



**East Knox Jr./Sr. High School**  
**2018/2019**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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This Student/Parent Handbook is based on significant part of policies adopted by the Board of Education and on Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporate by reference into the provisions of this Handbook. For more information about the Board Policies referenced in this Table of Contents, contact the building principal, 740-599-7000 x 2001 or access them on the District’s website by clicking on ([www.ekschools.org](http://www.ekschools.org).)

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 Visit [www.ekschools.org](http://www.ekschools.org) for schedule changes and upcoming events

## **FOREWORD**

Welcome to the East Knox Jr./Sr. High School. We are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it. We strive to provide an atmosphere in which each parent can work in cooperation with us to optimize each student's success. We challenge each student to accept responsibility for education and to enjoy every possible opportunity this year.

This student handbook is developed to answer many of the commonly asked questions that you and your parents may have during the school year, and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Please take time to become familiar with the following information and keep the handbook available for your frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 21, 2018. If any of the policies or administrative guidelines referenced herein are revised after June 21, 2018, the language of the most current policy or administrative guideline prevails. Current copies of Board policies and administrative guidelines are available from the principal.

## **EAST KNOX JR./SR. HIGH SCHOOL MISSION**

*The mission of the East Knox Local School District, in partnership with the family and community, is to inspire, motivate, educate, challenge, and support all students to reach their highest level of learning and personal development.*

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below.

East Knox Jr./Sr. High School Principal  
740-599-7000 ext. 2001

## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules promptly. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the guidance counselor.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

In addition, if a student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the

child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child’s educational progress, the student’s grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with duly executed and a notarized copy of a power of attorney or caretaker authorization affidavit.

In order to keep parents informed of their child’s progress in school, parents will be provided current information via PowerSchool. Whenever concerns arise it may be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child’s teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **SCHOOL DAY**

Home Room	7:35-7:45	(10)	Period 5	11:04-11:34	(30)
Period 1	7:45-8:31	(46)	Period 6	11:37-12:07	(30)
Period 2	8:35-9:21	(46)	Period 7	12:10-12:40	(30)
Period 3	9:25-10:11	(46)	Period 8	12:44-1:30	(46)
Period 4	10:15-11:00	(45)	Period 9	1:34-2:20	(46)

### **TWO-HOUR DELAY SCHEDULE**

Period 1	9:35-10:03	(28)	Period 7	12:14-12:44	(30)
Period 2	10:06-10:34	(28)	Period 4	12:47-1:16	(29)
Period 3	10:37-11:05	(28)	Period 8	1:19-1:48	(29)
Period 5	11:08-11:38	(30)	Period 9	1:51-2:20	(29)
Period 6	11:41-12:11	(30)			

### **PEP RALLY/CLASS MEETING SCHEDULE**

Period 1	7:35-8:18	(43)	Period 6	11:19-11:49	(30)
Period 2	8:22-9:06	(44)	Period 7	11:52-12:22	(30)
Period 3	9:10-9:54	(44)	Period 8	12:26-1:09	(30)
Period 4	9:58-10:42	(44)	Period 9	1:13-1:56	(43)
Period 5	10:46-11:16	(30)	Pep Rally	1:56-2:20	(24)

**Lunch will be served during 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> Periods**

## STUDENTS WELL BEING IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the school nurse.

## EMERGENCY MEDICAL AUTHORIZATION

Student safety is the responsibility of both students and staff. All district staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attacks, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he or she must notify a staff person immediately.

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

At least three (3) persons must be listed on the Emergency Medical Form, and they must be able **and** available to pick-up and transport ill and/or sick students (neighbors, friends, etc. are acceptable but must be listed on form).

Parents, guardians, or anyone else listed on the Emergency Medical Form must pick-up ill and/or sick students within one (1) hour after notification. We do not have staff or space to house sick students without exposing others to illness.

The Emergency Medical Authorization Form is provided at the time of enrollment or at the beginning of each school year, or via our online app **OneView**, which is available through your PowerSchool account. Once filed in the office, copies will be distributed to coaches and bus drivers as needed. Failure to comply with this rule within seven calendar days may result in the student being sent home and charged with an unexcused absence. **OneView** is also available on the school website [www.ekschools.org](http://www.ekschools.org).

## USE OF MEDICATIONS

Students who must take prescribed medication during the school day must comply with the following guidelines:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the container in which they were dispensed by the prescribing physician or licensed pharmacist.

- D. Medication that is brought to the office will be properly secured. Except as noted below; medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, student may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or inhalers and Epi-pens during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus drivers and/or bus aide) at parental request. This should be arranged in advance. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of inhalers and Epi-pens, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The building principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

**Non-prescribed (Over-the-Counter) Medications:**

No staff member will dispense non-prescribed, over the counter (OTC) medication to any student. If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

OTC medication for pain can be given to students on a one-time basis (without Medical Administration Form on file) under the following conditions:

1. Parents and/or persons documented on Emergency Medical Form are contacted and give permission to medicate student for the one-time dose.
2. Medication can only be administered by the school Nurse or anyone that has been trained by the Nurse to do so.
3. Pain medication for this purpose will only be Ibuprofen 200mg or Acetaminophen 100-500mg. No cold or sinus medication will be given.

4. Diphenhydramine HCl (Benadryl) 25mg will be given on a one-time basis (without Medical Administration Form on file) with parent permission in Nurse approved instances like allergic reactions, etc.

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non-casual contact, communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS related complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal Law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to blood. Any testing is subject to laws protecting confidentiality.

## **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 District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA) and State law. Contact Corby Frere at 740-599-7007, ext. 1008 to inquire about evaluation procedures and programs.

## **STUDENT FEES AND FINES**

**All students will be charged an instructional fee of \$40.00. The fee will be waived for students who apply and qualify for free lunches through the National School Lunch Program. Students who enroll midyear will have his/her instructional fee pro-rated.**

**Textbooks:** All textbooks are furnished free of charge. These books belong to the East Knox Local Board of Education. They are NOT to be marked, torn, or mistreated in any way. Lost or damaged texts or library books

carry a charge in accordance with the school board policy. The classroom teachers may require a book cover to be placed on the book by the student in an attempt to protect or extend the life of the textbook.

**Note:** If the book is damaged, stolen or lost, the student to whom the book was issued is responsible.

**Obligations:** Participation in athletics, extracurricular activities, and graduation exercises require the clearing of all debts and obligations, including discipline on a quarterly basis.

1. There is a fee of \$45.00 for lost or damaged books.
2. There is a fee of \$10.00 to rebind books.
3. There are also fees for certain classes. Contact the Guidance office for special fees.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. **The school will not be liable for any loss or damage to personal valuables.**

## **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.50. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

## **LUNCH CHARGE POLICY**

Lunches are to be paid for on the day they are served. It is the responsibility of the parent or guardian to pay for meals provided or to send a lunch from home. When a student's account has a negative balance, only full lunches may be charged (maximum of four). There is no charging allowed for ala carte items.

**Unpaid charges for students will result in the following:**

- A verbal reminder to student
- A written reminder sent home with student
- Telephone call home
- Letter sent home
- Meeting between school representative and parent/guardian
- Participation in school events will be limited including graduation



Free and Reduced Lunch Applications are available throughout the school year. They can be picked up at the Board Office at 23201 Coshocton Road during school hours. The applications are also available in each school building office or can be sent home with your child by request.

Upon withdrawal from school or graduation, a reimbursement of an existing credit account balance can be requested. The credit balance will first be applied to any outstanding school fees that exist for the student. The credit balance can also be transferred to another student upon request.

Contact the East Knox Local Schools Food Service Department at 740-599-7000 ext. 2009 with any questions or concerns.

## **EMERGENCY CLOSING AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

TV Channel 4, 6, and 10

Radio WQIO 93.7 FM

Parents and students may also be notified of school closings, delays, or miscellaneous updates via pre-recorded telephone message delivered to the phone number on file. Parents and student are responsible for knowing about emergency closings and delays.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering school to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day from 7:30am to 3:30pm. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

All materials checked out of the library must be returned to the library within the two-week check out period. Lost materials are the responsibility of the student. Replacement costs for any library materials not returned by the end of the year will be added to the student's school fees. Specific library rules and procedures are posted in the library.

### **Library/Study Hall Regulations:**

All students going to or exiting the library must have a signed pass from a teacher, librarian, or study hall monitor. Any student wanting to exit the library/study hall must have a signed pass from a teacher and present it to the librarian/study hall monitor prior to the beginning of any class period.

**Library/Study Hall Conduct:**

In order for a peaceful and studious atmosphere to be maintained, cell phones and personal electronic devices are not permitted unless otherwise directed by the librarian/study hall monitor. No food or drink is permitted in the library (except water). There will be no talking without permission. All students are expected to be working quietly for the duration of the class period.

**USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom or library. Outside the school day, students must seek permission from the Principal or Assistant Principal prior to using any school equipment or school facility. Students are responsible for the proper use and protection of any equipment of facility they are permitted to use.

**LOST AND FOUND**

The lost and found area is in the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

**ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within one (1) school day of its receipt. The school has a central bulletin board located at the front entrance, which may be used for posting notices after receiving permission from the Principal.

**SECTION II – ACADEMICS****FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent. All students, regardless of age will not be able to participate in any school-sponsored trip unless they have a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students not going on a field trip are expected to be at school or will be counted absent. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

**ELIGIBILITY OF NON-RESIDENT STUDENTS**

The Board of Education reserves the right to verify the residency of any student and validity of the claim of any students to an education in this district. A student whose parent has signed a contract to buy, build, or rent a residence in this district may be enrolled at the discretion of the Superintendent. Regularly enrolled students whose parents have moved out of the school district may be permitted to finish the school year at the discretion

of the Superintendent. Other non-resident students may be admitted to this district on payment of tuition or through open enrollment upon recommendation of the Superintendent and approval of the Board.

## **STUDENT SERVICES**

### **STUDENT RECORDS**

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

**Directory information includes:** a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, and awards received. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the guidance office.

Other than directory information access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have enrolled and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request and that prior written consent are obtained. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Cost for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to High School Guidance Counselor, ext. 2008. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained within the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated 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 the student's parents;
- b. mental or psychological conditions of the student or the student's 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).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact High School Guidance Counselor, ext. 2008 to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal. The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

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

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

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue SW 20202-4605

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ed.Gov](mailto:PPRA@ed.Gov).

## CLASS PLACEMENT

With increased accountability (i.e. standardized testing, etc.), it is important that the below standards be met for sophomore, junior, and senior status:

**SOPHOMORE:** A student is considered to be of sophomore standing upon receiving a minimum of 5.75 credits including the following required credits:

English 9	1 credit
Mathematics	1 credit
Science	1 credit
Freshman Social Studies	1 credit
Elective	1.75 credits
(preferably P.E., Health)	

**JUNIOR:** A student is considered to be of junior standing upon receiving a minimum of 11 credits including the following required credits:

English 9	1 credit
English 10	1 credit
Physical Education	½ credit
Health	½ credit
Mathematics	2 credits
Science	2 credits
Social Studies	2 credits
Electives	2 credits

**SENIOR:** A student is considered to be of senior standing upon receiving a minimum of 16.75 credits including the following required credits:

English 9	1 credit
English 10	1 credit
English 11	1 credit
Physical Education	½ credit
Health	½ credit
Mathematics	3 credits
Science	2 credits
Social Studies	2 credits
Government/Economics	1 credit
Electives	4.75 credits

\*Students will be assigned to the class level for which they have met all requirements.

## **SCHEDULING AND ASSIGNMENTS**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a schedule change through the Guidance Office.

## **CREDIT FLEXIBILITY**

Pursuant to SB 311, all school districts in the state of Ohio have been charged with fully implementing a plan that would enable "students to earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction." For specific details of this plan and to learn more about the opportunities available, please schedule an appointment with the building principal or counselor.

## **SCHEDULE CHANGES**

Scheduling decisions should not be taken lightly. To help insure that these decisions are given due consideration and to keep changes within school policy, the following points are listed.

### **GENERAL GUIDELINES:**

1. All students must register for at least 5 credits in addition to physical education and health with no more than one study hall per year (unless approved by the office).
2. All prerequisites must be observed.
3. Schedule requests and changes must be approved by parents, teachers, counselor, and the principal. (See dropping course guidelines).
4. Requests regarding scheduling changes should begin through the Guidance Office.

### **ACCEPTABLE REASONS FOR SCHEDULE CHANGES:**

1. Unintentional error.
2. Change to meet graduation requirements.
3. Change necessitated by failure or unmet prerequisites.
4. Medical
5. Addition of a class in place of a study hall.
6. Administrative (teacher, administrative, or guidance recommendation.)

**Deadline for schedule changes is 5 school days after school begins in the fall and 5 days after the beginning of the 2<sup>nd</sup> semester.**

### **PROCEDURE FOR DROPPING A COURSE:**

A student may drop a course during the 5-day period stated above if, and only if, the drop was recommended by the subject teacher and was approved by the parent, guidance counselor and principal. If a student drops a course after the 5<sup>th</sup> day, a final grade of "F" will be placed on the record and will be included in the grade point average and class rank, unless approved by the principal.

## **GRADUATION REQUIREMENTS**

<u>Curriculum</u>	<u>State and Local Credit-Class of 2019</u>
English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Health	½ credit
Physical Education	½ credit
Fine Arts (Art, Music)	1 credit
Electives	<u>6 credits</u>
Total	<b>22 credits</b>

**Commencement:** In order to participate in the commencement ceremony (walk at graduation) seniors must complete the following 10 (ten) school days prior to graduation date:

1. Pass all required courses including online classes, post-secondary classes, etc.

2. Fulfill all requirements of State testing (**see State Testing**).
3. Owe no fees or debts to the East Knox School District.
4. Serve all assigned discipline.
5. Have 13 or fewer unexcused absences.
6. Participate in Senior graduation practice on designed date.

**State Testing:** Students will be required to accumulate eighteen (18) total points by taking the American Institutes of Research (AIR) end of course exams in the areas of English (two (2) tests), Algebra I, Geometry, US History, Government, and Biology. **Students must receive four (4) points in the areas of both English and Math, a total of six (6) points from Science and Social Studies, and four (4) additional points from any of the tests in order to earn a diploma in the State of Ohio.**

**NCAA Clearing House Requirements:** A student athlete needs to be aware of these guidelines and should consider them throughout high school to ensure eligibility should he/she be given the opportunity to participate in Division I or II college level sports. These requirements are available in the Guidance and Athletic Director's offices, and on the internet at [www.naaclearinghouse.net](http://www.naaclearinghouse.net).

**College Credit Plus:** The College Credit Plus program (CCP) permits Ohio public and non-public high school students in grades 7 through 12 to earn college credit and/or high school graduation credit through the successful completion of college courses. The purpose of the program is to promote rigorous academic pursuits and to provide a variety of options to Jr./Sr. High School students. Students must have a minimum grade point average to qualify for enrollment at the College Credit Plus institution, successfully completed all testing requirements of the institution, and attend the mandatory CCP meeting in January. Students who wish to participate in CCP must follow the rules and regulations found in the Ohio Administrative and Ohio Revised Codes. In addition, the GPA requirements for acceptance and continued eligibility vary based on the college/university and the Ohio Administrative Code. Students that fail any CCP classes are required to pay for the cost of the class, books, and any additional resources used. East Knox will also offer College Credit Plus classes at our facility during the school day in cooperation with Kenyon College. Students will earn both high school and college credit. Applications are available in the Guidance Office and should be returned to the Guidance Office by the teacher completing the recommendation portion of the application. Students must return the "Intent to Participate" form to the Guidance Office by April 1<sup>st</sup> and must meet eligibility requirements set forth by Kenyon College.

## **NON-WEIGHTED GRADES**

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

### Standard Grading Scale

92 – 100% = A 4.00	90 – 91% = A- 3.75
88 – 89% = B+ 3.50	82 – 87% = B 3.00
80 – 81% = B- 2.75	78 – 79% = C+ 2.50
72 – 77% = C 2.00	70 – 71 % = C- 1.75
68 – 69% = D+ 1.50	62 – 67% = D 1.00
60 – 61% = D- 0.75	59 – 0% = F 0.00

## **WEIGHTED GRADES**

Students that will graduate in the class of 2019 (current Seniors), and all graduating classes thereafter will have weighted grades for any Honors or College Credit Plus (CCP) courses that they complete. Grades from those classes will use the following scale:

### Weighted Grading Scale

92 – 100% = A 4.50	90 – 91% = A- 4.25
88 – 89% = B+ 4.00	82 – 87% = B 3.50
80 – 81% = B- 3.25	78 – 79% = C+ 3.00
72 – 77% = C 2.50	70 – 71 % = C- 2.25
68 – 69% = D+ 2.00	62 – 67% = D 1.50
60 – 61% = D- 1.25	59 – 0% = F 0.00

### **Calculating Averages for Student in Grades 9-12:**

1. Course Credit is issued by semester.
2. Semester averages will be calculated using percentages on the above scales.
3. Incomplete Grades: A teacher may give an incomplete (I) at the end of the grading period.

An incomplete indicates that the teacher is allowing the student extra time to complete that period's assignments. It is the student's responsibility to contact the teacher to determine what work needs to be done. Any "I's" not changed to the permanent grade by the 10<sup>th</sup> day of the next grading period will automatically become an "F".

## **GRADE POINT AVERAGE-GRADES 9-12**

A student's grade point average (G.P.A.) is calculated by converting the percentages above into a 4.0 quality point system and by dividing by the number of credits earned. The example below shows how to calculate GPA for non-weighted courses. **Note: The same calculation applies to Honors and/or CCP courses; however, the quality points used will come from the weighed grading scale.**

<u>Grade</u>	<u>Credits</u>	x	<u>Quality Points</u> (multiply credit by grade)
88% B+ (3.5 points)	.5		(3.5 x .5) = 1.75
20% F (0 points)	.5		(0 x .5) = 0
85% B (3.0 points)	.5		(3.0 x .5) = 1.5
67% D (1.0 points)	.25 (PE)		(1.0 x .25) = .25
94% A (4.0 points)	.5		(4.0 x .5) = 2
Total Credits = 2.25			Total Quality Points = 5.5

$$\text{GPA} = (\text{Total Quality Points} / \text{Total Credits}) = 5.5 / 2.25 = 2.444$$



## **GRADING PERIODS**

Students and parents will have access to online report cards within PowerSchool after each nine (9) week grading period. If you do not have internet access at home or wish to have a printed copy of your student's report card, please call the Guidance Office at (740) 599-7000 ext. 2004. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **PROGRESS AND GRADE REPORTING:**

**Parent/Teacher Conferences:** Parent/teacher conferences are always welcome. Parents should call ahead for an appointment to be sure the teacher will be available. Special conference days are established throughout the year and are posted on our District Calendar, or can be scheduled on an as needed basis.

**Progress Reports:** Parents are encouraged to monitor student progress via the Parent Portal in PowerSchool. Please contact the Guidance Office for login information. Each parent is encouraged to talk to his/her child, the teacher, the guidance counselor, and the principal concerning the progress of the student.

## **NATIONAL HONOR SOCIETY (NHS) SELECTION PROCEDURES**

The selection procedure will be developed by the Faculty Council and published in the Student Handbook. In addition, a letter describing membership requirements and the selection procedure will be mailed to the parents of all incoming freshmen at the beginning of each school year. Membership in NHS is a privilege not a right.

- Step 1: Student academic records will be reviewed after the first semester of their Junior and Senior year to determine those students who have achieved a Cumulative Grade Point Average (GPA) of 3.300 or higher.
- Step 2: In order to be considered for NHS membership selection, the academically eligible candidates must be an East Knox student for at least two full semesters and must have either junior or senior status.
- Step 3: All academically eligible students will be notified in writing that they have met the scholarship requirements for consideration for membership in the East Knox NHS. These students will be given the Statement of Interest Form, guidelines for application and three copies of the Faculty Survey Form. The completed forms and documents must be returned to the chapter advisor by the date specified in order for the student to receive further consideration for membership. The student will also be required to submit a cover letter and resume of their activities and service.
- Step 4: Students who wish to be considered for membership will ask three teachers to complete the Faculty Survey Form and return it to the chapter advisor by the date specified. Two of these faculty members must be teachers of core subjects such as math, social studies, science, and language arts. In addition, two of the three faculty members must be on staff at East Knox Jr./Sr. High School. All three forms must be completed by teachers who have either had the student in class or have served as an advisor or coach for a student organization to which the student belongs. Faculty Survey Forms cannot be completed by an employer.
- Step 5: In addition to the three Faculty Surveys requested by the candidate, the entire East Knox faculty will receive a Faculty Evaluation Form which will list all candidates. Faculty members will be asked to assign a numerical rating for each student that he or she has had in class or in an advisory capacity.

These forms will be returned to the Guidance Office secretary by the date specified. These evaluations will not be counted as votes for membership selection, but will be given to the Faculty Council to assist in the selection process.

Step 6: The members of the Faculty Council will meet to carefully consider each candidate who was determined to be academically eligible. Candidates turning in late or incomplete forms will be removed from consideration. Candidates who indicate that they are not interested in becoming NHS members will also be removed from consideration by the Faculty Council. Each remaining candidate will then be considered on the basis of Character, Leadership, and Service using the Student Activity Information Forms, Faculty Survey Forms, information from the Faculty Evaluation list as well as individual resumes. Candidates who list no school or community service activities will be eliminated from consideration by the Faculty Council. The members of the Faculty Council will vote on each individual candidate. Those candidates who receive a majority vote will be offered an invitation to the induction.

Step 7: All candidates who were determined to be academically eligible will be notified either by mail or in person of results of the Faculty Council deliberations regarding their candidacy. Candidates who wish to be inducted need to return the Candidate Response Form to the Chapter Advisor by the date specified.

Step 8: The formal induction ceremony will be conducted during the second semester of each school year.

Step 9: Cumulative GPAs for each NHS member will be checked at the beginning of each semester. Members are expected to maintain or improve those averages at which they were inducted. Members who do not maintain the required 3.300 GPA may be subject to a written warning and possible suspension from NHS if grades are not improved. Members who do not uphold the NHS standards of Character, Leadership, and Service may also be subject to disciplinary action by the Faculty Council.

## HONORS AND AWARDS

### Academic Distinction Rolls' Requirement:

1. Principal's Roll = 4.0 average or higher with no grade below (A) or (B+) in Honors and/or CCP courses.
2. Honor Roll = 3.0 average or higher with no grade below (B) or (C+) in Honors and/or CCP courses.
3. Four (4) academic subjects must be carried to be considered for eligibility to all Academic Distinction Rolls.

**Valedictorian and Salutatorian:** A valedictorian is a senior who has all "A's" as final averages or the highest cumulative GPA based on eight semesters. A salutatorian is a senior who has the second highest cumulative GPA based on final averages. The grades of students transferring to East Knox from a chartered school will be recognized; however, such students shall have no established class rank for purposes of being considered for valedictorian or salutatorian honors until such time as they have completed five (5) semesters, as an East Knox student but shall be eligible for academic honors with two (2) semesters completed at East Knox.

Students entering the high school from non-chartered or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of being considered for valedictorian or salutatorian until such time as they have completed five (5) semesters, as an East Knox student but may be considered for academic honors after completing four (4) semesters.

Student who maintains high levels of achievement in academic studies and extra-curricular activities will be given appropriate honors and awards during the school year and at an assembly conducted near the end of the school year.

The criteria for selection are at the discretion of each individual teacher. However, in most categories emphasis is placed on maximum effort, attitude, cooperativeness, etc., rather than just mere excellence on a grading or rating scale.

**Honor Cords:** Seniors who have met the following criteria will receive honor cords:

**Art – Color: Vibrant Blue**

- Overall non-weighted GPA of 2.7 with no grade below an A- in all Art classes taken.
- Earned 3 credits of Art.
- Active in the Art Club.
- Exhibit in at least one major show.

**Perfect Attendance – Color: Rust**

- Overall non-weighted GPA of 2.0.
- 100% attendance rate for the senior year, 3 or less tardies for senior year.  
**NOTE:** School-sponsored field trips, funerals, medical and mandatory court appearances do not count against perfect attendance.

**Family & Consumer Science – Color: Red**

- Overall non-weighted GPA of 3.0 with no grade below B+ in all Family Consumer Science courses.
- Must have taken 4 Family and Consumer Science classes.
- Has been a nationally affiliated FCCLA member for at least 2 years.
- Participate in a minimum of 5 FCCLA Community and/or service learning projects during their high school career.
- Competed in at least 1 competition during their high school career as an affiliated member of FCCLA.

**Language Arts – Color: Purple**

- Overall non-weighted GPA of 3.0 with no grade below an A- in all English courses attempted.
- Earned 3 credits in English before the senior year.
- Taking a full credit of English the senior year.

**Mathematics – Color: Turquoise**

- Overall non-weighted GPA of 3.0 with no grade below a B in all Math courses attempted.
- Earned a minimum of one Mathematics credit per year for each of the 4 years of high school which shall include Algebra I and II and Geometry.
- Students advanced placed in junior high must successfully complete three additional credits of Mathematics during the four years of high school.

**Music – Color: Pink**

- Overall non-weighted GPA of 2.5 with no grade below an A- in Band or Choir.
- Earned at least three credits in High School Band or Choir.
- Must be taking Band or Choir during senior year.

**Science – Color: Green**

- Overall non-weighted GPA of 3.0 with no grade below a B+ in all Science courses attempted.
- Earned at least three Science credits through the junior year and continue to take Science as a senior (exclusive of Agricultural Science) by graduation.
- Earned at least 4 credits of Science (exclusive of Agricultural Science) by graduation.

**Social Studies – Color: Black**

- Overall non-weighted GPA of 3.0 with no grade below a B in all Social Studies courses attempted.

- Earned all of the required credits for Social Studies (World History, U.S. History, Political Science, and Citizenship) and taken at least one elective in the Social Science field.

**Spanish – Color: White**

- Overall non-weighted GPA of 3.0 with no grade below a B+ in all Spanish Courses taken.
- Earned at least 3 credits of Foreign Language.

**Vocational Agriculture – Color: Gold**

- Overall non-weighted GPA of 2.5 with no grade below an A- in all Vocational Agriculture classes.
- Must have taken an Agriculture course all four years in high school or all high school years attending East Knox, regardless of school attended.
- Must be an active FFA member and have participated in at least three State level FFA activities.

**Honors Diploma – will receive a sticker on their diploma and designation noted on official transcript.**

- Shall meet the criteria listed under “Ohio Board of Education Diploma with Honors” for Academic Pathway and/or Career-Technical Education Pathway.

**Academic Pathway – The student who completes the high school Academic Pathway must meet at least six of the following seven criteria:**

- Earn at least four units of mathematics which shall include Algebra I, Algebra II, Geometry and another higher level course, or a four-year sequence of courses which contains equivalent content.
- Earn at least four units of Science including two advanced Science courses with laboratory experiences.
- Earn four units of Social Studies.
- Earn three units of World Languages (must include no less than two units for which credit is sought). i.e., three units of one World Language or two units of different Languages.
- Earn one unit of Fine Arts.
- Maintain an overall high school grade point average of at least 3.5 on a four-point (non-weighted) scale up to the last grading period of the senior year; or
- Obtain a composite score of 27 on the American College Testing Services ACT assessment (excluding the optional writing test) or a combined score of 1280 on the College Board’s SAT verbal and mathematics sections (excluding the required writing section).

**Career-Technical Education Pathway – The student who completes an intensive Career-Technical Education Pathway must meet at least nine of the following ten criteria:**

- Earn at least four units of mathematics which shall include Algebra I, Algebra II, Geometry and another higher level course, or a four-year sequence of courses which contains equivalent content.
- Earn at least four units of science, including two advanced sciences with laboratory experiences.
- Earn four units of social studies.
- Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post secondary credit. If the student’s program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio Career-Technical Competency Assessment or the equivalent.
- Achieve the proficiency benchmark established for the Ohio Career-Technical competency assessment (available at [http://www.webxam.org/info\\_docs.asp](http://www.webxam.org/info_docs.asp)), or equivalent assessment aligned with state-approved and industry validated technical standards.
- Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale (non-weighted) up to the last grading period of the senior year; or

- Obtain a composite score of 27 on the American College Testing Service’s ACT assessment (excluding the optional writing test) or a combined score of 1280 on the college board’s SAT verbal and mathematics sections (excluding the score obtained on the required writing section), or a 6 or higher on Reading for Information and a 6 or higher on Applied Mathamatics on the WorkKeys exams.
- Earn two units of one world language.
- Complete a field experience and document experience in a portfolio specific to the student’s area of focus.
- Develop a comprehensive portfolio of work based on the student’s field or a topic that is related to the student’s area of focus.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the High School Principal.

### **Academic Distinction Rolls’ Requirement:**

1. Principal’s Roll = 4.0 average or higher with no grade below (A) or (B+) in Honors and/or CCP courses.
2. Honor Roll = 3.0 average or higher with no grade below (B) or (C+) in Honors and/or CCP courses.
3. Four (4) academic subjects must be carried to be considered for eligibility to all Academic Distinction Rolls.

### **Attendance Honors:**

1. Perfect Attendance = 100% attendance with three (3) or fewer tardies in an academic year.

**NOTE:** School-sponsored field trips, college visits, funerals, medical, and mandatory court appearances are the only reasons that do not count against perfect attendance. One (1) tardy is permitted.

## **HOMEWORK**

Teachers will assign homework regularly. Student grades will reflect the completion of all work, including outside assignments, and the remitting of homework in a timely fashion. Homework is also part of the student’s preparation for assessment tests and for graduation. Generally, 9<sup>th</sup> graders 30 minutes per class per night, 10<sup>th</sup> graders 35 minutes per class per night, 11<sup>th</sup> graders 40 minutes per class per night, and 12<sup>th</sup> graders 45 minutes per class per night.

## **CELL PHONE AND ELECTRONIC DEVICE POLICY/AGREEMENT**

The East Knox Jr./Sr. High School cell phone and other electronic device (iPad, iPod, tablets, etc.) policy has been created to provide students with age appropriate opportunities to learn the moral and ethical use of a cell phone in a professional environment.

**Cell phones are permitted to be carried by students in grades 9-12 as long as the following requirements are met:**

1. The student's cell phone number must be provided on the student's med card and registered in the main office.
2. Student must register on the Bulldog Alert system. The system will provide text messages regarding school event cancellations, closings, and delays.
3. Students and parents must sign the student handbook page acknowledging that they have read and understand the cell phone policy as well as understand the consequences that may be applied for unacceptable use of a cell phone during school hours.

**The following are guidelines for moral and ethical use of a cell phone:**

- Cell phones or electronic devices may not be a distraction to the educational process. Teachers may request that they are placed in a basket during any given class then returned to the students at the end of the period. Ear buds must be removed during instructional time.
- Using phones to text message test questions and or answers is prohibited.
- Using electronic devices (cell phone, iPads, etc.) to photograph, video or audio record other students, staff, test materials and/or assignments for non-instructional purposes is prohibited.
- Cell phones, Ipads, Ipods, etc. may not be used as calculators during tests.
- Text messaging during class and study hall is prohibited. Teachers may request to look at the phone and messages.
- Students shall not use their cell phone, Ipad, etc. as a means to initiate an early dismissal from school. Any student who feels they need to leave school (i.e. sick) they must notify the main office first. **Administrative discretion will be used when dealing with individual situations. Consequences for unacceptable, immoral and/or unethical use of a cell phone may include, but is not limited to; warning, detention, in-school suspension (ISS) reassignment to study hall, parent conference, loss of privileges, and/or suspension from school (OSS).**
- **Electronic devices may be searched. No privacy is expected and inspection of such devices is permitted by school officials if school rules are believed to be violated.**
- **Students that refuse to turn over their cell phone to a teacher or school official will be referred to the office for insubordination and face possible suspension.**

I have read and agree to abide by the student cell phone policy knowing that consequences for immoral and unethical use of a cell phone during school will be enforced. I also understand that my cell phone can and will be searched by school officials when school officials have reasonable suspicion that school rules have been violated. I realize that failure to turn over my cell phone to any school official will result in a discipline referral for insubordination, which could result in an out of school suspension.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or guardian, I have read and understand the student cell phone policy and also acknowledge that I may be contacted to come to the school to pick up my son/daughter's phone if and when cell phone policy infractions do occur.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SECTION III-STUDENT ACTIVITIES**

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

East Knox Jr./Sr. High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member. Examples of authorized groups include: Science Fair, FFA, FCCLA, Debate/Speech, Art Club, Environmental Club, Spanish Club, National Honor Society, Student Council, Yearbook, Marching Band, Jazz Band, Concert Band, and the Flag Corps.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet eligibility requirements.

**Participation in these activities is a privilege and not a right** and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot on any materials or information.

### **EAST KNOX ATHLETIC DEPARTMENT**

East Knox Jr./Sr. High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05

The following sports are currently sponsored at East Knox: Football, Volleyball, Cross Country, Golf, Basketball, Wrestling, Bowling, Baseball (HS Only), Softball (HS Only), Track and Field, and Cheerleading.

# ATHLETIC HANDBOOK

**A message to Athletes:** We at East Knox believe that athletics are a valuable part of the educational process. As an athlete we hope you will not only learn the skills and strategies necessary for your sport, but also some valuable lessons about the rewards of hard work, discipline, teamwork, and goal setting. We believe the values we learn in athletics will become very valuable to us later in life. You must be aware of what you stand for as an athlete at East Knox. You are not just representing yourself as you play the game. Both on and off the court or field you become a representative of your team, your school, and your community. **Participation is a privilege not a right.** It is not to be taken lightly as you make decisions that affect your actions. We want you to play hard and have fun as you keep these thoughts in mind as you take advantage of your opportunity to play sports at East Knox.

**Sportsmanship:** Student-athletes who are good sports are positive role models within our school and the community at-large. A good student knows that athletics builds character and shapes lifetime attitudes. You, in turn, experience additional educational and leadership benefits that come from participation in sports. Integrity, fairness, and respect are inherent principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations and graceful acceptance of the results. As an athlete at East Knox Jr./Sr. High School, your sportsmanship goals should include:

- Developing a sense of dignity under all circumstances;
- Respecting the rules of the games, the officials who administer the rules, and their decisions;
- Respecting opponents as fellow students; and acknowledging them for striving to do their best while you seek your best at the same time;
- Refraining from engaging in all types of disrespectful behavior, specifically taunting, trash talk and other forms of intimidation;
- Looking at athletic participation as a potentially beneficial learning experience, whether you win or lose;
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship.

You are the spokesperson for East Knox Jr./Sr. High School when you represent us in athletic competition. Your actions are viewed by family and friends, opposing fans, the local community and the media. Your display of good sportsmanship will show the most positive things about you and our school; and hopefully, remind us all that in the end, sports are meant to be fun.

**In order to participate in a sport, the following requirements must be met:**

- The student must be eligible under the OHSAA bylaws and regulations.
- The student must be academically eligible.
- The student must have a physical examination form on file with the Athletic Director, prior to the first practice.
- The student must be covered by accident insurance. He/she must purchase school insurance or have a signed school insurance waiver on file with the Athletic Director.
- The student and his/her parent must have a signed athletic rules participation form, a “Waiver of Liability after school hours” form, and a Drug Testing Consent Form on file with the Athletic Office.
- The student must have a signed Emergency Medical card on file with the coach, prior to the first practice.



- The student must have turned in all athletic equipment from sports in which the student has previously participated or adequate restitution must be made in order to participate.

The student must start practice within one week of the first day of practice for a given sport. A student under medical care must make contact with the head coach to inform him/her of the situation. **Students must be picked up from practice thirty (30) minutes after practice or a student may be denied participation.** A student who quits a team may not start practice for another sport until the Monday following the final contest of the sport he/she quit unless mutually agreed upon by the head coaches of both sports.

**Hazing:** Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

**Mandatory Preseason Meeting:** There will be a preseason meeting for coaches, athletes, and parents/guardians before each athletic season. The purpose of the meeting is to address athletic expectations, policies, procedures, team rules, sportsmanship expectations, eligibility, and concussion protocol. Parents or guardians who cannot attend the preseason meeting should set up an appointment with the athletic director to review the information covered at the meeting.

#### **Academic Requirements:**

##### **OHSAA Requirements and East Knox Weekly Eligibility for Grades 7-12**

All beginning seventh graders are eligible as far as the scholarship bylaw. All beginning ninth graders must be currently enrolled in a member school and have received passing grades in **five** classes in the immediately preceding grading period (4<sup>th</sup> Quarter of their 8<sup>th</sup> Grade). Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.

**Grades 9-12:** To be eligible, a student athlete must be currently enrolled in a member school, have received passing grades in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period, and meet the weekly eligibility guidelines outlined in the athletic handbook. (**Note:** Homeschooled and post-secondary students must comply with these standards as well).

**Grades 7-8:** To be eligible, a student athlete must be currently enrolled in a member school, have received passing grades in **five** classes in the immediately preceding grading period, and meet the weekly eligibility guidelines outlined in the athletic handbook.

Note: Coaches have the authority to implement more stringent academic policies if they so choose. Team-specific policies should be addressed at the mandatory preseason meeting.

For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

## **Weekly Eligibility**

All student athletes in grades 7-12 at East Knox must meet a weekly eligibility standard.

The following standards apply:

1. Students in grades 9-12 must be enrolled in subjects amounting to 5.0 units of credit and students in grades 7-8 must be enrolled in subjects amounting to 5 classes. Both must achieve passing grades (D or above) in at least 5 units of credit or classes, depending on above grade level.

NOTE: The following is above the OHSAA requirements.

- a. The weekly eligibility check will begin the third week of each grading period and grades will be collected on each subsequent Monday for the remainder of the grading period.
- b. When a student does not meet the weekly standard, he/she will be placed on probation. The probation period will be one week. During the probation period, the student is eligible to practice and to participate in contests. If a student fails to meet the weekly eligibility standard for a second consecutive week, the student will be denied participation for one week and will remain ineligible in one week increments until the student meets the minimum eligibility standard. Any denial of participation is on a weekly basis (Monday-Friday). When the student is ineligible at the local level, he/she may practice, but will not participate in contests. Note: When applying this rule, school administrators will make the final ruling on a student's eligibility, and will consider a student's opportunity to raise their grade during the probation period, and accuracy of grades reported for eligibility purposes.

**Athletic Code of Conduct** – Violations of the athletic code of conduct will result in disciplinary action when the offense is witnessed or confirmed by a school employee or legal authority. The code of conduct will be enforced during each sport season according to the OHSAA starting date until the season is completed. Disciplinary consequences, except where mandated by law, are left to the discretion of the school administration. Each case will be handled on an individual basis and penalties for violations of the athletic code of conduct include, but are not limited to; warning, suspension from team including practices and/or contests, removal from team, and/or ineligibility for future seasons.

Rule 1 – Unethical behavior/conduct such as malicious vandalism, destruction of school property in or outside of school, and/or stealing

Rule 2 – Any involvement with the sale or distribution of drugs

Rule 3 – Alcohol and/or Drugs; use, possession, or being under the influence of alcoholic beverages or drugs

Rule 4 – Use and/or possession of tobacco products

Rule 5 – Violations of the student code of conduct not covered in rules one through four

Rule 6 – In order to participate in a contest, student must be in attendance by 8:30 a.m. on that day unless excused with a doctor's note, attending a funeral/calling hours, college visit, or a situation that is approved by the athletic director.

## **Student Attendance at School Events**

The School encourages students to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

**Spectator Behavior:** Students, parents, community members and fans are expected to act appropriately at all athletic events including practices. Inappropriate behavior such as, but not limited to, profanity, disparaging and demeaning language, intimidation, abuse of facilities, aggression directed at officials and opposing players and fans, or any unsportsmanlike act will not be tolerated.

**Penalties for inappropriate behavior include:**

- 1<sup>st</sup> Offense – Removal from the sporting event that night
- 2<sup>nd</sup> Offense – Removal from the sporting event that night and prohibited attendance to all athletic events for the remainder of the school year.

Inappropriate spectator behavior will be addressed by school administrators, game managers, coaches, and local law enforcement personnel.

**Home Schooled Athletes:** East Knox will abide by all current Ohio Revised Code regulations as they pertain to home schooled students.

**Other Considerations:** In addition to the rules outlined in this handbook, coaches and cheerleading advisors will outline rules, policies, and regulations that are specific to each individual sport regarding practice expectations, tryouts, transportation, curfew, as well as other expectations. Coaches have the final say of when and how cuts are to be made.

**Transportation:** In order for a student-athlete to ride home from an athletic event with his/her parents rather than the team transportation, it must be first approved by the coach and a note signed by their parents must be given to the coach. Coaches will convey individual sport rules regarding transportation at the beginning of the season. Student Athlete's will only be permitted to ride home with his/her parents/guardian.

**Awards:** Awards will be given in the following categories:

- Certificate of Participation
- 1<sup>st</sup> year award: Letter
- 2<sup>nd</sup> year award: Medal
- 3<sup>rd</sup> year award: Plaque
- 4<sup>th</sup> year award: Plaque

**Special Awards:** Cheerleaders will receive a letter as a 1<sup>st</sup> year award in each varsity sport (football & basketball). They will only receive one 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> year award, but will receive gold bars for additional sports in which they cheer.

**Requirements for Lettering:**

Varsity Football, Basketball, Bowling and Volleyball – Participate in at least ½ the total number of Quarters/games.

Varsity Baseball & Varsity Softball – Average 3 innings per game or be a regular starting pitcher

Varsity Golf – Participation in at least ½ of the Varsity matches.

Varsity Track – Average one point per meet, place 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>, in the District or MBC meet, or set a school record.

Cross Country – Have placed count in team score during at least ½ of the meets.

Wrestling – A wrestler must wrestle in 50% of the regular season scheduled duals, tri meets, quad meets or tournaments and have a minimum of a .500 win record or be a district qualifier. If a wrestler is academically ineligible for part of the season they will not receive a letter.

### **Special Circumstances:**

1. Injury to an athlete who would have lettered.
2. Seniors who have participated in that sport for at least 2 years, but do not have enough quarters.
3. Late development resulting in excellent play.
4. Coaches' discretion.

### **Parent/Coach Relationship:**

Communication you should expect from your coach:

- Philosophy of the coach
- Expectations the coach has for their athletes
- Locations and times of practices and games
- Team requirements such as fees, special equipment, summer conditioning
- Discipline that results in denial of participation

### **Communication coaches expect from parents:**

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Positive support for all team members

### **Appropriate concerns to discuss with coaches:**

- The treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior
- Schedule conflicts

### **Issues not appropriate to discuss with coaches:**

- Playing time
- Team strategy
- Other student-athletes

Do not confront a coach after a game or practice. This is an emotional time for all involved. Meetings of this nature do not promote resolution. When you have concerns please contact the coach to schedule an appointment with them. If additional assistance is needed please contact Aaron White, Athletic Director at East Knox High School 740-599-7000 ext. 2007.

## **DRUG TESTING POLICY**

The EAST KNOX SCHOOLS Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by EAST KNOX HIGH SCHOOLS students. The EAST KNOX SCHOOLS Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the EAST KNOX SCHOOLS Board of Education and the community's strong commitment to establish a truly drug and alcohol free school program. Because of the pervasive nature of drug use in our local schools, EAST KNOX SCHOOLS have selected student athletes, students who participate in competitive extra-curricular activities and students who along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all athletes, volunteers and competitive extracurricular activities from grades 9-12.

### **Purpose of this policy shall be:**

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular program.
2. To discourage all students from using drugs and alcohol:  
Students will assume all responsibility for regulating their personal lives in ways that will result in becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletic and extracurricular programs to remain drug free and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive.

Student involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extra-curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

Any student in grades nine (9) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

- Athletics
- Competitive extra-curricular activities

## **Definitions:**

### **1. Student Athlete:**

Any person participating in the EAST KNOX HIGH SCHOOLS athletic program and/or contests under the control and jurisdiction of the EAST KNOX SCHOOLS and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders.

### **2. Extracurricular:**

Any activity of a competitive nature that does not involve a grade.

### **3. Athletic Season:**

In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for the EAST KNOX SCHOOLS. There are three athletic seasons: Fall, Winter, and Spring.

### **4. Random Selection:**

A system of selecting athletes for drug and alcohol testing in which each athlete and/or member of an extra-curricular group shall have a fair and equitable chance of being selected each time selections are required.

### **5. Illegal/Illicit Drugs:**

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition 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 the prescription or by the manufacturer. We may also test for Nicotine and Steroids.

### **6. Alcohol:**

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 430.01. The term “alcoholic beverage” includes any liquid or substance, such as “near beer” which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is: (a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and directions for use of (b) an over-the-counter medicine.

## **Types of Testing:**

### **1. Team Testing:**

At the beginning of the school year, all eligible students may be required to submit to urine drug and alcohol testing. This testing will be completed within the first two weeks of the school year and/or season on a specified date and time. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach or Advisor is responsible for ensuring that all student athletes/extra-curricular members and their parent/guardian/custodian properly sign the

“INFORMED CONSENT AGREEMENT” prior to testing. Any student who moves into the District or joins a team after the team testing date shall be automatically added to the next random test.

## **2. Random Testing:**

Random testing shall be done throughout the school year. Each team may have up to 50% of its eligible students tested per random selection. A student may be tested more than once per school year. In the event of a positive test, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

### **RANDOM TESTING WILL BE PAID FOR BY THE EAST KNOX SCHOOLS.**

#### a. Random selection of student athletes:

The Athletic Director, under the Principal’s supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes.

#### b. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the Athletic Director and confirmed with the building administrator. Random testing may be done weekly.

## **3. Drugs for which athletes may be tested:**

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition 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 the prescription or by the manufacturer.

## **4. Collection Process (Urine Screens):**

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

- a. All students must have a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.
- b. Drug testing area must be secured during the testing.
- c. Only lab technicians, designated school administrator and students will be witnesses to the test.
- d. Privacy must be kept for all students.
- e. The Athletic Director is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms, money and proper ID are completed.
- f. When students arrive and cannot give a sample, they will need to start drinking water, pop, or juice. After 36 oz. the human body will need to urinate.
- g. No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

- h. Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.
- i. Students will be asked to hold out their hand and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.
- j. Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.
- k. Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1<sup>st</sup> time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)
- l. Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours.
- m. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.
- n. The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.
- o. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.
- p. With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.
- q. This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.
- r. When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.
- s. Any student that tests positive will have to be tested weekly for the term of a 5 week program with drug counseling at the expense of the student and/or parent. Testing will be done by Great Lakes Biomedical only so long as this is the company the school selects.

**5. Results of a positive test:**

Any positive urine drug test results will be made known to the building administrator, who in turn will notify the parents/guardian/custodians and student.

**If a positive test occurs:**

**The 1st Violation**

For the first positive result, the student athlete will be given the option of:

- a. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor. The athlete will be denied participation for a **minimum** of 20% of the current and/or next



season. The parent/guardian/custodian and student will meet with the athletic director, the coach, and a building administrator to determine reinstatement. The student may be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current athletic season.

OR

- b. Denial of participation in interscholastic athletics for the remainder of the current season and the remainder of that academic school year.

#### **The 2<sup>nd</sup> Violation**

The student is denied participation for one calendar year from the date of notification of the violation.

#### **The 3<sup>rd</sup> Violation**

The student is permanently denied participation in athletics at the EAST KNOX Jr./Sr. HIGH SCHOOL. **Violations are accumulative throughout the student's secondary school career (grades 9-12).**

#### **6. Self referrals**

An athlete may make a self-referral, which can only be done once in 4 years. Self-referrals can only happen before a test is conducted. Counseling, additional testing, and follow through with counselor recommendations are required, but no other punitive action is taken.

## **SECTION IV – STUDENT CONDUCT ATTENDANCE**

### **Early Dismissal:**

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

### **School Attendance Policy:**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic that will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

### **Denial of Credit due to Poor Attendance:**

Each nine-week grading period a student may not be absent more than 5 days excused or unexcused. Upon the 6<sup>th</sup> absence the student may be denied the opportunity to receive credit for the grading period and the grade may be recorded as an "F". The Attendance Committee will give consideration for medical issues and other extenuating circumstances on a case-by-case basis. Seniors and/or 18-year-old students that have excessive absences may be withdrawn from school by the principal.

### **Tardy vs. Absence:**

#### **Arrival Time**

- 7:35 am – 9:30 am = tardy
- 9:30 am – 11:30 am = ½ day absence
- 11:30 am – 2:20 pm = full day absence

#### **Departure Time**

- 12:30 pm – 2:20 pm = early dismissal
- 10:30 am – 12:30 pm = ½ day absence
- 7:35 am – 10:30 am = full day absence

#### **Excused Absences:**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- Court Appearance
- College Visits (Special Absence Request Required)
- Funeral/Death in Family
- Student Illness
- Quarantine of Family Home
- Religious Holidays
- Religious Activity
- Doctor's Note or Medical Related Appointments

#### **Notification of Absence:**

If a student will be absent, the parents must notify the School at **740-599-7000, ext. 2003 by 9:30 am** and provide an explanation. If prior contact is not possible, the parents must provide a written excuse within 2 school days after the student's absence. Written notice provided after 2 school days will require approval by the building principal. **When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day.** If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

#### **Truancy:**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, or forty-two (42) or more hours in one (1) month, or seventy-two (72) or more hours in one (1) school year. In addition, a student will be considered habitually truant if the student is absent, **with or without a legitimate excuse**, for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in one (1) school year. Students that are habitually truant (and their parents/guardians) will meet with the District Absence Intervention Team to develop solutions for better school attendance. If a student is still habitually truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State Law and Board Policy 5200.

**Homebound Instruction:**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the students condition from a physician. For more information, contact the Guidance Counselor, ext. 2008.

**Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work.

**The student should contact their teachers as soon as possible to obtain assignments.** The number of days for completion of make-up work will be equivalent to the number of excused days of absence. **Please Note: This is the student's responsibility.**

If a student misses a teacher's test due to an excused absence, he/she should make arrangements with the teacher to take the test at another time. If he/she misses a State mandated assessment test or other standardized test, the student shall consult with the Testing Coordinator to arrange for administration of the test at another time.

**Suspension from School:**

Absence from school due to suspension shall be considered an authorized absence, unexcused. Unless an exception is made by the building principal, student will receive no credit for any assignments they miss while serving an out of school suspension.

**Unexcused Absences:**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. **(Please refer also to "Truancy" above.)**

**Tardiness:**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, he/she must report to the School office before going to his/her first assigned location. Any student who is tardy to class up to three minutes shall be referred to the office.

**Tardies:**

Students may be assigned a consequence for each unexcused tardy after 3 and up to 10 per semester. Students who are tardy more than 10 times in a semester will face additional consequences that may include but are not limited to suspension and loss of driving privileges. In addition, a full absence will be added to student records after every 4<sup>th</sup> tardy per semester (8 tardies = 2 absences or 12.5 hours).

**Vacations During the School Year:**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements and complete the special absence request form. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## CODE OF CONDUCT

A major component of the educational program at East Knox Jr./Sr. High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors:**

Each student shall be expected to:

- abide by National, State, and local laws as well as the rules of the School;
- respect the rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School;
- place coats and hats in their assigned locker upon arrival to school and remain there until the end of the day.

## DRESS CODE

The dress code is designed to promote professionalism, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. A student shall observe the Student Dress Guidelines while in school, attending a school-sponsored activity or acting as a representative of the East Knox Local School District. Such guidelines shall prohibit student dress or grooming practices which:

- Present a hazard to the health or safety of the student himself/herself or to others in the school.
- Materially interfere with schoolwork, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
- Are in conflict with etiquette and basic moral standards of the community.

### **Student Dress and Grooming:**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

- Students must be clean and practice good personal hygiene, and have a hairstyle that is neat, clean, and well groomed: Any hairstyle that is distracting to the educational environment is prohibited.
- Clothes shall not advertise profane, pornographic, suggestive, alcoholic, diabolic or unhealthy life styles, or other forms of offensive lettering or designs (included in this list are beer/alcoholic beverage ads/logos or tobacco ads/logos).
- Students must wear shoes or sandals without heel plates.

- See-through or other revealing clothes are not to be worn. Baggy pants are OK but “droopy drawers” are not.
- **Pants are not to be worn that have excessive holes even if shorts are worn underneath. This includes but not limited to holes in the thighs, crotch, and backside.**
- No halter-tops or midriffs are permitted. All tops are to have sleeves. All tops may not be worn off the shoulder. The neck openings are to be modest in scope unless it is worn as a vest over another top.
- Appropriate undergarments must be worn.
- Shirts or dresses that contain spaghetti straps may not be worn.
- Hats, headscarves, hoods, bandanas and coats are not to be worn in the building during school hours (unless given permission by building administration). Students are to leave these items in their locker upon arriving to school.
- Clothing that is excessively tight is not permitted. Included in this group are the biker shorts and stretch pants unless worn with a layered outer garment of modest length.
- All dresses, skirts, and shorts are to be of modest length (to be measured by placing hands to the side, and ensuring that the dress/shorts/skirt, etc. extends past fingertips).
- Clothing that is excessively torn, frayed, worn, tight or loose fitting, is NOT permitted. Also, underwear is NOT to be seen.
- No chains, spikes, spurs, dog collars, straps or handcuffs of any kind will be worn to school or attached to clothing.

These are minimum standards. With administrative approval, head coaches, advisors of extra-curricular activities, and teachers of lab and shop courses are authorized to establish any specific, reasonable dress or grooming requirements that they deem suitable for participation in their activity.

**All dress code violations must be corrected immediately upon request of school personnel or disciplinary action will be taken. In order to get students back in class, students may be required to wear alternative clothing in order to correct dress code violations. Students that refuse to do this will be disciplined according to the student code of conduct for insubordination. Repeated violations of the dress code will result in disciplinary action. The administration reserves the right to interpret the rules above on a case-by-case basis.**

Students who are representing East Knox Jr./Sr. High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **Gangs:**

Gangs which initiate, advocate or promote activities that threaten the safety or wellbeing of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

### **Care of Property:**

Students are responsible for the care of their own personal property. **The School is not responsible for the loss of personal property.** Though not inclusive, valuables such as jewelry, electronics, similar devices, or irreplaceable items should not be brought to school. **Protect yourself; use your lock!** Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior will be tolerated.

## **STUDENT DISCIPLINE CODE**

Violation by a student of any one or more of the following rules on school grounds may result in disciplinary action, including suspension, emergency removal from class and/or expulsion. The rules listed below are in addition to the district's board, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit our authority. The district has jurisdiction over students during the regular school day and while going to and from school on district transportation. The district's jurisdiction includes any activity during the school day in school zones, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

**Disruption of Class/School:** A student will not interfere with school purposes or with the orderly operation of the school by using, threatening to use, or causing other persons to use violence, force, coercion, threats, intimidation, fear, or through disruptive means. This includes being out of an assigned seat, inappropriate interruptions, not following school or classroom rules, etc.

**Profanity and/or Obscenity:** A student will not use profane, indecent, or obscene language, either orally or in writing toward any student, teacher or any other person. Included in this prohibition would be the use of obscene gestures, signs, pictures, publications, and/or clothing with obscene words/pictures/messages.

**Insubordination:** A student will not fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. Teachers are authorized to make any rules to their classrooms and study hall which may aid in the efficiency of the class.

**Truancy:** A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, the student is truant or tardy. This includes unexcused absences from study hall, class, or any other properly assigned activity (cutting class or being out of assigned area without a pass). The truant officer may be notified.

**Tardiness:** Repeated tardiness is also considered a serious offense as it interrupts the educational process. Tardiness may result in disciplinary action including detentions, in school suspensions and loss of driving privileges. Students have four minutes to get to their next assigned class or assigned area (lunch room, study hall, media center, etc.) and should plan accordingly.

**Public Display of Affection (PDA):** Students will not engage in close physical contact. Any contact beyond holding hands is not permissible.

**Theft/Vandalism/Damaging Property:** Students will not steal, cause damage to, or destroy school or private property. Restitution, notification of law enforcement and/or disciplinary action may result.

**Encouraging a Fight:** Definition: Setting up a fight; verbally or physically encouraging a fight to start or continue; taunting.

**Fighting or Unauthorized Touching:** A student will not engage in a fight or any other type of physical altercation on school premises.

**Intimidation and/or Threatening Behavior:** Provocation that promotes unfriendly behavior that aggravates or irritates someone such as name-calling, obscene language, and other abusive behavior is prohibited. Intimidation through direct, veiled verbal, nonverbal assaults, or who exhibit belligerent, intimidating or a threatening behavior will be subject to discipline according to the Student Discipline Code. Threats, threatening behaviors, or other acts of violence executed off district property but directed at students, employees or other persons on district property or during district-sponsored activities are also in violation of the student code of conduct.

**Dangerous Weapons, Instruments, and Objects:** The Crime Control Act of 1990 makes it a federal offense for an individual to knowingly possess a firearm in a school zone or within a thousand feet of such grounds. The term “school zone” means the grounds of a public, parochial, or private school. A violation of this statute subjects a person to imprisonment of up to five years, a fine of up to two-hundred-fifty thousand dollars, or both imprisonment and fine. A student shall be expelled from school if the student’s, on school property or while attending a school-sponsored or school-related activity on or off school property, uses, exhibits, or possesses a firearm. A student will not possess, handle, transmit, or conceal any object of substance which might be considered dangerous or capable of harming another person. These shall include but not be limited to firearms, knives, metal knuckles, straight razors, explosives (firecrackers), noxious irritation or poisonous gases, poisons, drugs (when shared with others), or other items.

**Failure to Serve:** A student will not fail to serve an assigned detention or In-School Suspension. Transportation issues are not an excuse for missing.

**Gambling:** A student will not gamble on school premises or at school events.

**Inappropriate Dress:** The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limit to facilitate learning. Student’s attire can have a positive or negative effect on the learning process, contribute to students’ success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school.

**Aiding or abetting violation of school rules:** Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**Drugs and Alcohol:** A student will not use, possess, transmit, conceal, sell or show evidence of consumption of any alcoholic beverage, narcotic drug, mind-altering substance, or regulated drugs, while on school property including buses or while at any school-sponsored activity. Drug paraphernalia such as pipes, pacifiers, rolling papers, drain screens, “glow sticks” lighters/matches, or other drug paraphernalia as defined by the administration are prohibited.

**Possession or Use of Tobacco:** Possession, consumption, distribution, purchase, or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter of substance that contains tobacco. Smoking or possession of electronic, “vapor” or other substitute forms of cigarettes, or clove cigarettes is also prohibited.

**Trespassing or Loitering:** A student will not be present in a school building or on school grounds at unauthorized times.

**Out of Assigned Area:** This includes being in the halls after the bell has rung.

**False Alarms:** A student will not cause any false alarms or induce panic.

**Violation of Law:** A student will not violate any law or ordinance when on school property or while attending school-sponsored activities.

**Bullying/Hazing:** Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator, teacher, coach, student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

**Cheating/Plagiarism:** Presenting someone else’s work as one’s own in order to obtain a grade or credit is considered cheating. This includes, but is not limited to copying others’ homework, assignments, quizzes and/or tests, plagiarism, and allowing another student to copy one’s own work. Students who violate this policy will receive a warning and zero credit for assignments or work involved for this class. The second offense will result in ISS and zero credit and the third offense will result in OSS and zero credit with a possible recommendation for expulsion.

**Forgery:** A student will not falsify in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.



**Electronic devices:** Students will not use any electronic devices to access school files and/or alter or delete the content. Laptops, Nooks, and Kindles may be used in the classroom at the classroom teacher's discretion. The school is not responsible for stolen items.

**Bus Conduct:** A student will not disobey school bus rules regarding conduct on school buses.

**Repeat Offender:** A student will not repeatedly violate any school rule or accepted standards of school behavior.

**Misconduct:** A student will not engage in misconduct not otherwise defined.

## **DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules. **Disciplinary penalties, except where mandated by law, are left to the discretion of the school administration. Each disciplinary incident will be handled on a case-by-case basis.**

### **Types of corrective discipline used for code of conduct violations include:**

**Reprimand** – can be verbal and/or written

**Detention** – can be assigned during lunch and/or after school for up to one hour

**Denial/Loss of privileges**

**Zero on assignment or no credit for assignment**

**Parent contact via phone, email, note, or conference**

**Written assignment**

**Community Service**

**Bus suspension and/or modified riding arrangements**

**Damages assessed and payment assigned**

**In-School Assignment (ISA)** – isolation from other students where work can be completed for credit

**Out of School Suspension (OSS)** – students will not receive credit for work missed and/or assigned while serving an OSS unless an exception for partial credit is deemed appropriate by the school administrator who assigned the suspension.

**Emergency removal of student**

**Expulsion**

**Court referrals** – may result in criminal and/or civil prosecution

**Notes:** If a student is assigned a discipline that requires them to show up early or leave school late, it shall be the responsibility of the student/parent to make appropriate transportation accommodations. If a student does not fully comply with the assigned disciplinary action, more severe discipline will be assigned.

**Formal Discipline:**

Formal discipline removes the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is larger, and permanent exclusion. Any student who is expelled from school for more than twenty (20) days or for any period of time will be provided with information about services or programs offered by the public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at his/her discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed. Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. If a student commits a crime while under the School's jurisdiction, he/she may be subject to school disciplinary action as well as action through local law enforcement.

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School:**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within three (3) days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **Emergency Removal:**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extra-curricular activity or from

the school property. A teacher may remove the student from any curricular or extra-curricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extra-curricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical, prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal meeting before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School:**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A meeting will be scheduled no earlier than three (3), or no later than five (5) school days after the notice is given. Parents may request an extension of time for the meeting. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the meeting.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under the Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its

designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within three (3) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the College Credit Plus Program at the time the expulsion is imposed.

**Permanent Exclusion:**

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or at a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

**Discipline of Students with Disabilities:**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

**Suspension of Bus Riding/Transportation Privileges:**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal meeting. After that informal meeting, the Principal (or assistant principal or other administrator) will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, he/she and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

## SEARCH AND SEIZURE

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

**Electronic devices may be searched. No privacy is expected and inspection of such devices is permitted by school officials if school rules are believed to be violated.**

## SECTION V – TRANSPORTATION

### **Bus Transportation to School:**

The School provides transportation for all students who live farther than ½ mile from school. The transportation schedule and routes are available by contacting the transportation office at 740-599-7000, ext. 1016. Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. The Principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

### **Transportation Pick Up and Drop Off Policy/Procedures:**

- Students will be permitted two bus stop locations.
  1. The student's primary residence
  2. A bus stop of the parent's choice that is within the East Knox School District
- Students will not be permitted to ride any bus other than those that were assigned to the route that covers the two permitted bus stop locations.
- Parents/Guardians/Designated individuals may bring or pick up a student from school. If a student is being picked up from school, they must be signed out at the office.

- Parents/Guardians may request a change in pick up location twice (2) in a school year. This does not include a change in primary residence. For example, if your family moves from one house to another the primary residence has changed. **This would not count toward two (2) requests for change.**

**Procedure for requesting a pick up or drop off change:**

1. All requests for change must be requested in writing; no request will be taken over the phone.
2. All requests must be made on the appropriate school designated form, which are located in each school office and online.
3. All requests must be turned into the school office.
4. If there is a change in primary residence a request form must be completed and proof of address change must be attached to the form.
5. The transportation department will notify the parents/guardians as to the approval or denial of the request.
6. Once a request is approved, the change in location will begin two weeks (2) from the date of approval. Transportation will provide you with the start date.

**Procedure for Jr/Sr Students to Ride on the Elementary Bus Routes:**

Students from the Jr/Sr High School will only be permitted to ride elementary bus routes in the morning and afternoon if they have prior permission from the administration. Students desiring to ride the elementary route the day of without prior permission will not be permitted to ride the elementary bus routes.

**Bus Conduct:**

Students who are riding to and from school on transportation provided by the School are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone five minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- Wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall;

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not litter in the school vehicle or throw anything from the vehicle;

- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

### Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

### **Videotapes on School Buses:**

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

### **Penalties for Infractions:**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **Transportation of Students by Private Vehicle:**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2-Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating student will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

### **Self-Transportation to School:**

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

### **The following rules shall apply:**

1. Students under age eighteen (18) must have written parent permission prior to driving to school.
2. Students and their parents shall complete the Student Vehicle Form to Drive Vehicles on School Property and provide evidence of a valid driver's license.
3. Students are required to obey the parking lot speed limit of 5 mph.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student. When the School provides transportation, students shall not drive to school-sponsored activities. **All vehicles entering school property are subject to search and inspection.**