

**Student Handbook  
2021-2022**

***Eaton High School***

***600 Hillcrest Drive  
Eaton, OH 45320***

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**This agenda belongs to:**

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

**Address** \_\_\_\_\_

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**State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Advisory** \_\_\_\_\_

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# WELCOME

Dear Parents and Students,

Welcome to Eaton High School for the 2021-2022 school year. Eaton High School is a comprehensive high school that offers many educational and extra-curricular opportunities for our students. We know that classroom performance combined with participation in school activities generates the most positive school experience and I encourage you to take advantage of all that EHS has to offer. The staff is excited to work with students, parents, and the community to help make this a successful school year. Students are encouraged to take an active role in their education by attending school, being prepared for class, completing assignments, and receiving assistance when necessary. Students will be held to high expectations while attending Eaton High School. Parents are encouraged to communication with teachers and administration for the betterment of their student.

All students are encouraged to get involved in clubs, sports, and other extra-curricular and co-curricular activities. The experiences in extra-curricular and co-curricular activities will play an important role in developing a well-rounded individual. When students get involved in extra-curricular and co-curricular activities they are learning to work as a team, be dedicated, be committed, and time management skills.

This handbook addresses issues and behaviors that we believe will make EHS a positive place for student learning. Our goal is to provide a safe and effective educational program, creating an environment where each student can be successful. I urge all students and parents to familiarize themselves with the handbook; it serves as the document that will be used by the staff to keep things positive and orderly within our school building and at our extra-curricular activities.

It's Great To Be An Eagle!!

Scott Couch, Principal  
scouch@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.

### **MISSION STATEMENT**

The mission of Eaton High School, in partnership with our community, is to provide diverse and progressive educational opportunities while guiding individuals to become ethical citizens by developing cooperation, positive attitudes, and responsibilities for excellence.

### **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.

## LUNCH/BLOCK SCHEDULE

### “A” LUNCH SCHEDULE

7:30 – 7:50 a.m.	Advisory
7:55 – 9:20 a.m.	Block 1/5
9:25 – 10:50 a.m.	Block 2/6
10:50 – 11:20 a.m.	“A” Lunch
11:20 a.m. – 12:45 p.m.	Block 3/7
12:50 – 2:15 p.m.	Block 4/8

### “B” LUNCH SCHEDULE

7:30 – 7:50 a.m.	Advisory
7:55 – 9:20 a.m.	Block 1/5
9:25 – 10:50 a.m.	Block 2/6
10:55 – 11:35 a.m.	Block 3/7
11:35 – 12:05 p.m.	“B” Lunch
12:05 – 12:45 p.m.	Block 3/7 continues
12:50 – 2:15 p.m.	Block 4/8

### “C” LUNCH SCHEDULE

7:30 – 7:50 a.m.	Advisory
7:55 – 9:20 a.m.	Block 1/5
9:25 – 10:50 a.m.	Block 2/6
10:55 a.m. – 12:15 p.m.	Block 3/7
12:15 – 12:45 p.m.	“C” Lunch
12:50 – 2:15 p.m.	Block 4/8

### **Purple Days: Blocks 1, 2, 3, & 4 – Gold Days: Blocks 5, 6, 7, & 8.**

Students may not enter the building until 7:00 a.m. If students are going to arrive before 7:00 a.m. they will need prior written permission from an administrator. Students will not be permitted to enter the academic wing until 7:10 a.m. unless they have a written note from a teacher giving them permission to go to the teacher’s classroom. Buses depart the high school at 2:22 p.m. After-school detention is 2:20 p.m. – 3:10 p.m.

### **ADDRESS OR PHONE NUMBER CHANGE**

Parents/guardians must notify the school immediately of address or phone number changes and update Final Forms. 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.

## **OPEN ENROLLMENT**

The Eaton Board of Education shall permit the enrollment of students from any Ohio school district in a school or program of this District, provided each enrollment is in accordance with laws and regulations of the State concerning Inter-district Open Enrollment, the provisions of policy 5113, and the administrative guidelines established to implement policy 5113.

The number of openings in a particular program for open enrollment students will be determined by optimum size for a particular program, classroom/school building, or grade level which is the number of students that can be accommodated without increasing District expenditures for staff or equipment.

Applications are available at the District Office or online at [www.eaton.k12.oh.us](http://www.eaton.k12.oh.us). Applications will not be considered until June 1.

## **SCHOOL CLOSINGS**

Closings/delays can be found on the internet at [www.eaton.k12.oh.us](http://www.eaton.k12.oh.us) and the district will issue information by way of district-wide automated call and through Parent Square notifications (text, email, app notification).

Additionally, closings/delays will be broadcast on local television and radio stations. Many television/radio stations offer School Closing alerts via text message and email, such as WHIO Ch.7, WDTN Ch. 2 and WKEF/WRGT Ch. 22/45. These alerts are options for family members or caregivers who do not receive direct communication from Eaton Community Schools.

## **CALAMITY DAYS 1-5**

Students will not make-up the first 5 calamity days.

## **CALAMITY DAYS 6-8**

Eaton Community Schools will be assigning electronic lessons as a method for making up calamity days 6-8. These "eDay Lessons" will be found in each teachers Google Classroom and available by 9:00 a.m. on that day. The district-wide automated call system and Parent Square will alert students and parents 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 when posted 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.

## **CALAMITY DAY 9 AND BEYOND**

Please note, all school closings may be made up by adding days to the school calendar.

## **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. Emergency dismissal information is collected on the Transportation Information tab in Final Forms. 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 of Education 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 main 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](http://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, assessments, and a current record of grades in each class, if required by the teacher.
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.

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.

## **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.

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or



H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

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

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

A.C. 3301-35-02(C), 3301-35-01(D)(5)  
20 U.S.C. 1232g, 20 U.S.C. 1232h  
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## **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. Parents/guardians also have the option to make a request that the student's contact information not be released to military recruits without prior written parental 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.

### **EQUAL EDUCATION OPPORTUNITY**

This District provides an Equal Educational Opportunity for all students. Any person who believes that he/she 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

Director of Exceptional Children's  
Services & School Psychology  
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.

### **Eaton High School Awards Concepts: Gold and Purple Cards**

Students who attain a high level of academic achievement are recognized in meaningful ways. The Gold and Purple Cards are awarded to students each grading quarter. Each card is accompanied by a list of privileges that the holder can enjoy during the quarter following that in which it was awarded. NOTE: A Discipline Referral or Referrals may result in the Card being revoked.

Gold Card – 4.00 or above GPA (no D/F's) for the Quarter.

1. Free admission to all high school athletic events.
2. A number of discounts from area restaurants and businesses (the number and actual discounts may vary.) Student Council will arrange all discounts.

Purple Card – 3.5-3.99 GPA (no D/F's) for the Quarter

1. One-half price on admissions to high school athletic events.

2. A number of discounts from area restaurants and businesses (the number and actual discounts may vary). Student Council will arrange all discounts. Eaton High School will also be recognizing students who have made steps to improve their academic standing, behavior, attendance, etc. Every student will have an opportunity to earn a **CARE** card. Students earning a **CARE** card have demonstrated Cooperation, a positive Attitude, Responsibility, and movement toward Excellence.

## 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 4<sup>th</sup> 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, class rank, 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	

## **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 guidance 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 not able to access homework information from Progress Book, they are responsible to find their teachers upon their return to school. They are to find their Purple and Gold day teachers, regardless of the day they return. The student is responsible to know the day that all make-up work is due.

## **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.

## **EXAMINATION POLICY**

During the first few days of each class, the teacher will explain course requirements and grading procedures. The percent of the grade that the semester exam or assessment option will be assigned will be explained at this time along with the assessment option that will be used.

1. The classroom teacher (department) will determine which type of semester exam or student assessment will be appropriate for each class they are teaching. Options include cumulative tests, labs, portfolios, projects, and term papers. Specific teacher expectations and requirements will be explained to students at

the beginning of the year.

2. The exam grade or the optional assessment grade will be included in the second and fourth nine weeks grading period. The percentage of the grade for the particular nine weeks grade shall be 20% as determined by the teacher.
3. Make-up procedures will be in accordance with school policy for other test and assignments.
4. Exams will be given during the last week of the semester.
5. Students must pass 2 of 3 assessments in a semester course or 4 of 6 assessments in a year course to pass the class and get credit for the class.

## **CREDITS, COURSE LOAD AND PROMOTION**

Every full-time student must be enrolled in class a minimum of seven blocks **EACH SEMESTER**. Students aid in planning their courses of study with their guidance counselor. Grade status is determined by units of credit earned as follows: 10<sup>th</sup> grade – 6 credits, 11<sup>th</sup> grade – 12 credits, 12<sup>th</sup> grade – 18 credits.

## **GRADUATION REQUIREMENTS**

In order to graduate, receive a diploma and participate in the commencement exercises, a student shall have successfully completed enough credits to meet the requirements established for graduation. All sections of State testing must be passed.

Correspondence course examinations **must** be taken and sent in to the correspondence school two weeks prior to the date of the graduation ceremony. A student, who does not have sufficient credits to graduate because of incomplete grades due to personal illness or other circumstances, shall not be permitted to participate in commencement exercises. However that student, at a later time, shall receive a diploma upon satisfactory completion of all requirements for graduation.

Any graduating senior who has not fulfilled obligations such as fees, fines, detentions, or disciplinary actions to the satisfaction of the school at the time of graduation, shall not participate in the commencement exercises or receive a diploma until such obligations have been fulfilled. The August diploma will reflect August of that year as the graduation date. Any student who has been enrolled in high school for four years and completes graduation requirements before the first day of the following school year will be considered a graduate of that calendar year. All seniors who have met the above requirements **must** attend graduation practice in order to participate in the commencement ceremony.

Seniors must pass five (5) courses in order to participate in the commencement

exercises. All four-year seniors must be enrolled in seven classes, the CBI program, or work-study during their entire final year.

## **WEIGHTED GRADE POLICY**

All weighted courses will be identified as level 2 courses on the student's transcript. Only a level 2 course which has been successfully completed (C or above) at Eaton High School, will have an "add on" factor of .05 added to the student's GPA.

This calculation method allows students to take any number of total courses and to have only the number of successfully completed level 2 courses enhance their final GPA and class rank.

Level 2 Weighted Classes AP Comparative Government  
English 12 College Prep/AP  
Calculus  
Physics  
Anatomy & Physiology

With regards to the College Credit Plus program, all advanced standing programs must be weighted the same within the same subject area.

## **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 schools' 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 Exceptional Children's Services and School Psychology 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.

Whole grade assessment is conducted for superior math and reading ability in grades 9-10 using the MAP testing. Identification in reading or math are accomplished when a student scores 95-99 percentile on the fall, winter or spring administration of the MAP tests, which have been approved by the Ohio Department of Education.

Students in grades 9-12 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).

#### **Eaton School Board Policy 2464 – Gifted Education and Identification**

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the *Operating Standards for Identifying and Serving Gifted Students* as specified in the District Plan.

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

The Superintendent shall identify children in grades kindergarten through twelve, who may be gifted in one or more of the following areas:

- A. Superior Cognitive Ability



- B. Specific Academic Ability in one or more of the following content areas:
  - 1. Mathematics
  - 2. Science
  - 3. Reading, writing, or a combination of these skills
  - 4. Social studies
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability such as drawing, painting, sculpting, music, dance, drama

Only those instruments approved by the Ohio Department of Education shall be used for screening, assessment, and identification of children who are gifted as provided in the Chart of Approved Gifted Identification/Screening Instruments . The District shall select instruments from the approved list that will allow for appropriate screening and identification of minority and disadvantaged students, students with disabilities, and students for whom English is a second language.

Scores on Ohio Department of Education approved assessment instruments provided by other school districts and trained personnel outside the School District shall be accepted.

The Board of Education shall adopt and the Superintendent shall submit to the Ohio Department of Education a plan for the screening, assessment, and identification of children who are gifted. Any revisions to the District plan will be submitted to the Ohio Department of Education for approval. The identification plan shall include the following:

- A. the criteria and methods used to screen and select children for further assessment who perform or show potential for performing at remarkably high levels of accomplishment in one of the gifted areas
- B. the sources of assessment data used to select children for further testing and an explanation to parents of the multiple assessment instruments required to identify children who are gifted
- C. an explanation for parents of the methods used to ensure equal access to screening and further assessment by all District children, culturally and linguistically diverse children, children from low socio-economic background, children with disabilities, and children for whom English is a second language
- D. the process of notifying parents regarding all policies and procedures concerning the screening, assessment, and identification of children who are gifted
- E. provision of an opportunity for parents to appeal any decision about the results of any screening procedure for assessment, the scheduling of children

for assessment, or the placement of a student in any program or for receipt of services

- F. procedures for the assessment of children who transfer into the District
- G. Provisions for students to withdraw from gifted programs and services
- H. at least two (2) opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other students

The District's plan may provide for contracting with any qualified public or private service provider for screening or assessment services under the plan.

The Superintendent shall:

- A. ensure equal opportunity for all children identified as gifted to receive any or all services offered by the District;
- B. implement a procedure for withdrawal of children from District services and for reassessment of children;
- C. implement a procedure for resolving disputes with regard to identification and placement decisions;
- D. inform parents of the contents of this policy as required ;
- E. submit, as required, an annual report to the Ohio Department of Education.

Placement procedures for District services shall be in conformance with the District's written criteria for determining eligibility for placement in those services.

- A. Written criteria for determining eligibility for placement in a gifted service shall be provided to any parent, District educator, or the Ohio Department of Education upon request.
- B. Written criteria provided by the District shall include an explanation of the methods used to ensure equal access to each gifted service for all eligible District students, including minority or disadvantaged students, students with disabilities, and students for whom English is a second language.
- C. Services which students receive shall be consistent with their area(s) of identification and shall be differentiated to meet their needs.
- D. Subjective criteria such as teacher recommendations shall not be used to exclude a student from service in the superior cognitive and specific academic areas who would otherwise be eligible.
- E. All District students who meet the written criteria for a gifted service shall be provided an equal opportunity to receive that service.

The Superintendent shall implement all policies and procedures in accordance with timelines and other requirements of laws, rules and regulations, and follow the *Operating Standards for Identifying and Serving Gifted Students*.

The Superintendent shall develop a plan for the service of gifted students enrolled in the District identified under this policy. Gifted services shall occur during the typical instructional day with flexibility allowed for the scheduling of District-approved internships or mentorships and higher education coursework, including credit flexibility. Services specified in the plan may include such options as the following:

- A. a differentiated curriculum
- B. differentiated instruction
- C. cluster groupings
- D. mentorships/internships
- E. whole grade acceleration (see Policy 5410)
- F. subject acceleration (see Policy 5410)
- G. early entrance (see Policy [5112](#))
- H. early high school graduation (see Policy 5464)
- I. dual enrollment opportunities including but not limited to college credit plus
- J. advanced placement/international baccalaureate courses
- K. honors classes
- L. magnet schools
- M. self-contained classrooms
- N. resource rooms
- O. independent study/educational options
- P. advanced online courses and programs
- Q. Services from a trained arts instructor
- R. other options identified in the rules of the Ohio Department of Education

A Written Education Plan (WEP) will guide the gifted services based on the student's area(s) of identification and individual needs. The Written Education Plan shall:

- A. provide a description of the services to be provided;
- B. identify staff members responsible for providing that specific services are delivered;
- C. implement a procedure for resolving disputes with regard to identification and placement decisions;
- D. specify policies regarding the waiver of assignments and the scheduling of tests missed while participating in any gifted services provided outside the general classroom if different from the District policy detailed below;

E. specify a date by which the WEP will be reviewed for possible revision.

The WEP shall be developed in collaboration with an educator who holds licensure or an endorsement in gifted education. The WEP shall include goals for the student, methods and performance measurements for evaluating progress on the goals, and a schedule for reporting progress to students and parents.

Parents and all educators responsible for providing gifted education services to the student, including teachers providing differentiated instruction in general education settings, shall be provided a copy of the WEP

Students participating in gifted services provided outside the general education classroom will generally be exempted from routine class work (worksheets, homework, etc.) assigned during absences from the regular classroom due to participation in the gifted services. Students are to turn in work due the day of absence and make arrangements to make up missed tests. Special class work (projects, book reports, etc.) assigned during the student's absence are to be completed. Exceptions to this policy will be detailed in the student's Written Education Plan.

The District shall report to parents and the Ohio Department of Education that a student is receiving gifted education services only if the services are provided in conformance with the *Operating Standards for Identifying and Serving Gifted Students*.

Each year the District shall submit data and participate in program audits as required by the Department

R.C. 3301.07(K), 3324.01 - 3324.07, 3315.09, 3317.002, 3317.024, 3317.051

R.C. 3317.04

A.C. 3301-35-01, 3301-35-06, 3301-51-15

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## **MULTI-TIERED SYSTEM OF SUPPORTS**

The Multi-tiered System of Supports (MTSS) is a framework that many schools use to provide targeted supports to struggling students. It screens all kids and aims to address behavioral, social-emotional, and academic issues. Faculty meets on behalf of students needing assistance with “at-risk” issues. The process uses a collaborative problem solving approach to develop an intervention plan for children experiencing difficulties. This plan is designed to address and close gaps in a timely manner for students to be successful in their education.

## **MIAMI VALLEY CAREER TECHNOLOGY CENTER**

Eaton High School is a member of the Miami Valley Career Technology District. This school offers to eleventh and twelfth graders a two-year program of intensive training in

a number of vocational areas. Any student desiring to enroll in this program should contact a guidance counselor while still in the ninth grade. It is imperative that certain requirements be completed during the ninth or tenth grade years at Eaton before admission to MVCTC. There are also a limited number of one-year programs offered during the senior year.

## **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.

## **IDENTIFYING CHILDREN WITH DISABILITIES**

Children ages 3 through 21 with disabilities may be eligible for special education services. A disability may include any of the following conditions: hearing impairments, physical impairments, speech or language impairments, visual impairments, other health impairments, cognitive disabilities, specific learning disabilities, multiple disabilities, autism, emotional disturbance, or traumatic brain injury.

If you have or know of a child who may have a disability, please contact the Director of Exceptional Children's Services and School Psychology at 937-456-1107.

## **DROPPING OR ADDING A CLASS**

After scheduling has begun, changes will not be made unless first recommended by a teacher to the guidance counselor who will confer with the parents/guardians. Upon approval of the principal, the change will be made. After the first two weeks of a term, a withdraw/failure will be given for dropping a class.

## **FLEX CREDIT**

Flex credit is credit earned outside the regular Eaton High School or Miami Valley Career Technology Center. Work such as PSEO, correspondence, independent study, testing out, and other options are included in the flex credit. See your 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 high school career. However there may be an occasion when a student/parent objects to an assigned novel based on personal beliefs. When objections occur the parent 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 by 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. Medical, dental, or legal appointments
4. Death of a relative
5. Needed at home due to absence of parents or guardians
6. Observance of religious holidays
7. 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 hours missed beyond the 62.5 hours (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 may be assigned 1 Thursday extended detention.
- Step Two:** When a student has a second unexcused absence, the principal/designee may 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 and/or in-school discipline.

## **TRUANCY**

Unexcused absence from school is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in a school month, or 72 hours or more in a school year.

## **TRUANCY PROCEDURES**

The following steps will be taken when a student meets any of the thresholds to be considered habitually truant.

**Step One:** The student will be assigned to an absence intervention team

**Step Two:** The parents/guardians/custodians will be notified and requested to attend a truancy intervention planning meeting

**Step Three:** The absence intervention team will meet with the student and parents/guardians/custodians to create a truancy intervention plan. The truancy intervention plan may consist of counseling for the student, requesting or requiring a parent/guardian/custodian to attend a truancy prevention mediation program, and/or notification to the Registrar of Motor Vehicles.

Once the truancy intervention plan is put in to place any further absences, without legitimate excuse, may result in the student being informally enrolled in the court's alternative to adjudication program.



On the 61<sup>st</sup> day after implementing the truancy intervention plan a complaint will be filed in juvenile court if:

1. The student was absent, without excuse, for 30 consecutive hours, 42 hours in a school month, or 72 days in a school year;
2. The school has made three meaningful attempts to reengage through the absence intervention plan and any offered alternative to adjudication; and
3. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered alternative adjudication.

### **PARENTALLY EXCUSED ABSENCES PROCEDURES**

**Step One:** When a student has accumulated **five** 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 absences
2. Dated copy of correspondence or other type of parental contact after the 5<sup>th</sup> day of absence
3. Biographical information

**Step Two:** When a student has accumulated ten parentally excused 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 that the threshold for parentally excused absences has been met.

### **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 of three blocks. Any valid exceptions must be approved in advance by the administration.

## **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 a parentally 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

## **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 may be assigned a Thursday extended detention for the 3<sup>rd</sup> tardy to class and/or school.
2. Continued tardiness may 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 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 –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 School maybe assigned for each class cut and if the behavior persists, then a suspension may be issued.

### **HALL PASSES**

Hall passes, though discouraged, are sometimes necessary. Any student in the hall during class time should have a written 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. The Student Handbook shall be used for hall passes as directed by the principal.

### **COLLEGE VISITATIONS**

1. Sophomores, juniors and seniors who wish to visit post-high school institutions during a regularly scheduled school day must secure a permission form from the senior guidance counselor. This form must be completed, signed, returned, and approved by the Guidance Office no later than one day preceding the anticipated visit.
2. Sophomores may have 1 school day for visitations. Junior and seniors may have 3

school days for visitations.

3. No visitations will be granted during the month of May, or the day preceding or following a regularly scheduled holiday.
4. If required form is not turned in on time, the absence cannot be counted as a legal absence, and the student will be counted truant.
5. All work must be turned in before the college visit to be counted without penalty. It is the student's responsibility to contact teachers for their work.

### **MAKE-UP WORK SCHEDULE**

**One Purple Day:** Work missed is due the next Purple day at the time of the class (same as with Gold day).

**Two Consecutive Days:** If the student misses two consecutive days (1 Purple and 1 Gold day) and returns on a Purple day, the Purple day work will be due the second Purple day the student is back to school. The Gold day work will be due the 1st Gold day back to school. If the student returns on a Gold day, the Gold day work will be due the second Gold day the student returns to school. The Purple day work will be due the 1st Purple day back to school.

**Three Consecutive Days:** If the student misses three consecutive days (1P, 1G, 1P) and returns on a Gold day, the Gold day work will be due on the 2nd Gold day the student is back to school. The Purple day work will also be due on the 2nd Gold day the student is back to school. If the student returns on a Purple day, all work is due on the 2nd Purple day the student is back to school.

**Four Consecutive Days:** If the student misses four consecutive days (1P, 1G, 1P, 1G) all make-up work will be due four calendar days after the student's last absence.

**Five Consecutive Days:** If the student misses five consecutive days all make-up work will be due five calendar days from the date of their last absence.

**PLEASE NOTE:** If students are present when an assignment is made and they miss the next class, the work is due upon their return to school.

Students and parents/guardians are strongly encouraged to arrange for homework pick-up as soon as they realize they will miss more than two days of school. All make-up work can be turned in earlier than scheduled.

All students are responsible for finding their teachers upon their return to school. They are to find their Purple and Gold day teachers, regardless of the day they return. The student is responsible to know the day that all make-up work is due.

### **CONDUCT/ATTENDANCE POLICY ON EIGHTEEN-YEAR-OLDS**

Eighteen-year-old students will be expected to comply with the school's rules and policies in the same manner as students recognized as minors. Any eighteen-year-old who violates the Student Code of Conduct and/or Attendance Policy to the degree that unruly/delinquency charges would be filed on a minor child will be recommended for suspension and/or expulsion.

Eighteen-year-old students who assume responsibility for their own attendance must file independence papers with the assistant principal. Eighteen-year-old students who assume responsibility for their own attendance must notify the school in case of absence. Notification of the nature of the absence should be made before school on the day of the absence. Students are also responsible for bringing a note on the first day back to school after an absence. Eighteen-year-old students writing their own notes are expected to show that the absence complies with the above-stated excuses.

## **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.

- 1<sup>st</sup> step – Teacher or Activity Advisor
- 2<sup>nd</sup> step – Principal
- 3<sup>rd</sup> step – Superintendent
- 4<sup>th</sup> 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, social media, inappropriate written expression, gestures, signs, pictures, publications, discs, 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, , 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 administrator. 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 the educational atmosphere. Student dress should remain modest at all times and promote, not detract, from a learning atmosphere.

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 mid-thigh. Pajama pants 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 assistant 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.

### **DETENTION POLICY**

1. Detentions are to be served Mon. - Fri. 2:20 p.m. – 3:10 p.m. in the attendance office.
2. Detention students are to be in the detention room before 2:20 p.m. for afternoon detentions. Students tardy to detention will NOT be permitted to serve detention at that session.
3. Detention is for quiet study; therefore, books must be brought. No library, hall, or office privileges will be granted, nor will students be permitted to sleep in detention. Students who violate detention policy will be referred to the assistant principal.
4. Detentions must be served by the date specified.
5. Failure to serve an assigned detention within the specified time period will result in an automatic Thursday extended detention.

### **THURSDAY EXTENDED DETENTION**

1. **Thursday extended detentions are held at Eaton High School** and will begin at 2:30 p.m. and last until 5:30 p.m.
2. All regular school rules are in force for Thursday extended detention from the time a student arrives on school property until they leave school property.
3. Students will be excused to the restroom by the supervisor.
4. Thursday extended detention 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.
- 5.
6. Thursday extended detention is a disciplinary environment. Talking without permission, sleeping, and resting one's head on the table will not be permitted.

7. Failure to comply with these standards will result in additional consequences as listed under Potential Consequences of the Student Code of Conduct.
8. Students who fail to attend an assigned Thursday extended detention 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:**

<b>Month</b>	<b>Thursday Dates</b>
September:	2, 9, 16, 23, 30
October:	7, 14, 21, 28
November	4, 18
December	2, 9, 16
January	6, 13, 20, 27
February	3, 10, 24
March	3, 10, 17, 24
April	7, 14, 21, 28
May	5, 12, 19

**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.
9. If the student is in CBI, or Developmentally Handicapped and receives the first in-school discipline and is employed (as verified by the respective teachers), he/she will be permitted to go to work. If the student gets a second in-school discipline he/she will not be permitted to go to work and will serve detention the entire day, including lunch. If the student is in CBI or Developmentally Handicapped and not employed, he/she will serve the entire day, including the lunch period.

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

If students are suspended out-of-school, they may make up assignments, tests and projects at full credit, provided the student completes and submits all required assignments. 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 no later than the end of the the second day after students return to school.

If students are suspended out-of-school, they are not permitted to go to work if employed through a school program and are not permitted on school grounds, in the school building, or at any school activities, during the suspension period.

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of

Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to

discipline.

The Superintendent or technology specialist may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and



cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and technology specialist as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

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Legal - P.L. 106-554, Children's Internet Protection Act of 2000; 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003), 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003); 18 U.S.C. 1460, 18 U.S.C. 2246, 18 U.S.C. 2256. 20 U.S.C. 6777, 9134 (2003), 47 C.F.R. 54.500-54.523

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.
1. Students may access the library/media center from Study Hall ONCE per school day.

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 <sup>st</sup> 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 may be assigned a Thursday extended detention. |
|--------------------------|---|

- 2<sup>nd</sup> Offense: A write up, the device is taken away and a parent/guardian must pick it up at their earliest convenience. The student may be assigned a Thursday extended detention and may be 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.

### **VISITING LOCKERS/BOOK BAGS**

Book bags may be used to transport books and supplies to and from school; however, they must then be stored in your locker during the school day. With block scheduling, students need materials for only four blocks each day. Book bags will not be allowed in the classrooms. With block scheduling students only need materials for two blocks before lunch and two blocks after lunch; therefore, it is not necessary for a student to visit his/her locker between blocks. Students should plan to carry all the materials they need for their pre-lunch blocks to both pre-lunch blocks. Students should plan to carry all the materials they need for their post-lunch blocks to both post-lunch blocks. The only time it is necessary to visit a locker is before and after school or before and after lunch.

### **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 cell phones and 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.

To help ensure the safety of all students, staff, and visitors, video surveillance is used at all times on school property. 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.

### **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 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.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

In accordance with Board Policy 8510, the Superintendent shall appoint a District-wide Wellness Committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The committee will focus on developing goals to enable students to establish good health and nutrition habits through nutrition education, physical education, and physical activity. The Wellness Committee shall be an ad hoc committee with members recruited and appointed annually.

The Wellness Committee shall be responsible for:

1. assessment of the current school environment;



2. review of the District's Wellness policy;
3. presentation of the Wellness policy to the Board for approval;
4. measurement of the implementation of the policy; and
5. recommendation for the revision of the policy, is necessary.

At least once every three (3) years, the district shall assess the Wellness Policy on the extent to which schools in the district are in compliance with the district policy, the extent to which the District Policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy.,

## **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.

Emergency Medical forms (EMF) are to be completed online through Final Forms. Parents/Guardians are responsible for any changes that need to be made to the Emergency Medical Form throughout the year. Parents/guardians may log into their Final Forms account at any time to update 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 (Prescription and over the Counter)**

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](http://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 by 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)**

Whenever a student is found to be positive with head lice, his/her parent/guardian will be notified of the finding and requested to pick the child up immediately. Additionally, the student will be told of the findings and reassured that it is a very treatable condition and nothing to be ashamed of. The student will also be educated in the transmission of lice and told not to share combs, hats, etc. with others.

When the parent picks up his/her child, the parent will be informed that the student needs to be treated before s/he returns and the parent will need to complete Form 8451 F3 before the student is readmitted. The student will be permitted to return to school after it is confirmed that the child is free of any evidence of live active lice.

The other students in the positive student's classroom and the student's sibling(s) may be examined for evidence of either the lice or lice eggs (nits). The examination should be done by the school nurse or designee.

The proper way to confirm the presence of lice is to find actual lice in the child's hair. Transmission of lice most often occurs by direct contact with the head of another infested child as lice do not jump or fly. Indirect contact can include personal belongings of positive child (combs, brushes, hats, pillows, and bedding).

Only children and family members who have head lice should be treated. If parents are unsure if a child has lice, the hair should be combed with a lice comb to see if lice are present.

Procedure for treatment and follow-up:

1. If head lice are confirmed at school, the actions described above may be taken.
2. Parents need to notify the school health staff if they discover lice at home. They should notify parents of their child's close friends.
3. The school health staff is readily available to discuss treatment and follow-up of head lice.
4. A class letter may be sent home for confirmed cases of head lice.

5. Parents are to treat the child with a lice-removal product at home, following exact directions. They also are to treat the home environment by vacuuming, and washing bed linens, clothing, brushes, and sports helmets.
6. The student may return to school after treatment and if no live active lice are found in the hair. When the student returns, s/he is checked by the health services staff.
7. Parents need to continue to check for eggs (nits) and lice by combing the hair daily. If eggs and live lice are still present after a week, a second lice-removal treatment should be done. Parents should check for nits and comb their child's hair until no lice are found for two (2) weeks.
8. Parents should continuously observe their children for signs of head lice - scratching, redness at the nape of the neck, and nits attached to the hair shaft, mostly behind the ears and at the base of the neck.
9. If unsure, parents are encouraged to check with their pediatrician for any recommended treatment. The health services staff will check any student for lice by parent request.
10. If more information is needed, please refer to the Centers for Disease Control website: [www.cdc.gov](http://www.cdc.gov).

#### Screening

The following screening program shall be implemented:

The following individuals may be responsible for conducting the screenings: Preble County General Health District; school nurse; and health staff.

- i. Screenings may occur periodically based on reported cases of head lice infestations in a class, grade or building..

### **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 parent/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.

<b>VACCINES</b>	<b>FALL 2021 IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<b>DTaP/DT Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<p><b><u>Grades 9-12</u></b>            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.</p> <p><b><u>Grades 9-12</u></b>            One (1) dose of Tdap vaccine must be administered prior to entry.</p>
<b>POLIO</b>	<p><b><u>Grade 9-10</u></b>            Three (3) or more doses of IPV. The final dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses; If a combination of OPV and IPV was administered, four (4) doses of either vaccine are required.</p> <p><b><u>Grades 11-12</u></b>            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.</p>
<b>MMR</b> Measles, Mumps, Rubella	<p><b><u>Grades 9-12</u></b>            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.</p>
<b>HEP B</b> Hepatitis B	<p><b><u>Grades 9-12</u></b>            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</p>
<b>Varicella</b> (Chickenpox)	<p><b><u>Grade 9-10</u></b>            Two (2) doses of varicella vaccine must be administered prior to entry. Dose one must be administered on or after 1<sup>st</sup> birthday. The second dose should be administered at least 3 months after dose 1.</p> <p><b><u>Grades 11-12</u></b>            One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
<b>MCV4</b> Meningococcal	<p><b><u>Grade 9-11</u></b>            One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p><b><u>Grade 12</u></b>            Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry*</p>

\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required.

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.

### **ASBESTOS MANAGEMENT PLAN**

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required the EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. This law requires school districts to inspect for friable and non-friable asbestos in school buildings, develop Management Plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion.

One of the requirements of this law is to annually notify parents, teachers, staff, and support groups of the availability and location of the school building's Management Plan. The Management Plan for each school is located in the Main Office along with a duplicate copy located in the Designated Person/Program Manager's Office. Also, please be advised that information regarding any inspections/re-inspections, surveillances, response actions, and post-response action activities are also included in the Management Plan and available for your review.

Matt Robbins, Director of Operations, is the Designated Person/Program Manager for the Eaton Community School District. Accordingly, should you have any questions regarding this Management Plan, or wish to see this plan, please contact Matt Robbins at 937-456-4330 or e-mail him at [mrobbins@eaton.k12.oh.us](mailto:mrobbins@eaton.k12.oh.us). You may view the plan during normal business hours (7:00 a.m. – 3:00 p.m., Monday through Friday) by appointment. Copies may be obtained for \$.25 per page.

### **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](http://www.eaton.k12.oh.us), click on Stay Safe Speak Up in the quick link section.

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

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business, or activities occurring off school property that substantially disrupt the operations of the school.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.



If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary

consequences are imposed against such student, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous 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 complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (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 harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with

any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667  
State Board of Education Model Policy (2007)

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## **Non-Disciplinary Interventions**

When verified acts of harassment, intimidation or bullying 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 harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, 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 such 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.

## **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, shall not be 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 in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

## 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 assistant principal for disciplinary consequences as a violation of Rule #7 under the Student Code of Conduct.

Students are not permitted to consume carbonated beverages at lunchtime purchased from the machines in the cafeteria or from any machines located on school property.

**No food or drink is to be consumed outside the cafeteria during breakfast and lunch, unless permission is given by a teacher or administrator.**

### 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 2021-2022 school year. Online applications for free and reduced lunch can be found at [www.eaton.k12.oh.us](http://www.eaton.k12.oh.us), by selecting Lunch Program > Free and Reduced Lunch Application. If you need any assistance completing this application, you may contact the Superintendent’s Office at 456-1107. Information regarding the application process was mailed to each household during the summer. Please note, the online application program will not work on mobile devices. 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. This means that students are to have money either in hand or on their account when going through the lunch line. Parents will need to send a check or cash to school with their child to cover any delinquencies in the student's lunch account. Students will provide the money to the cashier.

At any time, students may purchase snacks if they bring money in-hand and no lunch money is currently owed. However, if your child has a negative balance on his/her lunch account, he/she will not be able to purchase snacks until such negative balance has been paid. Parents/guardians may replenish the money in a student's account by visiting the [www.payforit.net](http://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.

- 1<sup>st</sup> step – Bus Driver and/or Director of Operations
- 2<sup>nd</sup> step – Principal
- 3<sup>rd</sup> step – Superintendent
- 4<sup>th</sup> 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 Boarding, Riding and Exiting Rules:**

1. Passengers are under the authority of the bus driver while boarding, riding and exiting the bus.
2. Students are required to follow all procedures regarding their designated place of safety.
3. Students must go directly to their assigned seat so the bus may safely resume motion.
4. Students must remain properly seated keeping aisles and exits clear.
5. Students must observe classroom conduct and obey the driver promptly and respectfully.
6. Swearing, teasing and verbal abuse are prohibited. Respect other people and their property.
7. Eating, drinking, and chewing gum are not permitted on the bus except as required for medical reasons.
8. Students may not use or possess tobacco, alcohol, or drugs on the bus or at the bus stop.
9. Students may not throw or pass any objects inside or outside of the bus.
10. Students may carry on the bus only objects that can be held on their lap and kept secured.
11. No part of the body (arms, head, legs, etc.) or objects should be placed or thrown out the windows.
12. Bullying, fighting, and other aggressive behaviors are prohibited.
13. 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.
14. The use of any electronic device that prohibits communication with a student, distracts or interferes with the safe operation of the bus is prohibited.
15. Any act of vandalism, marking, or destroying any part of a bus is prohibited.
16. Silence at railroad crossings is mandatory.
17. 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.

## **NONDISCRIMINATION**

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, ancestry, economic status, age or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy. No one shall retaliate against an employee or student because he/she files a grievance; assists or participate in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy. (Adoption date: June 1, 2003)

## **NONDISCRIMINATION ON THE BASIS OF GENDER**

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

Title IX states, in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education. (Adoption date: June 1, 2003)

Title IX regulations also require that educational programs receiving federal funds publish a statement indicating that they do not discriminate on the basis of gender in the education programs or activities they operate. The district statement is as follows:  
*The Eaton Community School District does not discriminate on the basis of gender in admission to or employment in its education programs or activities. Inquiries to the district concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to the Office for Civil Rights of the United States Department of Education. The District’s Title IX Coordinator is MissAnne Imhoff, 306 Eaton Lewisburg Road, Eaton, OH 45320. Telephone, 937-456-1107.*

## VII. PARKING

### FACULTY PARKING LOT

The parking lot to the south of the high school is reserved for faculty and staff members only, with the exception of the visitor's parking places. Students are not to park in faculty parking spaces.

#### PARKING LOT/MOTOR VEHICLE POLICY \*\*

***\*\*Please note that all information within the Parking Lot/Motor Vehicle Policy applies to ALL EATON HIGH SCHOOL STUDENTS, including those who attend Miami Valley Career Technology Center (MVCTC). ALL STUDENTS WHO DRIVE TO SCHOOL ARE BOUND BY THE EXTRA-CURRICULAR DRUG TESTING POLICY LISTED IN THIS HANDBOOK.***

### PARKING PERMITS

Students who wish to exercise the privilege of driving to school must be in possession of a valid Ohio Driver's License and complete the APPLICATION FOR PARKING form. The applications can be picked up in the main office and must be signed by a parent/guardian.

IN ORDER TO BE ELIGIBLE TO PURCHASE A PARKING PERMIT THE STUDENT MUST HAVE NO OUTSTANDING FEES OR FINES FROM THE PREVIOUS SCHOOL YEAR. In order to retain a parking permit, a student must pay their current school year fees before the end of the first quarter. If the fees are not paid by the last day of the first quarter, the parking permit is considered invalid and the student may not exercise the privilege of parking in the student parking lot.

If a student purchases a parking permit after the first quarter, their current school year fees must be paid in full. The cost of a parking permit is NOT covered by a fee waiver. A student may not have the cost of a parking permit waived unless they qualify based on the Gold Card incentive program.

Students will be assigned a parking space according to their permit number. Students are expected to park in their designated space. Parking in a space other than the one assigned to them according to their parking permit will be regarded as insubordination and the Student Code of Conduct will apply. In addition to the potential consequences listed in the code of conduct the parking permit may be revoked. The administration also reserves the right to have the vehicle towed, at the student's cost, if this violation occurs more than once. Parking permits can be revoked for any school violation without a refund.

### **Academic Requirements for Parking Permits**

The purchase of a parking permit is a privilege. In order to purchase and/or retain a parking permit certain academic expectations are required. If a student earns more than one F in the quarter prior to the purchase of a parking permit, they will not be permitted to purchase a permit. The student will have to wait until the next quarter when they earn one or fewer F's.

If a student is in possession of a parking permit and they earn more than one F for the quarter, their parking permit will be revoked until the student earns one or fewer F's for a quarter grading period. There will be no refund of any kind.

### **Attendance Requirements for Parking Permits**

The purchase of a parking permit is a privilege. In order to purchase and/or retain a parking permit certain attendance expectations are required. If a student is placed on attendance probation, their parking permit will also become probationary. If a student exceeds 10 parentally excused days (attendance probation), the student's parking permit will be revoked until they complete their make-up time. The assistant principal may consider allowing the student to retain the permit if the student is able to show driving to school is the only way they can make up their time. There will be no refund of any kind.

If a student accumulates four or more tardies (to school or to class) during a quarter, their parking permit will be revoked for the remainder of the quarter or 10 school days, whichever is longer. There will be no refund of any kind. If a student does not possess a parking permit, they will receive confined lunch for the remainder of the quarter or 10 school days, whichever is longer.

## **PARKING PERMIT FEES**

A non-refundable fee will be charged according to the quarter the permit is purchased.

Anytime during Quarter 1 = \$15.00

Anytime during Quarter 2 = \$12.00

Anytime during Quarter 3 = \$ 8.00

Anytime during Quarter 4 = \$ 4.00

Any student who earned a Gold Card during all 4 quarters the previous school year will receive a parking permit at no cost. Any student who had perfect attendance the previous school year will receive a parking permit at no cost. Perfect attendance is defined as no tardies and NO absences. This is regardless of the reason.

Any student who earned a Purple Card during all 4 quarters the previous school year will receive a parking permit for half price. If a student earned a Gold Card during three or fewer quarters and a Purple Card the remaining quarters, they qualify for the half price rate.

Students who do not purchase a parking permit but wish to drive occasionally to school may purchase a one-day parking permit for \$1.00. The student must purchase the one-day parking permit before school begins the day they intend to use the parking permit. If a student parks in the parking lot and does not purchase an appropriate permit, the violation will be treated as insubordination and the Student Code of Conduct will apply. The administration also reserves the right to have the vehicle towed, at the student's cost, if this violation occurs more than once.

If a student withdraws from school during the first semester he/she will be refunded 50% of what they paid for the parking permit. If a student withdraws from school during the second semester he/she will not be refunded for any portion of the parking permit.

### **DISTRIBUTION OF PARKING PERMITS**

All students wishing to exercise the privilege of driving to school must complete the APPLICATION FOR PARKING form. Students who complete the APPLICATION FOR PARKING form are required to provide the following: driver's license, proof of insurance, and registration for the vehicle the student intends to drive to school. Any time these documents change (including if they are revoked) it is the responsibility of the student to update the paper work and notify the school.

The opportunity to purchase a parking permit will be scheduled in the following manner (all dates and times are to be announced):

**First opportunity:** Seniors who earned a Purple or Gold Card every quarter during their junior year. Senior who had perfect attendance during their junior year. Perfect attendance is defined as no tardies and no absences. This is regardless of the reason.

**Second opportunity:** Any senior.

**Third opportunity:** Juniors who earned a Purple or Gold Card every quarter during their sophomore year. Juniors who had perfect attendance during their sophomore year. Perfect attendance is defined as no tardies and no absences. This is regardless of the reason.

**Fourth opportunity:** Any junior.

**Fifth opportunity:** Sophomores who earned a Purple or Gold card every quarter during their freshmen year. Sophomores who had perfect attendance during their freshmen year. Perfect attendance is defined as no tardies and no absences. This is regardless of the reason.

**Sixth opportunity:** Any sophomore.

\*Students who earn their driver's license during the school year may purchase a parking permit after obtaining their driver's license. The cost of the permit will be pro-rated based on the quarter purchased.

Freshmen are not permitted to purchase parking permits regardless of their age. This includes all freshmen, regardless of how many years they have been enrolled in high school.

## **PARKING LOT POLICIES AND PROCEDURES**

Driving to school is a privilege. Most students who attend Eaton High School are afforded the opportunity to be transported to school by a school bus. If students choose to drive to school they must follow all policies and procedures outlined in the Student Handbook and/or in any addendums approved by the Board of Education. The final interpretation of all policies and procedures outlined in the Student Handbook and/or in any addendums will be determined by the administration. Safety will be the highest priority considered by the faculty, administration, and the Board of Education.

Parking Permits: Students shall have a valid temporary or a permanent parking permit hanging from the rear view mirror of their vehicle. Permits and their replacements are school property. Information concerning how to apply for permits may be obtained in the main office.

1. Eligibility Requirements for Temporary or Permanent Parking Permits:
  - a. All school fees must be paid in order to qualify for a pass. (By end of 1<sup>st</sup> quarter).
  - b. The student must be in possession of a current valid driver's license.
  - c. Any vehicle driven to school by a student must meet or exceed the requirements of a safety check by the Ohio State Highway Patrol. Eaton High School reserves the right to require a safety inspection be conducted by the Ohio State Highway Patrol.
  - d. Satisfactory completion of an Eaton High School Application for Parking form.
  - e. Students will acknowledge in writing they have read and understand all parking lot policies and procedures and consequences that may result from violating these policies and procedures.
2. Students Eligible for Permanent and Temporary Parking Permits: PLEASE SEE PARKING LOT/MOTOR VEHICLE POLICY
3. Other Parking Regulations:

- a. Enter/Exit the parking lot by the route designated by the school.
- b. Speed limit on school property is 10 miles per hour.
- c. Absolutely no “horseplay” or irresponsible driving is permitted on school property.
- d. Radios, stereos, etc. shall not be audible outside the vehicle while on school property.
- e. Students are not permitted to talk on cell phones while they are driving a vehicle on school property.
- f. Student vehicles are not to be parked in staff parking at any time before, during or after the school day.
- g. No student is permitted to obtain a permit for a vehicle other than their own. Students may not lend/borrow or steal another student’s permit.
- h. Students are not permitted to loiter in their vehicles at any time! Students are expected to exit their vehicles immediately upon arriving in their parking spot. Students are expected to lock their vehicles and enter the school building. Students are not permitted to visit the parking lot during the school day and/or once they have entered the building unless they have written permission from the administration. Passengers are to enter vehicles only in a vehicle parking space. Passengers may not be picked up in the driveways, the roads (Eagle Drive, Camden Rd., 732 or in front of the school), or at the student entrance.
- i. Any student having a traffic violation while on school property may lose his/her parking privilege in addition to other consequences outlined in the student handbook.
- j. The Eaton High School parking lot and all roadways entering and exiting the parking lot are the property of the Eaton Community School Board of Education. School officials retain the right to examine the contents and/or search a car parked on school property when they have reasonable cause that items in the car may violate school rules and/or interfere with the safety or effective operation of the school.
- k. The Eaton Community Schools BOE assumes no responsibility and is not responsible for any theft, damage or loss of property to vehicles



that takes place while a vehicle is on the property of Eaton Community Schools.

4. Violation of Parking Rules: Violation of rules may result in disciplinary action, including but not limited to loss of parking privileges and towing of vehicle (at owner's expense). Other consequences listed in the Potential Consequences section of the Student Code of Conduct may be administered, as well.

## **VIII. 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.

The Co-Curricular and Extra-Curricular Discipline Policy will be in effect for the entire calendar year (365 days) and is in effect at any time, whether or not the activity is currently in session or season, and any place, on or off the school property. The Co-Curricular and Extra-Curricular Discipline policy begins once a student participates in a co-curricular or extra-curricular activity (including membership on an interscholastic athletic team) for the first time after advancement from the eighth grade.

Any allegation of an infraction of the Co/Extra-Curricular Activities Code of Conduct shall be referred to the administrator/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 Code of Conduct has been signed by the parent/guardian (for students under 18) and the student and returned to the coach/advisor.
2. Past history of Co/Extra-Curricular Activities Code of Conduct violations that were incurred prior to advancement to grade 9 shall not be carried forward once the student is advanced to grade 9. However, students will still be responsible to serve any penalty(s) levied for violations prior to advancement.

Exemplary attendance is expected of participants at all times. A student who in not in school for a minimum of 3 academic blocks 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 principal/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/designee in agreement with the advisor/coach.

## **ELIGIBILITY REQUIREMENTS**

Each athlete will meet the requirements as specified by the OHSAA. Some of the requirements are:

**Criteria for Eligibility Grades 9-12:**

1. Students must meet all current Ohio High School Athletic Association (OHSAA) and Eaton Community Schools eligibility requirements.
2. If a student enrolled in high school attains the age of 19 before August 1, the student shall be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year.
3. In order to be eligible in grades 9-12, a student must be currently enrolled in Eaton High School and must have been enrolled in school the immediately-preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of FIVE (5) one-credit courses or the equivalent, which counts towards graduation.

Note: Summer school grades earned may not be used to substitute for failing grades from the last period of the regular school year.

4. 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.
5. Students who have a failing grade in a core class from the previous grading period may participate in Co-Curricular and Extra-Curricular activities on probationary status provided they attend a twice (2) weekly study table. (All classes at Eaton High School are considered core classes EXCEPT Physical Education).
6. Students with a GPA between 1.50 and 1.99 from the previous grading period may participate in Co-Curricular and Extra-Curricular activities on probationary status provided they attend a twice (2) weekly study table. Student-athletes with a GPA below a 1.49 are ineligible and must attend the twice (2) per week study table.
7. The duration of attendance at the study table will be for the entire quarter of participation.
  - a. Students who receive TWO (2) unexcused absences from the study table will be ineligible to participate in the next contest.
  - b. Students who receive THREE (3) or more unexcused absences from the study table will be ineligible to participate for the remainder of the grading period.

- c. In the event of scheduled breaks and holidays or school cancellation due to inclement weather, the study table will also be cancelled.
  - d. In the event of school delays, the study table will also be delayed the same amount of time as school. Students who miss a study table as a result of a delay will receive an “UNEXCUSED ABSENCE.”
8. At the conclusion of the probationary period, students shall return to full eligibility status by achieving 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 remain on probation through the next grading period.
9. The athletic director shall verify the eligibility status of all student-athletes at the end of each nine week grading period and provide written documentation to the administration, faculty, coaches, student-athletes and parents/guardians of all probationary and ineligible circumstances.
10. The athletic director shall review mid-term grades and provide written documentation to the administration, faculty, coaches, student-athletes and parents/guardians of failing grades.
11. Any student with a failing grade at Mid-Term will be required to attend twice (2) weekly study tables. Once the student’s grade returns to a passing level, the student may apply for removal from the study table to the athletic Director. The decision for removal from the study table is at the sole discretion of the athletic Director and Principal. Students will only be considered for removal from the study table when the student initiates the application process for removal. Students who received a failing grade(s) or a GPA below 2.0 at the end of a nine week grading period are not eligible to apply for removal from the study table.

**Definition of Terms:**

**Probationary Period** – Describes the time frame where a student has a GPA below a 2.0 but at or above a 1.5 or a student has a failing grade in a core subject. During this period, students are required to attend study table as established by this policy. The Probationary Period shall be the entire length of a full grading period.

**Study Table** – 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. The Study Table will be held on Mondays and Wednesday from 7:15 a.m. – 7:50 a.m. during the school year. The Study Tables will begin within the first two weeks of the first nine week grading period and end the last day of school for students.

**Teacher Supervisor** – Teacher recommended by the administration and approved by the Eaton Board of Education who assists students attending the Study Table.

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 will periodically review this policy and make the necessary adjustments when required.

## **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, 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.

- 1<sup>st</sup> Step - Head Coach
- 2<sup>nd</sup> Step - Athletic Director
- 3<sup>rd</sup> Step - Principal
- 4<sup>th</sup> Step - Superintendent
- 5<sup>th</sup> 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, e-cigarettes, vapor pens and accessories, cigars, snuff, chewing tobacco, 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 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 this 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/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.

## **CO-CURRICULAR AND EXTRA-CURRICULAR DRUG TESTING POLICY**

Students participating in extra-curricular/co-curricular programs or who have a school-issued parking pass must participate in a drug testing program. Each student and his/her parent/guardian(s) are required to sign a form consenting to the drug testing on or before the first day the student participates in an extra-curricular/co-curricular program and/or prior to the first day of parking, whichever is sooner. If the form is not signed, the student will not participate in any extracurricular/co-curricular programs and/or will not receive parking privileges.

The student may be tested at the beginning of the season for his/her particular sport, co-curricular activity or before a parking pass may be issued. In addition, a list of students participating in extra-curricular/co-curricular activities and those with parking privileges may be randomly drawn for unannounced testing at any time throughout the school year. If a student refuses to participate in the testing, it is considered the same result as testing positive for the presence of drugs.

Students will be tested for LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propophene (Darvon) or any substance which an individual may not sell, offer to sell, possess, give, exchange, use, distribute or purchase under State or

Federal Law. This also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in a prescription issued specifically to the student or by the manufacturer.

Students will be notified when to report to the collection site.

Student specimens collected will be processed by a laboratory in accordance with federal Substance Abuse and Mental Health Services Administration standards; the laboratory will be selected by the Board of Education.

Drug test results will be sent by the laboratory administrator to the principal. If a student tests positive for the presence of drugs:

1. The parent/guardian will be contacted directly by a Medical Review Officer (MRO) to conduct a consultation. Students taking prescribed medication may be asked to provide the MRO with evidence of a doctor's written prescription dated prior to the drug testing date. The MRO will determine if any medications were taken pursuant to a legal prescription.
2. Results of the student's test will be confirmed by the MRO and will be provided to the designated personnel soon after of the MRO's consultation with the student's parent/guardian.
3. The Principal will retain the written report of the laboratory administrator; the written report will be kept in confidential files separate and apart from the student's education records.
4. Soon after the receipt of the test results, the Principal will notify the parent/guardian of the final test results. Following notification of the parent/guardian, the student will be notified. A written notification will also be sent to the parent/guardian by U.S. Mail.
5. If the parent/guardian or student wish to contest the results, arrangements will be made for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at the parent/guardian/student's expense. Such a request must be made to the Principal, in writing, within five (5) working days from the parents'/guardians' notification of the positive test.
6. First Positive Result: A positive result or an altered sample reported by the authorized laboratory will constitute a First Positive.

If the student participates in extra-curricular/co-curricular programs, then the disciplinary procedures outlined in the Co-Curricular and Extra-Curricular Code of Conduct will be followed.

- a. If the student has a school-issued parking pass, then the consequences for a First Positive will be as follows:
  - i. The student will be suspended from driving to school for one calendar year from the date notified by the administrator/designee.
  - ii. The student will not drive to school after it has been determined that an infraction has occurred. Parking on school property will be prohibited.
  - iii. The suspension period may be reduced to a minimum of twenty percent (rounded to the nearest whole number) of the amount of remaining school days, and the student reinstated on a 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.
  - iv. 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 student/family expense and must be conducted by an Ohio Department of Alcohol and Drug Abuse Services (ODADAS) or other similarly certified counselor. The student must follow any suggestions/recommendations made by the counselor.
  - v. In addition prior to reinstatement, the student must also agree to complete an educational class/counseling program related to correcting 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 this policy.
- b. Any number of suspended school days of parking privileges for drivers not fulfilled by the current school year will be carried over into the next school year.
- c. The student will submit to three follow-up drug tests at the student/parent/guardian's expense.

7. Second Positive Result A second positive result or altered sample reported by the authorized laboratory, will result in the following:
- a. If the student participates in extra-curricular/co-curricular programs, then the disciplinary procedures outlined in the Co/Extra-Curricular Activities Code of Conduct will be followed.
  - b. If the student has a school-issued parking pass, then the consequences for a Second Positive will be as follows:
    - i. The student will be suspended from driving to school for two calendar years from the date he/she is notified by the administrator/designee. Parking on school property will be prohibited.
    - ii. The student will not drive to school after it has been determined that an infraction has occurred.
    - iii. 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.
    - iv. 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 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 made by the counselor.
    - v. In addition prior to reinstatement, the student must also agree to complete an educational class/counseling program related to correcting 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 this policy.
  - c. The student will continue or repeat the three follow-up drug tests. These tests will be at the student/parent/guardian expense.

8. **Third Positive Result:** After a third positive result or altered sample reported by the authorized laboratory, the student will be banned from participation in any co/extra-curricular activity, banned from driving to school, and parking on school property permanently.
9. **Self-Referral:** A student who refers himself/herself for treatment prior to an announced testing date will comply with the requirements set in Section 7(b)(3)(1)-(2) of this regulation, except there will be no forfeiture of the activity and/or driving and parking privileges. Self-referrals may be used as a first offense only. A student may only self-refer one time while a student in the Eaton Community Schools. Self-referrals can only happen prior to a testing date.
10. **Confidentiality:** Eaton Community School District Staff dealing with the Random Drug Testing Program will be required to sign a confidentiality statement. (See attached form). The test results will be kept confidential in accordance with federal and state law. The Informed Consent Agreement (see attached form) will be deemed consent pursuant to the Family Educational

Rights and Privacy Act of 1974, 20 U.S.C. 1232(g) as amended, and Ohio Revised Code § 3319.321 for the release of the test results as authorized by the Informed Consent Agreement or as required by law.

## **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.

## **TRANSFERRING/WITHDRAWING**

Students are hereby advised that by transferring or withdrawing enrollment from Eaton Community Schools, the status of their athletic eligibility may be jeopardized. Any student intending to transfer or withdraw from Eaton Community Schools is encouraged to discuss their transfer / withdraw with their Guidance Counselor and/or Athletic Administrator prior to doing so.

## **VI. 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.

### **NATIONAL HONOR SOCIETY**

The National 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. Only those juniors or seniors who maintain at least a 3.5 average at the 5th or 7th semester are GIVEN CONSIDERATION for membership.

### **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 9-11, the presidents of all school-sponsored clubs and organizations, each class president and two elected representatives, one boy and one girl from each class.

#### **Student Council**

Class of 2021

President:  
Vice President:  
Secretary:  
Treasurer:  
Female Representative:  
Male Representative:

Class of 2022

President:  
Vice President:  
Secretary:  
Treasurer:  
Female Representative:  
Male Representative:



Class of 2023

President:  
Vice President:  
Secretary:  
Treasurer:  
Female Representative:  
Male Representative:

Class of 2024

President:  
Vice President:  
Secretary:  
Treasurer:  
Female Representative:  
Male Representative:

## **LIST OF CLUBS**

### **FORMING A GROUP OR CLUB**

Students may form a club or a group on approval from the principal and the addition of an advisor.

### **ACADEMIC TEAM**

The Academic Team is open to students wishing to take part in academic competitions with other schools. There is an annual series of matches with other Preble County schools as well as SWBL Academic League round of competitions and tournaments. 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.

### **ART CLUB**

The Art club is open for membership to all students in grades 9-12 who are interested in learning about art and completed projects to promote arts within the school and community.

### **BAND**

The band meets five days a week as a regular class. During marching season and before concert band contest, extra practices are held after school. Membership is open to all students in grades 9-12. Students are admitted from 8th grade band and at audition. The class is 1 credit. The marching band performs at all football games and at a number of parades, civic activities, and festivals throughout the year. During concert season, the band is divided into Concert and Symphonic bands, and students are assigned by tryout. Activities include several concerts, band contest, and Solo & Ensemble Contest. Band members also participate in Pep Band, which performs for home basketball games.

### **CBI**

The purpose of the Occupational Work Adjustment program is to provide a meaningful, career-oriented educational program for students ages 14 and 15 who have experienced difficulty in school. The program is administered by Business and Marketing Education Service, the Division of Vocational and Career Education, and the Ohio Department of Education.

The program, which emphasizes individual student needs and goals, combines on-the-job training with classroom activities that are work-related. The program design allows the student to become reoriented and motivated toward education by exploring careers through work experiences. This approach helps the student move into the educational mainstream and encourages participation in an educational program that fits the individual's interests, needs and abilities.

## **CHOIR**

The choir meets as a class five days per week during the school day for one credit and is open to all students in grades 9-12. The choir performs at concerts during the school year, at community functions when requested and at district contest. The choir members may also participate in solo and ensemble contest.

## **FCCLA**

The Family Career and Community Leaders of America is a vocational organization involving activities at the local, state, and national level. Membership is open to all students in grades 9-12 who are taking or have taken Work & Family Life courses.

The mission of FCCLA is to promote personal growth and leadership development through home economics education. Focusing on the multiple roles of a family member, wage earner, and community leader, members develop skills for life. The Eaton FCCLA Chapter participates in in-class activities that relate to the curriculum, as well as extra-curricular projects in the school system and FCCLA affiliated events.

## **FFA**

FFA is a national organization that makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

Membership is open to all students in grades 9-12 who are enrolled in the agricultural education program. FFA makes agricultural education more interesting by offering opportunities for work experience, soils and livestock judging, agricultural leadership development, public speaking, engine trouble-shooting, and welding competition. Dues and shop fees are assessed.

## **SCIENCE CLUB**

Science Club meets monthly and as needed throughout the year to explore and support student interests in science. The Club sponsors an annual STEM Energy Night, offers opportunities to explore science beyond the classroom - such as dissections, Coffee and a TED Talk events, and outdoor explorations - as well as leadership trainings and Science Fair. Club events are student-driven and all students in grades 9-12 are welcome to join.

## **HI-Y**

The Hi-Y is a Christian service club affiliated with the YMCA. Membership is open to all boys in grades 9-12 who are willing to live by the Hi-Y platform of Clean Speech, Clean Sports, Clean Scholarship, and Clean Living.

### **SADD**

Students Against Destructive Decisions (SADD) is a service organization open to all students grades 9 through 12. The specific purpose of this club is to continually stress not to drive if one has consumed alcohol or drugs and not to ride with someone who has done so. More recently, the emphasis has been on alcohol-free and drug-free activities.

Traditionally, the members take part in Red Ribbon Week, Homecoming, and Prom activities by marching in the parade and putting appropriate posters throughout the high school. During the year, members use each holiday as an opportunity to engage in a project to remind students to drive safely and to celebrate in a safe manner.

Obviously, members are expected to be positive role models. Dues are assessed. Meetings are held as needed.

### **SPANISH CLUB**

The Spanish Club is open for membership to all language students in grades 9 through 12 who are interested in learning about not only the Spanish culture but other cultures as well. Dues are assessed.

### **TRI-HI-Y**

The Tri-Hi-Y is a Christian service club affiliated with the YWCA whose purpose is to provide social, inspirational, and educational opportunities for its members. Activities include discussions, films, speakers, joint activities with the Hi-Y and various activities of civic and community interest. Membership is open to all girls in grades 9-12 who will live by the ideals of the organization. Dues are assessed.