of abuse, or alcohol and/or a drug of abuse.

V. HEALTH AND SAFETY

SCHOOL HEALTH PROGRAM

The School Health Program coordinated by the school nurse provides for the total well-being of each student through the following activities:

1. Identification of students with health problems through specific screening programs such as vision and hearing.
2. Control of contagious and nuisance diseases by:
 - a. the enforcement of immunization requirements
 - b. student exclusion from school attendance
 - c. informing and educating when outbreaks occur
3. Promotion of school attendance regulations through home visits and/or school counseling of the chronically ill.

EMERGENCY MEDICAL FORMS

According to the Ohio Revised Code, it is required that each student have an "**Emergency Medical Authorization Form**" on file in the school office to assist in the contacting of parents/guardians and/or to authorize emergency treatment by designated licensed physicians at designated hospitals. Please include all medical information regarding your child, such as health conditions, allergies, and current medications.

These forms will be sent home with the students in the first day packet at the beginning of the school year. Parents/guardians are responsible for notifying the school office of changes in contact information or other pertinent information.

EMERGENCY MEDICAL FORMS ARE TO BE ON FILE BY THE END OF THE FIRST WEEK OF SCHOOL.

HEALTH SERVICES

The school health clinic is available to all students who become ill or injured while attending school. Students will be given a clinic pass or signed agenda to report to the clinic where they will be checked by a health aide or the district nurse. Only immediate and necessary first aid is given to a student who becomes injured or ill in school.

The Eaton Emergency Squad may be contacted, in conjunction with efforts to contact the student's parents/guardians, for assistance in any accident or injury.

Depending upon the extent of illness or injury, the student will be given first aid, sent back to class, kept in the clinic for a rest period, or sent home.

If the illness necessitates a call to the student's parent/guardian, the call will be made by a clinic or office employee. Students shall not text or make the call themselves on a cell phone, from a classroom, or office phone.

All ill/injured students need to be signed out in the office if picked up by a parent/guardian or authorized person.

In the event no one can be reached, school personnel will use their best judgment to provide assistance to the student. For example, students with high fevers or vomiting will not be permitted to ride the bus home. The student will remain at school until parent/guardian contact is made.

DISPENSING MEDICATION

The Eaton Community School District encourages the dispensing of medication to students while at home.

Ohio Senate Bill 262 mandates that schools may dispense medication only when the approved form has been completed by the student's physician and signed by the parent/guardian each school year and is on file in the school office. A copy of this form is included in the first day packet. This form is also available for printing from the district website www.eaton.k12.oh.us. For the purpose of this policy, it does not include sunscreen. Students are responsible for applying their own sunscreen.

All medication must be received in the original container with the student's name and current directions for administration clearly visible.

The parent/guardian agrees to submit a revised statement signed by the physician who prescribed the medication if any of the information provided changes.

Medication is kept in the clinic and administered only by the school nurse or designated personnel in accordance with the physician's instructions. This law includes prescription and over-the-counter medication. Per Ohio Revised Code, **only authorized** students with the appropriate physician forms on file are permitted to carry and self-administer an inhaler or EpiPen. **Students are not permitted to carry or self-administer any other medication.**

Students are not permitted to deliver medications to school. A parent/guardian or designee is to bring medication to the health clinic or office.

COMMUNICABLE DISEASES

Parents/guardians are asked to assist in the control of communicable disease by keeping students home when ill and by reporting any contagious condition to the school. Parents/guardians are requested to follow their physician's advice concerning the student's return to school following such illnesses or conditions.

Any student suspected or reported to have a communicable disease may be examined the district nurse/designee and upon their recommendation may be excluded from school.

Exclusion from and re-admission to school of students with suspected communicable diseases shall be determined by using Ohio Department of Health Communicable Disease Chart, a copy of which is available in each school or by physician's statement.

Pediculosis (Head Lice)

The Eaton Community School District endeavors to protect the health of all students within our district while maintaining confidentiality whenever possible in health-related matters. As part of this commitment, the following procedure will be instituted in dealing with the issue of head lice.

1. General Examinations
 - a. Periodic examinations may be administered in the schools by designated school personnel and/or representatives of the Preble County Health Department.

- i. Students found to have active infestation of head lice will be excluded from school until after the first treatment of appropriate pediculicide. Active infestation is defined as the presence of live lice or nits found on the hair shaft within one-fourth inch from the scalp. The student's parent/guardian will then be informed of the problem and the school nurse or designated school personnel will provide the parent/guardian with information on the proper procedure to follow to treat the condition.
- ii. The student may be readmitted to school or ride the school bus the day following treatment and examination by school personnel.
- iii. All students in the classroom may be checked for active infestation of head lice when one student in the classroom has been identified as having the condition.
- iv. Immediate family members in the school of the student found to have active infestation of lice, as well as those identified as having been in direct contact with the student, may also be checked by school personnel.

2. Notification Procedures

- a. The parent/guardian of the student found to have active infestation of head lice will be contacted by school personnel. Periodic letters will be sent home to all parents/guardians informing them of various matters and proper prevention procedures to follow.

3. School Attendance

- a. Students excluded from school for head lice will be subject to the following attendance procedures.
 - i. A maximum of three (3) days per occurrence.
 - ii. A maximum of three (3) occurrences per year.
 - iii. A cumulative total of nine (9) days of excused absences.
 - iv. After nine (9) days of absence, days missed will be unexcused.
 - v. On second occurrence, or five (5) consecutive days absent, attendance officer will be notified.

IMMUNIZATIONS

All students, upon their enrollment in the Eaton Community School District, must comply with the minimum immunization statutes as set forth by the State of Ohio. Students who have not received the minimum number of immunizations may enter Eaton Community Schools only if they have received at least one dose of each required vaccine. They must finish the series as soon as the scheduled intervals between doses permit. Failure to do so is reason to exclude your student from school. Exceptions are granted if parents/guardians have on file in the appropriate office a waiver stating their objection of this policy section. Other exceptions may be granted on the advice of a qualified physician.

VACCINES	FALL 2015 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTa/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<u>6 – 8</u> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u>Grades 7 – 8</u> One (1) dose of Tdap vaccine must be administered prior to entry.
POLIO	<u>Grades 6 – 8</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	<u>6 – 8</u> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	<u>6 – 8</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	<u>Grade 6 – 8</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.

In the event the Public Health Department declares an outbreak of any of the above diseases, any student who cannot show proof of adequate immunizations must be excluded as recommended by the Public Health Department.

SUSPECTED CHILD ABUSE

According to Ohio law, persons whose duties bring them into contact with children are expressly required to report immediately instances of suspected child abuse or neglect. Some of those persons are teachers, school employees, and school administrators. Failure to report is a fourth degree misdemeanor.

STAY SAFE SPEAK UP/STUDENT HELPLINE

Stay Safe Speak Up is a 24-hour anonymous tip line. Callers can leave a message and school officials will respond. All students must be encouraged to relay information directly to school staff or to use the helpline. The helpline is 1-866-547-8362, and reporting can also be completed on line at www.eaton.k12.oh.us, click on Stay Safe Speak Up in the quick link section.

BULLYING/HARASSMENT/DISCRIMINATION PROCEDURES

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - a. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - b. sending abusive or threatening e-mails, web site postings or comments and instant messages;
 - c. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - d. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

School Personnel Responsibilities

Teachers and Other School Staff

Teachers and other school staff who:

1. Witness acts of hazing, bullying and/or dating violence as defined above must:

- a. promptly notify the building principal/designee of the event observed and
 - b. promptly file a written incident report concerning the events witnessed.
2. Receive student or parent reports of suspected hazing, bullying and/or dating violence must:
 - a. promptly notify the building principal/designee of such report(s).
 3. Receive a formal, written complaint
 - a. the complaint is forwarded to the building principal/designee no later than the next school day.
 4. Receive an informal complaint by a student
 - a. prepare a written report of the informal complaint.
 - b. forward the complaint to the building principal/designee **no later than the next school day.**

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written, and include the following information:

- a. Person(s) involved;
- b. Number of times and places of the alleged conduct;
- c. The target of suspected harassment, intimidation and/or bullying;
- d. The names of any potential student or staff witnesses.

Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to:

- a. The actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying;
- b. Person(s) involved;
- c. Number of times and places of the alleged conduct;
- d. The target of the prohibited behavior(s);

- e. The names of any potential student or staff witness.

The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

- i. The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying.
- ii. Under the direction of the building principal/designee, all such complaints are investigated promptly.
- iii. A written report of the investigation is prepared when the investigation is complete and will include:
 - a. Findings of fact;
 - b. A determination of whether acts of hazing, bullying and/or dating violence were verified;
 - c. When prohibited acts are verified, a recommendation for intervention, including disciplinary action,.
 - d. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or

without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, **in writing**, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating.

All District personnel must cooperate with investigations by outside agencies.

[Re-adoption date: January 14, 2013]

LEGAL REFS: ORC 117.53, 2307.44, 2903.31, 3301.22, 3313.666; 3313.667, 3314.03, 3319.073

CROSS REFS: AC, Nondiscrimination, EDE, Computer/Online Services (Acceptable Use and Internet Safety), IGAE, Health Education, IIBH, District Web Site Publishing, JFC, Student Conduct (Zero Tolerance), JFCEA, Gangs, JFCK, Use of Electronic Communications Equipment by Students, JHG, Reporting Child Abuse, Student Handbooks

VI. ADDITIONAL SERVICES

LUNCH RULES

Students are not permitted to “order” food from outside sources and have it delivered at lunchtime or any other time of the school day. Students who choose to violate this rule will have the food confiscated at their own cost and will be referred to the principal for disciplinary consequences as a violation of Rule #7 under the Student Code of Conduct.

No food or drink is to be consumed outside the cafeteria.

SCHOOL MEALS

Food and drinks are only allowed in the cafeteria, and only during breakfast and lunch hours. Breakfast will be served from 7:00 a.m. – 7:20 a.m.

FREE AND REDUCED PRICE MEALS PROGRAM:

Students who qualify for free/reduced price lunches will qualify for a free/reduced price breakfast. Students who were approved under this program during the previous school year will continue to receive benefits for the first thirty (30) days school. New applications must be completed prior to that date to determine if your student is eligible to receive benefits for the remainder of the 2015/16 school year. An application was sent to all households during the summer. If an application was not received, a copy may pick one up at the school office or the Superintendent’s Office. Parents/guardians may apply at any time during the school year. Menus will be sent home with your student monthly.

SPECIAL DIETARY NEEDS:

If a student has been determined by a doctor to have a condition that would prevent the student from eating the regular school meal, the school will make substitutions prescribed by the doctor. The doctor must provide this information to the school, in writing. If a substitution is needed, there will be no extra charge for the meal. If a student needs substitutions because of a handicapping condition, please contact the cafeteria manager at the school.

LUNCH ACCOUNT POLICY

Each student will have a lunch account. Money may be deposited into this account as frequently as needed. A student will use his/her student ID to access the money to purchase a lunch. There are no loans given from Food Service. Parents/guardians may replenish the money in your student’s account by visiting the www.payforit.net website.

TRANSPORTATION

The Transportation Department of Eaton Community Schools is governed by the district’s policies, Ohio Department of Education, and Ohio State Highway Patrol. Our first priority is to safely transport students. Please read and follow all rules for the safety of all students.

Please follow the chain of command when trying to address problems, concerns and questions that may arise.

- 1st step – Bus Driver and/or Director of Operations
- 2nd step – Principal
- 3rd step – Superintendent
- 4th step – Board of Education

General Information/Procedures:

1. The Ohio Administrative Code states that students should be at the bus stop FIVE (5) MINUTES before the bus is scheduled to arrive. Students missing the bus at their designated stop are not permitted to board at another stop.
2. Students will be sent home in the designated manner, unless parents/guardians contact the school office. Other relatives, neighbors, and friends are not authorized to change a student's transportation.
3. Students are to wait at the designated place of safety until the bus driver has stopped the bus, opened the door and given the appropriate hand signal before students approach the bus. Also, when exiting the bus, students must go to and wait at the designated place of safety to wait for the driver to give the appropriate hand signal for students to cross the street in front of the bus or proceed on to their home. This allows the driver to keep a visual contact with students as he/she drives away from the bus stop.

Safe Bus Riding Rules:

1. Passengers are under the authority of the bus driver while on the bus.
2. Students must observe classroom conduct and obey the driver promptly and respectfully.
3. Students must remain seated keeping aisles and exits clear.
4. Students must go directly to assigned seat so the bus may safely resume motion.
5. Students may carry on the bus only objects that can be held on their lap.
6. Silence at railroad crossings is mandatory.
7. Swearing, teasing and verbal abuse are prohibited. Respect other people and their property.
8. Eating, drinking, and chewing gum are not permitted on the bus except as required for medical reasons.
9. Students may not throw or pass objects on, from or into the bus.
10. Students may not use or possess tobacco, alcohol, or drugs on the bus or at the bus stop.
11. Bullying, fighting, and other aggressive behaviors are prohibited.
12. Firearms, weapons, explosives, or other dangerous materials are prohibited on school buses. Animals are also prohibited, with the exception of those intended for special needs assistance. Glass and balloons are also prohibited on school buses.
13. No part of the body (arms, head, legs, etc.) or objects should be placed or thrown out the windows.
14. No electronic devices (cell phones, battery operated games, cameras, laser pointers, etc.) are to be used on buses during regular routes. Only students in grades 6-12 may use MP3 players with headphones.
15. Any act of vandalism, marking, or destroying any part of a bus is prohibited.

16. The Student Code of Conduct and other school rules shall apply at all times.

Safety is important when riding or driving a school bus. If a student's behavior becomes a problem by not following the above rules, riding privileges may be revoked. Students should report any problems they are having on the bus to the driver.

Misbehavior on the bus:

If misbehavior occurs, discipline procedures will generally be based on the following guidelines:

Offense #1 – Written referral issued.

Driver submits copy for administrative file to principal.

A copy of the write-up will be sent home with the student.

Offense #2 – Written referral issued.

Driver submits copy of administrative file to principal.

A copy of the write-up will be sent home with the student.

Administrative discipline issued.

Offense #3 – Written referral given to principal.

Administrative suspension of transportation privileges – three (3) days.

Offense #4 – Written referral given to principal.

Administrative suspension of transportation privileges – five (5) days.

Additional Offenses – Written referral given to principal.

Administrative suspension of transportation privileges – ten (10) days.

Continued violations may result in the loss of transportation privileges for the remainder of the school year.

The following actions may result in an immediate suspension of transportation privileges:

1. Fighting on bus
2. Acts of vandalism and destruction on the bus
3. Insubordination to a driver
4. Profanity directed toward bus driver and/or assault or the threat of assault
5. Use or possession of alcohol, drugs, tobacco, or matches
6. Possession of dangerous or potentially dangerous objects
7. Dangerous behavior

Permission to change buses: Students are assigned to ride certain buses. Students are required to take their customary means of transportation home from school. Students are not permitted to ride another bus or get off at a different stop unless a Change of Transportation Form has been completed and approved by the Transportation Department. In the event of a family emergency, which requires a change in transportation, a parent/guardian must call the Transportation Department at 937-456-4330 for approval.

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

The Board of Education, as a part of the district's ongoing program to improve student discipline and ensure the health, welfare, and safety of all those riding school transportation vehicles shall utilize video cameras on school vehicles transporting students to and from curricular and extra-curricular activities.

The video cameras will be used to monitor student behavior and may be used as evidence in student disciplinary proceedings. The video tapes are student records subject to school district confidentiality, board policy, and administrative regulations. They shall be used in accordance with the provisions of the law and board policy.

VII. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

EATON COMMUNITY SCHOOLS CO-CURRICULAR AND EXTRA-CURRICULAR DISCIPLINE POLICY

The Board of Education and administration recognize that both co-curricular and extra-curricular activities are a valuable part of the student's total educational experience. It is important to remember, however, that membership in these activities is a privilege, and student participants will have higher levels of behavioral expectations placed upon them. Participants in co/extra-curricular activities serve as representatives of the school and community, and they are expected to serve as role models in the areas of leadership, character, and dependability. The following rules apply to all participants in co/extra-curricular activities in grades 7-12.

Any allegation of an infraction of the Co/Extra-Curricular Activities Code of Conduct shall be referred to the administrator or designee. The administrator will determine if an infraction has occurred. If it is determined that an infraction has occurred, the participant, the participant's parents/guardians (if the participant is under the age of 18), and the participant's coach will be notified.

STUDENT PARTICIPATION IN CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board of Education hereby directs the administration to regulate the academic eligibility of students that participate in co-curricular/extra-curricular activities in the Eaton Community School District. This policy does NOT apply to any activity or program in the District's graded course of study.

The Eaton Board of Education hereby adopts the Ohio High School Athletic Association's rules for all other eligibility and participation regulations regarding interscholastic athletic programs, not otherwise regulated by this or any other policy the Board of Education or the Eaton Community Schools' Student Handbook.

GENERAL CODE GUIDELINES

1. All students, grades 7-12 involved in co/extra-curricular activities, will be considered "participants" and bound by the Co/Extra-Curricular Activities Code of Conduct. No student shall be allowed to participate in any school activity (ex. game, match, or contest) with a group/team until the all Participation Forms have been signed by the parent/guardian (for students under 18) and the student and returned to the coach/advisor.
2. Exemplary attendance is expected of participants at all times. A student who is not in school for a minimum of three-fourths (3/4) of the scheduled school day may not be permitted to participate in any group/team activity. Participation in any weekend, school break, and/or holiday break activity may be denied to students who are not in attendance on the last day before the break begins. Any exceptions to this rule require the permission of the administrator/designee.
3. With prior approval by the principal/designee, as may be appropriate, additional standards and rules may be established in writing by the activity advisor/coach and become effective when given to the participant. The standards or rules shall be a part of the Co/Extra-Curricular Activities Code of Conduct for the activity.
4. Participants denied participation for a limited period of time may be eligible for an award.

5. Any participant who quits or is released for disciplinary reasons may not participate in another sport during that season. This includes any organized conditioning programs or open gyms/facilities.
6. If the season ends before the duration of an assigned suspension, the remainder of the suspension will be carried into the next season in which the student chooses to participate.
7. Reasonable accommodations may be made for the participant to train in preparation for the next season. The accommodation granted will be at the discretion of the administrator or designee in agreement with the advisor/coach.

ELIGIBILITY REQUIREMENTS FOR GRADES 7 & 8

The Board of Education hereby directs the administration to regulate the academic eligibility of students that participate in co-curricular/extra-curricular activities in the Eaton Community School District. This policy does NOT apply to any activity or program in the District's graded course of study.

The Eaton Board of Education hereby adopts the Ohio High School Athletic Association's rules for all other eligibility and participation regulations regarding interscholastic athletic programs, not otherwise regulated by this or any other policy the Board of Education or the Eaton Community Schools' Student Handbook.

The Board of Education adopts the Ohio High School Athletic Association rules for all other eligibility and participation issues regarding interscholastic athletic programs. The Board of Education will periodically review this policy and make the necessary adjustments when required.

1. 7th and 8th grade students who turn 15 years of age prior to August 1 of the current school year are ineligible for 7th-8th grade athletics but are eligible to participate in high school athletics.
2. Students must be currently enrolled in Eaton Middle School.
3. A student enrolling in the seventh (7) grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade seven (7) or eight (8) must be currently enrolled and must have been enrolled in school in the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. The students must also meet Eaton Community Schools guidelines as stated below, of which include a 2.0 GPA.
4. A student enrolled in the first grading period **after advancement from the eighth (8) grade** must have passed a minimum of five (5) of all subjects carried the preceding grading period prior to advancement in which the student was enrolled.
5. In addition to passing the minimum of FIVE (5) units of credit, the student must have a minimum grade point average (GPA) of a 2.0 derived from the previous quarter grades.
6. Students with a GPA between 1.5 and 1.99 from the previous grading period may participate in Co-Curricular and Extra-Curricular activities on a probationary status provided they attend a daily study table. The duration of attendance at the study table will be for the entire quarter of participation.
7. At the conclusion of the probationary period, students shall return to full eligibility status with a 2.0 or above GPA. However, students who do not achieve the necessary 2.0 GPA at the conclusion of the probationary period shall be ineligible through the next full grading period and will not be eligible until a GPA of 2.0 is attained at the conclusion of a nine week grading period.

Study Table: Athletic director/teacher supervised period of time in which students are assisted with their core academic classes. The goal of the Study Table is to help students improve their grades. Study Tables will be held on regular basis during time periods designated by the administration.

Students must meet all Ohio High School Athletic Association (OHSAA) guidelines as well as all guidelines listed in the Student Handbook.

Please consult your principal or athletic director if there are any questions regarding OHSAA eligibility requirements. Additional information can be found online at: <http://www.ohsaa.org/>.

TRANSPORTATION

Squad members must travel to and come from all athletic games or scrimmages in buses or vans when provided by the school district. Violation of this policy may mean immediate dismissal from the team. If an unusual situation arises, a parent/guardian may transport their son/daughter to and/or from the contest. In such a case, the parent/guardian must submit **THE ALTERNATE TRANSPORTATION FORM** in advance to the coach who will forward it to the athletic director or administrator.

AWARDS

An athlete must attend the athletic banquet of his/her team to receive any award. He/she may be excused only by the principal, athletic director, or coach.

MEDICAL INSURANCE

The school does not provide medical insurance for the athletes. Parents/guardians must provide all medical coverage and be responsible for any and all medical bills incurred as a result of any injury.

The Ohio High School Athletic Association does provide limited catastrophic accidental insurance that covers some medical expenses not covered by other insurance. The insurance covers the period within one year of the date of injury. The Ohio High School Athletic Association insurance has a \$25,000 deductible and a maximum benefit of \$250,000. Coverage under this policy is provided automatically when a student is a member of an athletic squad.

PARTICIPATION FORMS

The following must be completed prior to participation in any practice or contest by an athlete:

1. Physical signed by the doctor, parent/guardian, and the athlete.
2. OHSAA Authorization Form signed by both the parent/guardian and the athlete.
3. Informed Consent Agreement signed by both the parent/guardian and the athlete.
4. Emergency Medical Form completed by the parent/guardian (this must be an original; copies are not accepted by hospitals).
5. Ohio Department of Health Concussion Information Sheet signed by both the parent/guardian and the athlete.
6. Student Athletic Waiver and Release signed by both the parent/guardian and the athlete.
7. Student Athletic Authorization Statement signed by both the parent/guardian and the athlete.

CHAIN OF COMMAND

Please follow the chain of command when trying to address questions, concerns and/or problems that may arise during participation in co/extra-curricular activities.

- 1st Step - Head Coach
- 2nd Step - Athletic Director
- 3rd Step - Principal
- 4th Step - Superintendent
- 5th Step - Board of Education

CO/EXTRA-CURRICULAR ACTIVITY CODE OF CONDUCT

1. A student should conduct himself/herself both in and out of school in a manner that reflects good citizenship. Acts of unacceptable conduct include, but are not limited to theft, vandalism, disrespect, violation of school/class rules, and violation of laws (excluding traffic violations), and unsportsmanlike conduct. Consequences levied will be consistent with the nature of the offense and may include suspension from participation from all co/extra-curricular activities for a period of up to one year.
2. A student under a disciplinary out-of-school suspension, expulsion, or exclusion will not be eligible to participate and/or attend (in any manner) any co/extra-curricular activities during the suspension or expulsion.
3. Use or possession of alcoholic beverages, tobacco products, illegal drugs, or any controlled substance not specifically prescribed by a physician is expressly forbidden. Anyone who aids or abets another in committing an infraction concerning alcoholic beverages, tobacco products, or illegal drugs, will be considered in violation of the Co/Extra-Curricular Activities Code of Conduct and the Drug Testing Policy. Consequences for violation of this portion of the Co/Extra-Curricular Activities Code of Conduct will be handled as follows:

Consequences for first offense for use or possession of alcoholic beverages, tobacco products, illegal drugs, or any controlled substance not specifically prescribed by a physician:

- a. The student will be suspended from participating in all co-curricular and extra-curricular activities for one calendar year from date notified by the administrator/designee.
- b. The student will not participate in the next practice, contest/event after determining an infraction has occurred and will be removed from any leadership role (i.e. officer, captain) for the remainder of the year or sport season.
- c. The suspension includes all practices, contests (including tournament games), and events.
- d. The suspension period may be reduced to a minimum of 20% (rounded to the nearest whole number) of regular season contests/events and the student reinstated on probationary status. To be considered for reinstatement, the student and the parent/guardian must have complied with the following and must have been fully honest and cooperative:

* Prior to consideration for reinstatement, a student must show evidence of scheduling a complete tobacco, drug, and/or alcohol assessment. The assessment will be at the family/student expense and must be conducted by an Ohio Department of Alcohol and Drug Abuse Services (ODADAS) certified counselor. The student must follow any suggestions/recommendations by the counselor.

* Prior to reinstatement, the student must also agree to complete any educational class/counseling program as recommended by the ODADAS certified counselor related to correcting the behavior that caused the suspension and show evidence of having scheduled the program sessions. Failure to complete such agreed class or counseling within one calendar year shall itself be considered a violation of the Co/Extra-Curricular Activities Code of Conduct.

Any number of suspended games, contests and/or events not fulfilled by the current season will be carried over into the next co/extra-curricular activity in which the student participates (for the entire season).

Consequences for second offense for the use or possession of alcoholic beverages, tobacco products, illegal drugs, or any controlled substance not specifically prescribed by a physician:

1. The student will be suspended from participating in all co/extra-curricular activities for **two** calendar years from the date notified by the administrator/designee.
2. The student will not participate in the next practice, contest/event after determining an infraction has occurred.
3. The suspension includes all practices, contests (including tournament games) and events.
4. The suspension period may be reduced to one calendar year and the student reinstated on probationary status. To be considered for reinstatement, the student and the parent/guardian must have complied with the following and must have been fully honest and cooperative:
 - a. Prior to consideration for reinstatement, a student must complete a tobacco, drug, and/or alcohol assessment. The assessment is at the student/family expense and must be conducted by an Ohio Department of Alcohol and Drug Abuse Services (ODADAS) certified counselor. The student must follow any suggestions/recommendations by the counselor.
 - b. Prior to reinstatement, the student must agree to complete any educational class/counseling program as recommended by the ODADAS certified counselor related to correcting the behavior that caused the suspension and show evidence of having scheduled the program sessions. Failure to complete such agreed class or counseling within one calendar year may itself be considered a violation of the Co/Extra-Curricular Activities Code of Conduct .

REINSTATEMENT PROCEDURE FOR FIRST AND SECOND OFFENSES

After a first or second suspension occurs, a student must submit a written request for probationary reinstatement to the administrator or designee. Before reinstatement, the student must have complied with reinstatement requirements as noted. The reinstatement decisions will be made by the building administration and the decision is final.

Any reinstatement, if granted, is probationary and can be rescinded at any time during the period of the initial suspension. The reinstatement will be revoked if the student does not make timely progress toward completing any remaining requirements for probationary reinstatement or for any action considered derogatory to the school system, its students, employees, and/or programs. Revocation shall be at the sole discretion of the administrator and the decision will be final.

Consequences for third offense for use or possession of alcoholic beverages, tobacco products, illegal drugs,

or any controlled substance not specifically prescribed by a physician:

The participant will be suspended from participating in all co/extra-curricular activities for the remainder of the student's career at Eaton Community Schools. Parents/guardians/participant may request a reevaluation of the case after eighteen full calendar months of suspension.

NOTE: Student "self-referrals" are encouraged and should be directed to the administrator/designee. If the self-referral takes place prior to an investigation, involving that student and others involved, consideration will be given to the student's willingness to cooperate.

SPORTSMANSHIP, ETHICS, AND INTEGRITY IN CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The Board of Education recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in Board of Education approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The Board of Education further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the education process and in all segments of the community, including administrators, participants, adult supervisors, parents/guardians, fans, spirit groups, and support/booster groups.

EJECTION FOR UNSPORTSMANLIKE CONDUCT STUDENTS

Any player ejected or disqualified for unsporting conduct or flagrant foul shall be ineligible for all contests for the remainder of that day. In addition, the player shall be ineligible for all contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection or disqualification.

A student under suspension may not sit on the team bench, enter the locker room, or be affiliated with the team in any way traveling to, during, or after the contest(s).

When ejection or disqualification of a player results from illegal substitution in baseball, softball, or basketball, the two contest suspension does not apply.

If the ejection or disqualification occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport in which the student participates.

A student who is ejected or disqualified a second time shall be suspended for the remainder of the season in that sport. A student who has been ejected or disqualified for unsporting conduct, for the second time in the season during the last contest, shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the Commissioner as specified in the OHSAA tournament regulations.

In accordance with OHSAA Bylaw 8-3-1, the decisions of contest officials are final.

Note: When national playing rules refer to a disqualification for unsporting conduct or a flagrant violation, this is considered an ejection as referenced in this regulation.

VIII. CLUBS AND ORGANIZATIONS

CLASS ELECTIONS

Each class shall elect a President, Vice-President, Secretary, Treasurer, and two Student Council Representatives (one boy and one girl) in spring elections by Student Council. Candidates must secure petitions for the office of their choice and correctly complete and file them by the due date set by Student Council.

HONOR SOCIETY

The Honor Society tapping exercise is held each year in the spring. Members are selected by a faculty committee which judges scholarship, character, leadership, and service.

To become a member of the Honor Society, students must meet the following criteria:

Scholarship – Have a minimum of a 3.5 grade point average for the academic school year.

Character – Character is who you are when no one is looking. When applying for the Honor Society, a student’s discipline record will be reviewed. Students that receive a Thursday extended detention*, Saturday school, in-school detention/suspension, out-of-school suspension, or expulsion will not be considered for the Honor Society.

Leadership – Demonstrates leadership in the classroom, school, and community. Minimum of one leadership activity with documentation and/or signature.

Community Service – Participates in some outside activities, volunteers, and is dependable in assisting others. Minimum of one volunteer activity for the school or community with documentation and/or signature.

Citizenship – Understands the importance of civic involvement. A written letter of recommendation from someone other than a relative or Eaton Middle School staff member will be required. In addition, a written essay about how citizenship is reflected in the student’s daily life will be required.

Students will receive and submit an application that will be reviewed by faculty council, selected by the principal.

*A student can “work off” one Thursday extended detention and still be eligible for the Honor Society. See the Honor Society advisor for details.

STUDENT COUNCIL

The Student Council is an organization whose purposes are to promote a closer relationship between students and teachers, promote more school spirit, organize, and coordinate school and club activities, provide a common ground of expression for all student body and administration, and to promote better school and community relations.

The membership of the Student Council is made up of a president and vice-president elected by vote of the entire student body grades 6-8, the presidents of all school-sponsored clubs and organizations, each class president and two elected representatives, one boy and one girl from each class.

List of Clubs

ACADEMIC TEAM

The Academic Team is open to 7th and 8th grade students wishing to take part in academic competitions with other schools. Other tournaments or competitions may also be scheduled. Team members are expected to attend scheduled practice sessions and matches while maintaining high academic standing in their regular school classes as well.

DRAMA CLUB

Students may put on a play each year if there is enough interest. If students want to be an actor or help with props, get involved.

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**EATON MIDDLE SCHOOL
ACKNOWLEDGMENT OF PARENT-STUDENT HANDBOOK**

The rules in the Parent-Student Handbook apply to student attendance, the school day, all school-sponsored activities, and extra-curricular activities.

I acknowledge receiving a copy of the Parent-Student Handbook, having it reviewed by school personnel, being instructed to read and study the rules, and being told to share them with my parents/guardians for their review and general information. I also acknowledge receipt of the Emergency Medical Form, which is to be signed by my parent/guardian and returned to the school.

Student Signature Date

I acknowledge seeing and/or reviewing my son/daughter's Parent-Student Handbook. I am aware that these rules have been approved by the Board of Education. I also acknowledge receipt of the Emergency Medical Form, which is to be signed and return to the school along with the Parent-Student Handbook Acknowledgment.

Parent/Guardian Signature Date

THE ACKNOWLEDGMENT AND THE EMERGENCY MEDICAL FORM ARE TO BE COMPLETED AND RETURNED TO SCHOOL WITHIN FIVE DAYS. It is IMPERATIVE that each student's Emergency Medical Form be on file in case treatment for illness or emergency would be necessary. These MUST be returned to the school office.

Some additions/corrections to the Parent-Student Handbook may be necessary after printing, due to action by the Board of Education. If applicable, these changes may be noted in an insert. I/We acknowledge receiving a copy of these changes.

Student Signature **Date**

Parent/Guardian Signature **Date**