



EAST LIVERPOOL JUNIOR-SENIOR HIGH SCHOOL

**PARENT & STUDENT
HANDBOOK
2019-2020**

EAST LIVERPOOL JUNIOR-SENIOR HIGH SCHOOL
100 Maine Boulevard
East Liverpool, Ohio 43920
Telephone: 330-386-8750
Fax: 330-386-8753

PRINCIPAL
Dawn Moore

ASSOCIATE PRINCIPAL
Ryan Willis

ASSOCIATE PRINCIPAL

SCHOOL COUNSELORS

HIGH SCHOOL
Dawn Pipo
Lori Adkins

JUNIOR HIGH
Heidi Miller

ON THE WEB:
www.elcsd.k12.oh.us
sites.google.com/elcsd.k12.oh.us/el-junior-senior/home

ELHS ALMA MATER

SCHOOL PLEDGE

East Liverpool, the school which now we honor
We sing our song to thee our voices raise.
East Liverpool, we pledge our deep devotion
To you both now and in coming days.
(Repeat last two lines)

Within thy halls we found our best companions
We found a life, abundant, rich and rare.
East Liverpool, we cherish now and ever,
We pledge to hold thy name so fair.

To thee, East Liverpool Junior-Senior High School,
we pledge ourselves in loyalty and endeavor. In
thy halls may we daily learn to grow in knowledge
and wisdom.

May we be true to thy standard seeking to build
well the foundation of our education through the
opportunities afforded us within thy gates?

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parent(s) may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. It should be noted that not all circumstances can be foreseen in any single document. Unforeseen situations or circumstances not specifically addressed by this handbook will be subject to administrative discretion. This handbook supersedes all previous handbooks and other written material on the same subjects.

School Calendar	6
Bell Schedules	7
REGULAR BELL SCHEDULE	7
TWO-HOUR DELAY SCHEDULE	7
HIGH SCHOOL ACTIVITY PERIOD SCHEDULE	8
SECTION 1: ACADEMICS	8
Enrolling in School	8
Transfer Out of District	8
Student Registration	9
Counselors	9
Schedule Changes	9
Graduation Requirements	10
Class Placement	12
Credit Recovery	12
Grading Scale	12
Advanced Placement Exams	13
College Credit Plus	13
Academic Dishonesty	13
SECTION 2: STUDENT SAFETY AND WELL BEING	14
Use of Video Surveillance Equipment	14
Emergency Medical Forms	14
Use of Medication	14
Accidents	14
Fire and Tornado Drills	14
SECTION 3: ATTENDANCE	14
School Attendance Policy	15
Truancy	15

Excused and Unexcused Absences	15
Excused Absences	15
Notification of Absence	16
Returning from an Absence	16
Make up Work	16
Unexcused Absences	17
Tardiness	17
Habitually Truant	18
Absence Intervention Plan	18
Early Dismissals	18
Calling Home for Illness	19
SECTION 4: DRESS CODE	19
Dress Code	20
Relaxed Dress Code	21
Relaxed Technology Policy	21
Field House Events	21
SECTION 5: STUDENT CONDUCT AND DISCIPLINE	22
Application of the Code of Conduct	22
Bullying and Hazing	23
Progressive Discipline Profile guidelines	25
BIP-Behavior Intervention Program	25
TEACHER OFFICE REFERRALS	25
Tobacco Policy	25
Fighting	26
Weapons in the School (Board Policy JFCJ)	26
Alcohol Use by Students/Student Drug Abuse (Board Policy JFCH/JFCI)	27
Suspension	28
Expulsion	28
Due Process	28
Disciplinary Appeals	29
Permanent Expulsion	29
Detention	29
Friday Night School	29
Policy for 18 Year Old Students	30
Hall Passes	30
Gambling	30
Hazing	30
Public Display of Affection	31

Personal Electronic Devices	31
Cell Phones	31
SECTION 6: STUDENT TRANSPORTATION	32
Bus Transportation	32
Student Parking	32
SECTION 7: GENERAL REGULATIONS AND PROCEDURES	34
Driver Education Availability	34
Fundraising/Sales of Products	34
Flowers, Balloons and Gifts	34
Meal Service	34
Cafeteria	34
Care of School Property	34
Care of Books	35
Classroom Fess and Deficiencies	35
Lockers	35
Change of Address	35
Lost and found	35
Telephones	36
Acceptable Use Policy	36
Field Trips	36
Work Permits	36
Student Records	37
Equal Educational Opportunity	37
Alleged Discrimination Grievance Procedure	37
Individuals with Disabilities	38
Sexual Harassment	38
SECTION 8: EXTRACURRICULAR ACTIVITIES	39
Athletics, Clubs and Organizations	39
Clubs and Club REQUIREMENTS	39
National Honor Society (NHS) / National Technical Honor Society (NTHS) Membership	40
Academic Eligibility	40
Behavioral Eligibility	41
Athletic Code	41
APPENDIX I: Board Policy JFCF-R	44

School Calendar

EAST LIVERPOOL CITY SCHOOLS | 2019-2020 CALENDAR

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">AUGUST '19</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> <p>22 Teacher Inservice 23 Teacher Inservice 24 First Day: Students</p>	AUGUST '19							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">FEBRUARY '20</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table> <p>13 Parent-Teacher Conferences (PM) 14 Compensatory Day (No School) 17 Presidents' Day (No School) 18 Teacher Inservice</p>	FEBRUARY '20							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29							
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Bell Schedules

REGULAR BELL SCHEDULE			
HIGH SCHOOL		JUNIOR HIGH	
HOMEROOM	7:50-8:00	HOMEROOM	7:50-8:00
PERIOD 1	8:00-8:47	PERIOD 1	8:00-8:47
PERIOD 2	8:51 - 9:39	PERIOD 2	8:51 - 9:39
PERIOD 3	9:43 - 10:31	PERIOD 3	9:43 - 10:31
PERIOD 4 (A LUNCH)	10:34 - 11:04	PERIOD 4	10:34 - 11:20
PERIOD 4 (B LUNCH)	11:07 - 11:37	PERIOD 5 (A LUNCH)	11:24 - 12:10
PERIOD 4 (C LUNCH)	11:40 - 12:10	PERIOD 5 (B LUNCH)	12:13 - 12:43
PERIOD 5	12:13 - 1:16	PERIOD 5 (C LUNCH)	12:46 - 1:16
PERIOD 6	1:20 - 2:08	PERIOD 6	1:20 - 2:08
PERIOD 7	2:12 - 3:00	PERIOD 7	2:12 - 3:00

TWO-HOUR DELAY SCHEDULE			
HIGH SCHOOL		JUNIOR HIGH	
HOMEROOM	9:50 - 10:00	HOMEROOM	9:50 - 10:00
PERIOD 1	10:00 - 10:30	PERIOD 1	10:00 - 10:30
PERIOD 4 (A LUNCH)	10:34 - 11:04	PERIOD 2	10:34 - 11:04
PERIOD 4 (B LUNCH)	11:07 - 11:37	PERIOD 3	11:07 - 11:37
PERIOD 4 (C LUNCH)	11:40 - 12:10	PERIOD 4	11:40 - 12:10
PERIOD 2	12:13 - 12:43	PERIOD 5 (B LUNCH)	12:13-12:43
PERIOD 3	12:46 - 1:16	PERIOD 5 (C LUNCH)	12:46-1:16
PERIOD 5	1:19 - 1:50	PERIOD 5 (A LUNCH)	1:19-1:50
PERIOD 6	1:54 - 2:25	PERIOD 6	1:54-2:25
PERIOD 7	2:29 - 3:00	PERIOD 7	2:29-3:00

HIGH SCHOOL ACTIVITY PERIOD SCHEDULE	
HOMEROOM	7:50-8:00
PERIOD 1	8:00-8:47
PERIOD 2	8:51 -9:39
PERIOD 3	9:43 -10:31
PERIOD 4 (A LUNCH)	10:34 -11:04
PERIOD 4 (B LUNCH)	11:07 -11:37
PERIOD 4 (C LUNCH)	11:40 -12:10
PERIOD 5	12:13 -12:58
ACTIVITY PERIOD	1:00-1:16
PERIOD 6	1:20 -2:08
PERIOD 7	2:12 -3:00

SECTION 1: ACADEMICS

Enrolling in School

Students are expected to enroll in the attendance district in which they live.

If open enrollment is an option or other arrangements need to be made to attend a school outside of the student's home district, it must be done through the office of the superintendent.

Students who are new to the district are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (as appropriate)
- Proof of residency
- Proof of immunizations
- Social security number

Transfer Out of District

If a student plans to transfer from the school the parents must notify the office. School records shall be transferred within fourteen days to the new school district. (The limit of fourteen days is required by the missing children's act). Parents must sign a written release to allow us to transfer records to another school district.

Student Registration

Each student must be registered for a program of at least seven courses per semester. In some sequential courses such as a foreign language or advanced math course it is recommended that students should not move on to the next level unless a C-average is maintained.

Students repeating a sequential course due to not maintaining the necessary C-average will have the grades from both attempts averaged together. Credit will be given only once for each course. Students recommended repeating a sequential course may continue only if verification is signed by the student and his/her parents.

Seniors may take 1 credit pass/fail as long as it is not a graduation requirement.

Counselors

The counselors are available to assist students in many areas. Students are encouraged to consult with their counselor on class selection, schedule changes, future career and educational plans, or problems relating to school adjustment. Students should consult with the proper counselor.

Students should notify their homeroom teacher that they need to see a counselor. A guidance appointment request form will be submitted to the guidance office. Students will be notified by the guidance secretary when their appointment is scheduled. Students must report to the guidance secretary upon arrival at the office for an appointment to avoid being declared truant. Never substitute a visit to a counselor for a class.

East Liverpool Counselor Contact Information			
Counselor	Grade Level	Phone	Email
Ms. Heidi Miller	7 th and 8 th	(330) 386-8750 x30044	hmiller@elpotters.school
Mrs. Lori Adkins	9 th and 10 th	(330) 386-8750 x30067	ladkins@elpotters.school
Mrs. Dawn Pipo	11 th and 12 th	(330) 386-8750 x30033	dpipo@elpotters.school

Schedule Changes

The number of classes that will be offered in the school year are based upon the student's choices at scheduling time; therefore, schedules can only be changed for the following reasons:

1. Technical error beyond the student's responsibility or other administrative reasons.
2. Major change in a student's program. Any changes made after the first day of classes will require recommendation by a Schedule Adjustment Team and approval by the principal.
3. Student's schedule must be changed to ensure graduation.
4. Teacher recommends in writing after consulting student, parent, and counselor.
5. Counselor recommends in writing after consulting teacher, student, and parent.

All schedule changes enacted or the reasons stated above must be subject to the following conditions:

1. Class drops must not leave a student with less than six academic courses and no less than

total of seven scheduled periods.

2. All class drops after one (1) week past issuance of the first report card of the course will be recorded as a failure (W) on the permanent records, unless special emergency circumstances are approved mutually by the teacher and counselor or by the principal.
3. After the first three weeks of any course, a student may not enroll in a course for the first time, except for newly enrolled students, except by mutual consent of the teacher and counselor, or by the approval of the principal.
4. Other than for complete changes (College Prep to Career/Technical) or for technical error, changes may only be made in elective (non-required) courses.
5. Elective courses may be dropped and the student will select another elective which is open and available and can fit into the students schedule without disrupting his/her other classes.
6. Required courses will not be changed to accommodate a change in elective courses.
7. Student "elective" schedule changes are limited to NO MORE THAN ONE (1) per semester.
8. Any variation to the above guidelines must be for special circumstances only and have the approval of the Schedule Adjustment Team

Graduation Requirements

The requirements established by the local Board of Education fully meet all requirements of the Ohio Department of Education. A minimum of twenty-one (21) credits must be earned in order to graduate from East Liverpool High School. Four years of high school attendance is required.

East Liverpool High School students must complete Ohio's course requirements AND take seven (7) End-of-Course exams. In addition, every student will have the opportunity to take a nationally-recognized college admission exam free-of-charge in the 11th grade. Students must satisfy graduation requirements by either (1) accumulating the necessary points on End-of-Course exams, (2) scoring at the "remediation-free" level on a college admissions tests such as the ACT or SAT, or by (3) earning both an industry-recognized credential or a license issued by the state for practice in an approved Career Pathway and a "workforce readiness and employability" score on a job skills assessment such as "WorkKeys."

English	4 Credits
Mathematics	4 Credits
Science	3 Credits
Social Studies	3 Credits
Health	½ Credit
Physical Education	½ Credit
Electives	6 Credits
Economics & Financial Literacy	
Fine Arts	

- Mathematics units must include one unit of Algebra II or the equivalent of Algebra II. Algebra II is not a requirement for students following a Career Tech Pathway. However, students must have four units of Mathematics.
- Science must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or physical science, advanced biology or life science, astronomy.

AND

1. Earn a cumulative passing score of 18, using seven end-of-Course exams. To ensure students are well rounded, they must earn a minimum of four points in Math, four points in English and six points across Science and Social Studies.

- Algebra I⁽¹⁾ and Geometry or Integrated Math I and II
- Biology
- American History and American Government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American History or American Government may take and substitute test scores for end-of-course state exams to earn graduation points. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

⁽¹⁾The State Board of Education may decide to include an Algebra II End-of-Course exam in place of Algebra for students entering the 9th grade on or after July 1, 2016.

OR

2. Earn a “remediation free” score on a nationally recognized college admission exam. All students will take the exam free-of-charge in 11th grade. The State of Ohio will pick up the cost for these exams.

ACT Remediation Scores

English Language Arts – 18 or higher

Reading – 21 or higher for students who entered high school prior to July 1, 2014

Reading – 22 or higher for students who entered high school after July, 1 2014

Mathematics – 22 or higher

OR

3. Industry Credential and Workforce Readiness

Students earn 12 points through a State Board of Education-approved industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score of 14 on the WorkKeys Assessment. The state of Ohio will pay one time for students using this option as a pathway for graduation.

OR

4. Students beginning with the class of 2020 may complete a capstone project to satisfy a component of Ohio’s graduation requirement. Details on this component will be discussed during the initial senior meeting in the fall.

Class Placement	
The general requirements for grade placement are as follows:	
Sophomore	5 Credits
Junior	10 Credits
Senior	16 Credits

Credit Recovery

Under compelling special circumstances, a student may be approved to complete coursework for credit recovery. Such students must have been absent less than 10% of the days that school is in session (fewer than 18 days). No student shall be permitted to earn more than four (4) credits under the credit recovery program over the course of his/her high school career. Credit recovery is not intended and will not be used to supplant a course that is offered during the school year. Class placement will be determined by the number of credits that a student has earned as posted on the report card issued at the end of the school year.

Grading Scale

1. Semester grades will be determined by adding together the two nine week percentages for a semester class and the four nine week percentages for a full-year class.
2. Each nine weeks percentage will be given equal weight.
3. The rounding point between percentages will be $\frac{1}{2}$ or 0.5 points.
4. A percentage of 60 is required to pass a semester or full-year course.
5. In order to receive credit for a nine week grading period, students must have completed all course requirements as determined by the teacher and principal. A student can be given an incomplete and failed for the nine weeks if the work is not completed within two (2) weeks of the end of the marking period.
6. Students can be failed for the semester or the year if the teacher submits the student's grades and reason for failure to the academic standards board. Reasons for failure might include failure to complete a major class requirement, failure to produce any significant work for nine weeks or more, or for excessive unexcused absences (in accordance with the terms of the attendance policy).
7. The final grade will be determined by the average (mean) of each marking period.
8. Individual teachers may give a nine weeks test that may count up to 20% of the nine weeks grade.
9. Semester and final grades will be translated to letter grades according to the tables below:

Grading Scale		Semester and Final Grades	
A	90-100	A	90-100
B	80-89	B	80-89

C	70-79	C	70-79
D	60-69	D	60-69
F	0-59	F	0-59

Advanced Placement Exams

The school district will pay for the AP exam(s) for any student with an attendance rate of 90% or higher AND has a B-average or better. Students who do not meet these criteria may take the AP exam(s) at their own expense.

College Credit Plus

“College Credit Plus” is an Ohio program designed to help students earn college and high school credits at the same time by taking college courses from community colleges or universities. This program replaces the former Post-Secondary Enrollment Option (PSEO) and other dual enrollment programs to provide students with broad opportunities to earn college credit. The purpose of the “College Credit Plus” program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students in grades 7 – 12. Taking a college course from a public college or university College Credit Plus is free. That means no cost for tuition, books or fees. (If you choose to attend a private college or university, you may have limited costs.)

Students must apply and be admitted into a college to participate, and they may be required to take a placement test or meet other criteria. Students may earn up to 30 college credit hours per academic year (summer not included), up to 120 college credit hours while in the program. A semester college course of three (3) or more credits counts as one unit of high school credit, which applies to graduation requirements. Interested students should speak with a representative from the college in which they are interested, and they should meet with a school counselor to discuss options and pathways through this program. Students **MUST** submit a notice of intent to participate (available through the Ohio Department of Education) to their school counselor by April 1 of each year to participate in the following academic year.

Academic Dishonesty

East Liverpool High School will strive to help each student attain the academic skills necessary to function independently upon graduation. As such, each student will be graded upon "his/her" achievement in all courses. This can reflect an honest report of your achievement only if you submit work which is your own. Aiding another student or receiving aid from another student during an exam or quiz, or submitting written assignments which are not in fact your own work cause an inaccurate report of your achievement. Hence, any confirmed act of academic dishonesty (cheating) will result in no credit for that particular assignment with a parental contact, and a written report filed with the principal for disciplinary action. Additional incidences may result in a failing grade for the course, and appropriate disciplinary action(s) will be administered.

SECTION 2: STUDENT SAFETY AND WELL BEING

Use of Video Surveillance Equipment

For purposes of safety and security, video surveillance equipment is in use throughout buildings and property. Students should be aware that their conduct may be recorded while on the premises.

Emergency Medical Forms

State law requires that all students must have an emergency medical form completed. The form will be completed online. Guardians will create an account and update information as needed. A STUDENT MAY RECEIVE DISCIPLINARY ACTION OR MAY BE EXCLUDED FROM SCHOOL UNTIL THIS REQUIREMENT IS MET.

Students with specific health care needs should submit those needs, in writing and with the proper documentation by a physician to the school office.

Use of Medication

The use of medicine prescribed by your doctor or over the counter drugs will not be permitted until the student has registered his/her medication with the office. Unless otherwise prescribed, medication is dispensed by the school nurse or authorized personnel in a private location. All medication will be locked and stored in a secure location. The student will initial the form when medication is administered. (Students who must carry an inhaler will register with the school nurse.)

A Student Medication Form (obtain a form in the office) must be completed by the parents and doctor and presented to the guidance office for approval. Students possessing or using "prescriptive medication" without proper documentation will be considered in violation of ELCSO drug policies.

Accidents

In case of an accident, report the accident immediately to the teacher or coach if the injury occurred in the classroom or athletic program. If medical attention is required, parents will be notified as soon as possible. Staff members are to fill out an accident report the day an accident occurs. The school cannot assume any liability for injuries.

Fire and Tornado Drills

Fire and tornado drill instructions are posted in every room. Students are to familiarize themselves with these instructions in each classroom. General guidelines for evacuation are as follows.

1. At all times quiet is to be observed so that teacher instructions can be heard.
2. Pupils are not to break their lines.
3. Walk rapidly. Do not run.
4. Stay with your class so that the teachers may take attendance once the building has been evacuated.

SECTION 3: ATTENDANCE

School Attendance Policy

It is imperative that all students be in attendance each school day in order not to miss a significant portion of their education. Learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Compulsory education in Ohio has been established by law for many years (ORC 3321.03) and each parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school attended is in session.

During the course of a school year, the district will accept ten (10) parental excuses for approved valid reasons. After the acceptance of the ten parental excuses, a physician's excuse is required. An original physician note is REQUIRED. Photocopies will NOT be accepted.

Truancy

All children under the age of eighteen are required to attend school. Truancy is willful absence from school.

Excused and Unexcused Absences

When no written excuse for an absence is provided, the absence will be unexcused. After 10 parental excuses, parents will need to provide to the school office with an explanation of the reason for the student's absence from a registered physician. If there is no physician excuse, the absence will be considered an unexcused absence.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the principal, a student may be given missed work but may not receive full credit for make-up work.

The skipping of classes or any part of the school day is considered an unexcused absence, and the student may not receive credit for graded work that is missed. Disciplinary action will follow.

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 school work and/or tests.

- Personal illness (A note from the doctor may be required and verified.) It is expected that all medical and dental appointments will be scheduled at times other than during the school day. When that is not possible, time out of school for such appointments is considered an excused absence if accompanied by a signed note from the parent as well as a verified and signed note from the professional. All notes signed by the professionals must be current and not postdated.
- Death in the family
- Illness in the student's family
- Quarantine for contagious disease
- Religious reasons
- Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over age 14 only)

- Traveling out of state to attend a Board approved enrichment activity or extracurricular activity (applies to absences up to 24 school hours)
- As determined by building principal
- Vacations: Vacation days must be pre-approved using the required form five (5) days prior to the vacation beginning. Vacation days scheduled during state mandated testing will NOT be approved. Vacation days count toward the 10(ten) allowed absences per year.
- College Visitations: Seniors are permitted five (5) visits of higher learning during the school year. A VISITATION DAY form must be obtained from the principal's office five (5) days before the day of the visit.

In situations with extenuating circumstances, the Building Administrator will make the final determination.

Notification of Absence

By 9:00 AM, on the day of the child's absence, parents should notify the school's call-off line at 330-386-1079. The message should identify the day of absence and a brief explanation for the absence. Parents will receive a telephone message for any absent student. If phone numbers change during the year, please contact the school with the corrected information.

If the absence can be foreseen, the parent(s) should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up missed school work.

Returning from an Absence

When students return from any absence, they must bring a written note from the parent that must contain the name of the student, all dates of absences, the reason for the absence, and signature of the parent. If the student visited a doctor, dentist, and/or was in the hospital, notes verifying this must be on the stationery of the doctor or dentist. Parent phone calls are not sufficient to record an absence as excused. Students have two (2) school days in which to submit valid excuses. Any excuse brought in after two (2) school days will be filed, but absence will be noted as unexcused.

When returning after an absence all students are to stop at the following areas in the building with their notes.

- East Liverpool Junior High – Students will report to the guidance office.
- East Liverpool High School – Students will report to the guidance office.

Make up Work

Students will have the same number of absent days, plus one (1) extra day, to return make-up work to each teacher assigned during their absence. When the absence is unexcused, any graded work that was missed will be recorded into the grade for that grading period as a zero (0). It is the responsibility of the student to request, complete, and return the makeup work on time.

If a student is absent more than 2 consecutive days, parents may phone in a request for makeup work to be picked up or sent home. Work will be prepared and will be available by the end of the

next school day of the request. It is the responsibility of the student to make arrangements with the teacher(s) as soon as the student returns to make up quizzes, tests, and exams missed while absent.

Students are responsible for getting assignments from their teachers PRIOR to leaving for an approved vacation. A form must be picked up in the guidance office for this purpose and must be returned at least five school days before departure. Make-up work provided to a student prior to an approved vacation is due upon the student's return. Vacation requests may not be honored during state achievement testing.

Unexcused Absences

Any student who is absent from school for all or any part of a day without a legitimate excuse shall be considered truant and the student and his/her parent(s) shall be subject to truancy laws of the State of Ohio. (HB181)

After ten (10) parental excuses, parents will need to provide to the school office with an explanation of the reason for the student's absence from a registered physician. A physician's note MUST be submitted within TWO (2) school days to be honored; physician notes cannot be postdated or photocopied.

If the absence is unexcused or unauthorized by the principal, a student may be given additional work to replace lost classroom time, instruction, and experience.

Students must be present in school for the ENTIRE day to participate in an extracurricular event. This includes, but is not limited to, practices, games, performances, dances, banquets, etc. Medical or dental appointments are exceptions to this policy; however, students are expected to be in school before and/or after such an appointment with a written note from the medical professional. Other exceptions may be approved by a building administrator for compelling reasons.

Tardiness

A student who reports to his/her assigned location after the beginning of homeroom and before the end of the first (1st) period shall be considered tardy. A half-day absence will be recorded for students who arrive after the beginning of the second period. Any student arriving late to school is to report to the school office before going to class.

Consequences for excessive tardiness to school will be administered by the Associate Principal as follows:

1 st Offense	Warning
2 nd Offense	Warning and conference with building administrator
3 rd Offense	Detention
4 th Offense	Detention and surrender of parking pass for five (5) school days.
5 th Offense	Friday Night School and surrender of parking pass for ten (10) school days
6 th Offense	Behavior Intervention Program (two days) and surrender of parking pass for thirty (30) school days
7 th Offense	Behavior Intervention Program (five days) and surrender of parking pass for the remainder of the school year
Subsequent	Administrative Action

Consequences for excessive tardiness to class will be administered by the classroom teacher as follows:

1 st Offense	Warning by classroom teacher
2 nd Offense	Warning by classroom teacher
3 rd Offense	Detention
Subsequent	Detention

Habitually Truant

East Liverpool Junior-Senior High School endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines about tardiness and unexcused absences. When the school determines a student has been truant, and that the parent, guardian or other person having care has failed to ensure a child’s attendance at school, state law and board policy will require the parent to attend a specified educational program. A **habitually truant child** is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 hours in a month, or 72 hours in one school year. The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or school official will send notification requiring the parent or guardian to attend a parental education program. Parents /guardians will be notified of the number of absences and/or tardies through written communication, phone calls, report cards, progress reports, and parent conferences. Intervention strategies include the following actions if applicable:

1. Provide a truancy intervention plan that meets state law requirements for any student who is excessively absent from school
2. Provide counseling for students who are habitually truant under state law
3. Requesting or requiring a parent of a habitually truant student to attend parental involvement meetings
4. Requesting or requiring a student to attend truancy mediation programs
5. Notification to the registrar of motor vehicles
6. Taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one month or 65 or more hours in one school year within seven days after the date of the absence triggering the notice.

Absence Intervention Plan

When a student’s absences surpass the threshold for a habitual truant, the attendance officer or principal will assign the student to an absence intervention team within ten (10) days of the triggering event. The team will include a building representative and may include a school psychologist, counselor, social worker or representative from an agency designed to assist students and their families in reducing absences. If the student’s parent/guardian is unresponsive, the school will investigate whether the failure to respond triggers mandatory reporting to children’s services and proceed with developing a plan. A complaint will be filed with the Columbiana County Juvenile Court for any student who fails to make reasonable progress on the absence intervention plan.

Early Dismissals

Students must have written authority from their parent or guardian. Early dismissals may be approved for reasons such as the following:

1. Doctor appointment
2. Dentist appointment
3. Job interview
4. College Visitation
5. Funerals

Written verification from your doctor, dentist, job interview, or college visitation is required in advance or upon return. Otherwise, absences from missed classes will be unexcused. All early dismissal requests must contain a telephone number where your parents can be reached, as all requests may be verified. Students must bring a note from a medical professional for an approved early dismissal (from missed classes) to be excused as a medical absence.

All "Early Dismissal" requests must be presented to the office prior to first period. Early dismissals for other legitimate purposes may be granted on a limited basis with administrative approval.

Parents should not call in early dismissal requests. They may not be honored.

Eighteen year old students will adhere to the same rules and procedures as those students under 18. Students will **NOT** be permitted to "sign out" just because they "are 18."

Obtaining a false early dismissal is subject to disciplinary action. Excessive use of early dismissal privileges will be considered the same as excessive absences and could result in a citation before the attendance officer and/or juvenile court officer.

Calling Home for Illness

Students who become ill during the school day should ask their teacher for a pass to the guidance office. No student should report to the office without a hall pass. If you are ill, don't report to the office between classes, but report to your next class and obtain a pass to the office. **STUDENTS MAY NOT USE A CELL PHONE TO CALL HOME WHEN THEY ARE ILL. SUCH AN INFRACTION MAY RESULT IN DISCIPLINARY ACTION IN ACCORDANCE WITH THE CELL PHONE POLICY.**

Students must check in with the guidance secretary or counselor and sign the list upon entering the office. If you fail to follow this procedure, it can result in your being marked truant from your class.

If it is necessary for you to go home, the secretary/counselor will contact your parents and make arrangements for your dismissal. No student is permitted to leave school grounds or go home without obtaining an early dismissal permit through the office.

SECTION 4: DRESS CODE

General Statement: The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. However, the Board establishes guidelines for dress in order to promote discipline, to maintain order, to secure the safety of students, and to establish an educational climate that is conducive to academic purposes. In all cases, the building principal is the final arbiter in making decisions regarding compliance with the Board's policy on dress. **IN GENERAL, ANY TYPE OF ATTIRE OR ADORNMENT WHICH**

ATTRACTS UNDUE ATTENTION IS NOT ACCEPTABLE. Guiding Principle: Everything that should be covered **MUST** be covered.

Dress Code

1. Wearing apparel (including T-shirts, Sweat shirts, blouses, jackets and sweaters) with objectionable writing, pictures and patches are not acceptable for school wear. Objectionable writing includes, but is not limited to, language referring to tobacco, alcohol, drug use, or to language determined to be obscene, profane, pornographic, frightening, disgraceful, or degrading.
2. Loose fitting shorts will be acceptable as long as they extend at least 4 inches down the inseam.
 - a. acceptable shorts: walking, golf, dress, jeans shorts, and "skorts."
 - b. unacceptable shorts: hiker, boxer, swim trunks, cut off sweatpants, gym or sanitary shorts, physical education class shorts, layer and spandex pants worn as outer garments are not permitted.
3. While sleeveless tops will be permitted, no tank tops or muscle shirts are acceptable. Also exposed midriffs are not permitted. This restriction also applies to "fish net" garments worn without an undergarment. No cleavage is to be exposed and tops must cover the back, shoulder, and entire chest area.
4. Cold shoulder shirts are permitted as long as the strap over the shoulder is at least 3 fingers wide. Spaghetti straps and straps that tie at the top of the shoulder are not allowed. Off the shoulder shirts are not permitted.
5. Hair should be clean and well-groomed so as not to impair vision or present a health or safety hazard to anyone.
6. Shoes or sandals must be worn at all times.
7. Sunglasses or colored spectacles are not to be worn in the school building unless prescribed by a physician. A physician's statement must be on file in the principal's office.
8. Bandannas, hats, "beanies," and other headwear cannot be worn indoors. (This includes the hood on hooded shirts.)
9. No "dog collars," spiked bracelets or chains that could be dangerous to persons or destructive to school property.
10. Gang dress or unauthorized club symbols or colors which denote affiliation is prohibited.
11. Sweatpants and yoga pants will be permitted so long as they are appropriately fitted. Pajama pants are not permitted.
12. In no way shall undergarments be permitted to be exposed. All pants are to be worn above the hips. No sagging pants will be permitted.
13. Other ornamentation that attracts undue attention or is distracting or disruptive to classes is prohibited.
14. Book bags are permitted however they are subject to established search policy.
15. Skirts should be mid-thigh and not form fitting.
16. No body piercing jewelry other than earrings, one small stud in one nostril, one small lip ring, and/or a tongue ring will be permitted to be worn. Also spikes, sharp objects, or industrial earrings are not permitted in the ears.
17. Tattoos displaying objectionable material must be covered. Objectionable material includes, but is not limited to, material determined to be obscene, profane, pornographic, frightening, disgraceful, or degrading.
18. Holes in jeans are permitted; however, any holes above the four inch inseam are to be covered with no skin visible.

19. Outdoor clothing must be stored in lockers.
20. Dress Code for Physical Education: Students are required to wear tennis shoes to participate. These shoes **MUST BE** brought into class and cannot be worn outside of class during the regular school day. Soles must be clean and free of dirt and grime that might be carried onto the newly renovated surface in the field house. **STREET SHOES OF ANY TYPE WILL NOT BE PERMITTED ON THE PLAYING SURFACE.**
21. Dress Code for Graduation: Students must comply with the dress code for graduation. A student's participation in graduation ceremonies may be denied for non-compliance. Individual ornamentation is not permitted.

Disciplinary action(s) will be taken with students not complying with the above restrictions. **The administration reserves the right to determine the appropriate school dress.**

Relaxed Policies

Planned in-school or after-school events may call for relaxed policies in terms of dress code and the use of technology. By way of example, such events include various field trips, the Potter Olympics, formal and informal dances, etc. Students will be informed when these policies are relaxed.

Relaxed Dress Code

*Guiding Principle: Everything that should be covered **MUST** be covered.*

- Athletic wear may be permissible.
- Undershirts must be worn with athletic shirts or vests.
- Spaghetti straps or strapless tops may be permissible for formal wear.
- Side cut-outs of shirts are permitted if the shirt covers the shoulders and the cut-outs are not revealing.
- Sports bras may not be visible.
- Shorts, dresses, and skirts should be mid-thigh length.
- No face painting
- No body paint
- Clothes should be relatively loose-fitting and not revealing.
- Wild hair styling may permissible, but hair may not be painted/dyed.

Relaxed Technology Policy

- Cell phone use is permissible.
- Photographs and audio/video recording may be permissible.
- Texting is permissible.
- Phone calls may be permissible.
- Head phones may be permissible.
- No audible music

Field House Events

- No food
- No drinks other than water
- No feet on or over blue seats
- No stepping on or over blue seats
- No body-painting

SECTION 5: STUDENT CONDUCT AND DISCIPLINE

Application of the Code of Conduct

A student shall NOT in any way, aid or abet another student in violating the rules of conduct. Students behaving in this manner will be disciplined according to consequences given for the rule being violated. In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or property of an official or employee.

PART I - Rights and Responsibilities: Students attend East Liverpool Schools under the direction of state law and with full benefits or constitutional protection for their rights as citizens. They therefore can act, speak or behave as young citizens within a large scope of options. This code, published in conformity with Ohio Revised Code 3313.661 specifies the school's expectations. Schools have a right to reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

PART II - Conduct Code: A violation of any rule may result in disciplinary action:

Rule 1-Disruption of School: A student shall not by the use of violence, force, coercion or threat cause or induce/incite material disruption or obstruction to the carrying on of a normal school day, including all curricular and extracurricular activities. Students also will not advocate nor incite others to cause disruption of the educational process or to violate school rules. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion. This includes acts which are committed through electronic media.

Rule 2 -Damage and/or Theft of Property: A student shall not vandalize, cause, or attempt to cause damage and/or theft to school or private property on school premises at any time. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion.

Rule 3-Assault or Aggressive Behavior (Physical and/or menacing): A student shall not act or behave in such a way as could cause, threaten to cause, or incite situations that could cause physical/emotional injury or trauma to another person. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion.

Rule 4-Dangerous Weapons and Instruments: A student shall not possess, handle, transmit, or conceal any object which might be considered a weapon or instrument of violence capable of harming another person. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion.

Rule 5-Tobacco and Alcohol: A student shall not possess, use, transmit, distribute, conceal, or be under the influence of tobacco, alcohol, or related products. This includes electronic cigarettes, vapor products, and hookahs. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion.

Rule 6-Narcotics and Drugs: A student shall not possess, use, transmit, conceal or be under the influence of narcotics, drugs, or look-alike substances. Likewise, drug paraphernalia and "look-alike" items, are prohibited. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion.

Rule 7- Insubordination: A student shall not disregard or refuse to obey reasonable directions or commands given by school personnel or those individuals vested with school authority. Violations are subject to the Discipline Profile

Rule 8-Frightening, Degrading or Disgraceful Acts: A student shall not engage in any act which frightens, degrades or disgraces other persons by written, verbal, or gesture means. Violations are subject to removal, suspension, expulsion, and/or permanent exclusion. This includes acts which are committed through electronic media.

Rule 9-Profanity and/or Obscene Language: A student shall not use profanity or obscene language. This includes written, verbal gestures, signs, pictures, or publications. Violations are subject to the Discipline Profile.

Rule 10-Inappropriate Dress: A student shall not dress or appear in a fashion deemed inappropriate under Board of Education policy. Violations are subject to the Discipline Profile.

Rule 11-Truancy/Absences without Permission: Students shall not be permitted to leave school or assigned classes without consent of the building principal and in accordance with Board of Education policy. Students and parents have a responsibility to cooperate in such cases with school officials. Excessive absence is also considered a parental responsibility without documentation from a doctor. Violations are subject to the Discipline Profile.

Rule 12-Excessive Tardiness: Students and parents have a responsibility to cooperate in such cases with school officials. Excessive tardiness absence is also considered a parental responsibility without documentation from a doctor. Violations are subject to the Discipline Profile.

PART III - Scope: The above Rules of Conduct apply to all students attending the East Liverpool City Schools and involved in activities of the regular school day, all school-related activities, and during that portion of the school day when transportation is provided to and from school.

PART IV - The East Liverpool Board of Education established these Rules of Conduct as its intent to comply with the Ohio Revised Code 3313.66l and designated the Superintendent of Schools or his designee as the hearing officer for suspension appeals. The hearing officer shall establish the ground rules for appeal hearings, determine procedures, decide who shall be present, and other details.

Adopted: May 22, 1998

Revised: July 27, 1998

Revised: August 9, 1999

Bullying and Hazing (Harassment, Intimidation and Dating Violence)

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

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

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

on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

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

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

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

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

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

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

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

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

Procedural requirements related to this policy are included as Appendix I of this handbook. (Board Policy JFCF)

Progressive Discipline Profile guidelines

A Discipline Profile will be maintained to document student misconduct for various offenses of the Student Conduct Rules. Infractions are cumulative for one (1) school year. The following consequences will serve as guidelines at each level of the Discipline Profile:

INFRACTIONS	CONSEQUENCE GUIDELINES
First referral	Detention or Friday Night School
Second referral	Detention or Friday Night School
Third referral	1-day suspension or Friday Night School or BIP
Fourth referral	3-day suspension or BIP
Fifth referral	5-day suspension or BIP
Sixth referral	10-day suspension or BIP
Seventh referral	10-day suspension & recommendation for expulsion

BIP-Behavior Intervention Program

Students sent to the office as a discipline referral will receive disciplinary action according to the above table. For example, a student sent to the office for the fourth time will receive a three (3)-day suspension, either internal or external at the discretion of the administration. The above Discipline Profile will apply to disciplinary referrals to the office. Infractions which are subject to removal, suspension, expulsion, or permanent exclusion are outlined in the Student Conduct Rules.

NOTE: ALL DISCIPLINARY ACTIONS ARE SUBJECT TO ADMINISTRATOR DISCRETION.

TEACHER OFFICE REFERRALS

The following examples of classroom problems may result in an office discipline referral:

- Profanity, inappropriate, obscene or abusive language toward a teacher or classmate
- Dress code violations
- Truancy, skipping class, or entering restricted areas
- Death/bomb threats
- Drug or alcohol related infractions
- Possession of tobacco products
- Public displays of affection
- Insubordination or non-compliant behavior
- Assaulting, fighting, or aggressive behavior with or directed at other students or staff
- Intimidation/Harassment/Bullying
- Property Damage/Theft
- Unacceptable use of technology (including cell phone/personal electronic devices)

Infractions will be turned into the office on a referral form. 3 individual classroom infractions will constitute one (1) discipline referral on the student's Discipline Profile.

However, any/all student behavior deemed inappropriate by persons with school authority may be sent to the office for immediate action.

Tobacco Policy

In accordance with Board Policy JFCG, students are not permitted to smoke, or to be in possession of, any tobacco products at school or at any school activity. This includes chewing tobacco, snuff, electronic cigarettes, and vapor products. Students who do not comply with the above restrictions may be issued a \$125.00 fine written through Juvenile Court and will be suspended from school in accordance with the discipline profile. Underage possession or use of tobacco is against municipal

and state law. Students using or in possession of tobacco may be referred to law enforcement authorities.

Fighting

Fighting shall be prohibited on school grounds or at school activities due to the potential for serious injury. This is a "no-fault" fighting regulation, meaning if two or more students are engaged in fighting, they will all be disciplined according to the terms of the Student Conduct Rules, (10 days suspension for the first offense; expulsion from school for the second offense in any school year) regardless of how the fight started or who was responsible for starting the fight.

Weapons in the School (Board Policy JFCJ)

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other weapons.

The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade.

Unless a student is permanently excluded, the Superintendent shall expel a student from school for a period of one year for bringing a firearm or knife to a school within the District or on to any other property owned or controlled by the Board, or for possessing a firearm or knife at a school or on any other property owned or controlled by the Board which firearm or knife was initially brought onto school property by another person, except that the Superintendent may reduce this requirement on a case-by-case basis in accordance with this policy. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

A student may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at a school-sponsored interscholastic competition, extracurricular event or other school-sponsored activity.

A student suspended, expelled, removed or permanently excluded from school for misconduct involving a firearm or knife also loses his/her driving privileges. The District must notify the county juvenile judge and registrar of motor vehicles within two weeks of the suspension, expulsion or permanent exclusion.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that he/she possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above may be reported to the local law enforcement authority and may be prosecuted under State criminal statutes, as well as disciplined in accordance with the provisions of the District’s Student Code of Conduct and State law.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Alcohol Use by Students/Student Drug Abuse (Board Policy JFCH/JFCI)

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the District’s schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

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

The Board wishes to emphasize the following.

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.

5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount

Suspension

While it is required that all children attend school until the age of 18, it is necessary at times to suspend students from school because of their inability to conform to the rules and regulations of the school. These rules and regulations are set up for what is best for the majority of the student body.

Suspension from school is used by the administration when other ways of developing "self-discipline" in our students have failed. While under suspension a student will not be permitted on school grounds, allowed to participate in, nor attend any curricular or extracurricular activities of the school. Based on Ohio Revised Code 3313.66, students will be permitted to complete all missing assignments. Assignments will be available through Google Classroom or paper copies can be obtained through the guidance office with prior arrangements. Students will be required to submit missing work within 48 hours upon returning to school. This deadline may be extended per teacher discretion.

Students are placed on external suspension up to 10 days for serious violation of school policy, as outlined by the Student Conduct Rules and in compliance and accordance with the Ohio Revised Code Sections 3313.66, 3313.661, and 3313.664. Students are placed on internal suspension up to 10 days as outlined above.

Expulsion

As per the state code and Board of Education Policy JGE, a school age child can be excluded from school for up to 80 school days by the superintendent of schools. The 80 days may carry over into the next semester or even the next school year. A recommendation for expulsion can result from an extremely serious violation of school disciplinary policy or when the student reaches his/her 7th referral on their annual Progressive Discipline Profile.

PLEASE NOTE: An expulsion due to having a weapon on school grounds may be for One (1) full year. See Weapon's Policy JFCJ.

Due Process

A student and his/her parent must be given written notice of the intention to expel and the reasons for the intended expulsion. The student will be afforded the opportunity to appear with a representative before the Board to answer the charges. The student and his/her parent or guardian shall be provided a brief description of the student's rights and of the hearing procedure. The hearing before the Board of Education may be private, but the Board must act on the appeal publicly.

Disciplinary Appeals

A student or his/her parents/guardians may appeal any decision of the District administration to suspend a student from school to the Superintendent within ten days. A student or his/her parents/guardians may appeal an expulsion from school to the Board of Education. The notice shall specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board within fourteen days. Such notice of appeal shall be filed, in writing, with the Superintendent.

Permanent Expulsion

As authorized by law, the Board of Education (Policy JEGA) may permanently exclude any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the following offenses, which are considered to be crimes when committed by an adult, while on school grounds:

- A. possession or involvement with a deadly weapon
- B. trafficking in drugs
- C. murder, involuntary manslaughter, assault, or aggravated assault
- D. rape, gross sexual imposition, or felonious penetration on school grounds, at a school event, or when the victim is an employee of the District
- E. complicity, regardless of where the complicity occurs, of any of the above crimes

Detention

Students may be assigned detention periods due to tardiness or misbehavior. Detention for high school students will be served two days per week on Mondays and Wednesdays from 3:05pm to 4:05pm. Junior High students will serve detentions on Tuesday and Thursdays from 3:05-4:05. Any student who is removed from detention due to behavior or other disciplinary issues will be subject to more severe disciplinary action. It is the student's/parent's responsibility to see that detentions are completed. All students in detention will be doing assigned written work, either assigned by the classroom teachers, or the detention monitor. Students must be on time for detentions; latecomers will not be admitted to detention.

School administration will assign office disciplinary detentions. Teachers will assign detentions for classroom infractions. Students will be given 24 hour notice before detentions must be served in order to arrange for transportation. It is the student's/parent's responsibility to provide transportation.

A doctor's excuse will be the only acceptable reason for not completing assigned office or teacher detentions on time.

Failure to complete assigned office or teacher detentions will result in the student being subject to further disciplinary action.

Friday Night School

Friday Night School will be held from 3:00 pm until 6:00 pm for both Junior High and High School students. Students will have a restroom break. Students and parents will be informed when a student will serve Friday Night School. Friday Night School is NOT a suspension.

Rules for Friday Night School

1. No talking.

2. Students are to be working on an educational activity, studying, reading, or doing homework at all times.
3. Students will not be permitted to sleep or put their heads down.
4. NO FOOD OR DRINK.
5. Students will not be permitted to use their lockers.
6. Students failing to report to Friday Night School will result in additional disciplinary action: failure to serve an assigned FNS will result in a three-day assignment to BIP with reassignment to FNS on the following Friday. Failure to report on the rescheduled Friday will result in a one-day suspension from school and reassignment to FNS on the following Friday. Successive failures to report to FNS will result in increasing days of suspension until the FNS is served.
7. Students asked to leave Friday Night School for misbehavior will be subject to additional disciplinary action.

Policy for 18 Year Old Students

Students who become 18 years old (adult students) and choose to attend school shall comply with all school attendance, rules, and regulations of East Liverpool Junior-Senior High School. Eighteen year olds will be treated equally as minor students and may be required to enter into a contract with the administration.

Adult students who have become unmanageable or attendance problems and are 18 years of age or older may be withdrawn or expelled from school for the current semester due to non-compliant behavior or the threat that they present to the safety and wellbeing of the other students and staff or because of their failure to attend school regularly.

East Liverpool High School adult students are expected to be positive role models for other students attending school. Adult students must be passing all of their subjects and should be exemplary school citizens.

Hall Passes

Students are not permitted to be in the halls during class periods unless they have a hall pass, or if they are accompanied by a teacher. Being anywhere outside the assigned classroom without permission or a hall pass will be considered truant.

Gambling

Playing cards, flipping or matching coins, rolling dice, or any form or appearance of gambling will not be permitted.

Hazing

In accordance with Board policy JFCF, hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. Administrators, faculty members and all other district employees are particularly alert to possible conditions, circumstances, or events which might include hazing. If hazing or planned hazing is discovered involved students will be required to stop all hazing. All incidents of hazing are

to be reported to the Superintendent. Failure to abide by the hazing policy may result in disciplinary action and liability for civil and criminal penalties.

Public Display of Affection

Students should recognize that public display of affection (kissing, embracing, holding hands, and other displays of affection) are not appropriate for a school setting and are not to be permitted. Failure to abide by this policy will result in disciplinary actions by the administration.

Personal Electronic Devices

Personal electronic devices (including cell phones, smart watches, bluetooth devices and headphones) may not be used in school. Classroom caddies will be available for classroom use. Students not utilizing the caddy should have their device placed in a secure location not on their person. However, high school students will be permitted to use personal electronic devices during their assigned lunch. Junior high students must power them off, and they should not be visible after 7:50. Students are not permitted to bring Bluetooth or other amplified speakers to school.

WITHOUT EXPRESS PERMISSION FROM BUILDING ADMINISTRATORS, RECORDING AND/OR VIDEO DEVICES MAY NOT BE USED DURING THE SCHOOL DAY. These devices often promote or encourage undesirable behaviors that would otherwise not occur in the absence of such equipment. Students whose unauthorized use of audio/video recording equipment serves to promote, encourage, or contribute to undesirable behaviors among students will be subject to the same disciplinary measures as those students who are featured in the recording. Building administrators will determine the extent to which recording devices contribute to undesirable behaviors.

VIOLATIONS OF THIS POLICY MAY RESULT IN THE DENIAL OF A STUDENT’S PRIVILEGE TO POSSESS PERSONAL ELECTRONIC DEVICES IN SCHOOL DURING SCHOOL HOURS.

Cell Phones

High School students are permitted to use their cell phones during their respective lunch period. **High School students** are not to use cell phones in the hallway during transitions or while taking restroom breaks. **Junior High students** are permitted to bring cell phones to school, but they must be turned off and not visible during the school day. Each classroom teacher will have rules regarding cell phone use, and these will be strictly enforced. Students in violation of the rules outlined by administration and staff will face the following disciplinary measures:

Occurrence	High School Consequence
1st Offense	Confiscated - Returned to the student at the end of the school day. (classroom teacher)
2nd Offense	Confiscated and submitted to the office. (classroom teacher will assign a detention and student will pick up at the end of the day)
3rd Offense	Confiscated and submitted to the office. (administration assigns Friday night school and parent/guardian is responsible for pick up by appointment)
4th Offense	Confiscated and submitted to the office. (BIP 3 days and parent/guardian is responsible for pick up by appointment)
5th Offense	Confiscated and submitted to the office. (OSS 3 days and parent/guardian is responsible for pick up by appointment. Student is no longer permitted to bring the device to school.)

Occurrence	Junior High Consequence
1st Offense	Confiscated and submitted to the office. (administration assigns a Friday Night School and parent/guardian will pick up by appointment).
2nd Offense	Confiscated and submitted to the office. (OSS 2 days and parent/guardian is responsible for pick up by appointment. Student is no longer permitted to bring devices to school).

PLEASE NOTE:

- The content of any electronic device used in violation of this section may be examined by school administrators and may result in additional disciplinary measures.
- Students refusing to surrender a cell phone (including the battery or SIM card) upon request of a staff member will be suspended from school for a minimum of three (3) days. Cell phone violations are independent of the student’s status on the Progressive Discipline Profile.
- Students who use personal electronic devices for inappropriate or abusive purposes will be treated in accordance with the terms of the Student Conduct Code
- Cell phones used as audio/video recording devices will be addressed in accordance with the preceding section, “Personal Electronic Devices.”
- Students are not permitted to use their cell phones to call home when they are ill.

SECTION 6: STUDENT TRANSPORTATION

Bus Transportation

Students who ride to school will be expected to ride the same bus to which they are assigned to and from East Liverpool Junior-Senior High School every day. **STUDENTS WILL NOT BE ISSUED A TEMPORARY DAY-PASS FOR ANY REASON.** While on the bus, the student is directly responsible to the bus driver. Pupils shall conduct themselves in an orderly fashion while on the bus. Reasonable conversation is permitted. The bus driver may assign seats for individual or all students for any reason. Disorderly conduct shall be sufficient reason for the temporary or permanent suspension of bus transportation to a student. Missing your bus in the morning will be considered as an unexcused absence. It will be the responsibility of the student/parent to get to the school if he/she misses the bus.

Any pupil persistently violating essential rules of conduct will be refused the privilege of riding the bus and will be required to walk to school or furnish his/her own transportation. The above rules of conduct are for your own safety, as well as that of other students.

Student Parking

1. All current students who wish to drive automobiles or motorcycles to school are to abide by all school rules and regulations. Student drivers must comply with all motor vehicle laws, including posted speed limits (15 mph) and stopping for pedestrian traffic. **VIOLATORS WILL RECEIVE DISCIPLINE AND VEHICLES MAY BE TOWED AT THE OWNER’S EXPENSE.**
2. Students must possess a current driver's license and maintain liability insurance on their vehicle. Documentation must be provided and on file in the office. **STUDENTS WHO LACK LIABILITY INSURANCE MAY NOT DRIVE A CAR TO SCHOOL AT ANYTIME.**
3. A permit fee of \$20.00 will be charged to defray the cost of registration.

4. All student vehicles are to be parked in the student parking lot. Those student vehicles found parked in either the High School upper lot, behind the Career and Technical Building or North Elementary lots between North and the gym may be towed away at the owner's expense, and driving privileges will be revoked.
5. Parking permits are to be displayed on the front of the vehicle hanging from the rear view mirror. Pass number should be visible from the front. Lost or damaged passes will have to be replaced at a cost of \$2.00. Applications for parking permits may be obtained in the high school office.
6. Students are not permitted to be at or in vehicles anytime that school is in session. This includes lunch periods. Students are to leave their cars and the parking lot area immediately upon arrival each morning. There is to be NO LOITERING IN VEHICLES.
7. The speed limit of 15 miles per hour is to be observed at all times.
8. Students determined to be driving recklessly will be disciplined, may lose their parking privileges, or both.
9. Students using their vehicle to leave school property without permission and being declared truant will have their parking privileges revoked.
10. Students who continually demonstrate unacceptable behavior, as evidenced by reaching level four of their Progressive Discipline Profile, will be denied driving privileges.
11. Attendance/tardiness: If you have been excessively absent or tardy during the past school year, you will be issued a probationary permit which will be immediately revoked if past absenteeism/tardiness continues. If any student becomes excessively absent or tardy during the year, his or her permit will be revoked. It will not be reissued until the following school year. DRIVING TO SCHOOL IS AN EARNED PRIVILEGE, NOT A RIGHT.
12. All vehicles on campus are subject to routine, unannounced inspection as a condition of permitting the vehicle to be on campus. Vehicles may be searched in accordance with board policy.
13. Junior High students may not ride to/from school with a high school student who is not a sibling.
14. Students may not interfere with, access, or vandalize (temporary or permanent) another student's vehicle.
15. The school district is not responsible for any damage or theft while a vehicle is parked in the student parking lot.

Staff members may be assigned to supervise the parking areas, ensuring that none of the above regulations is violated.

SECTION 7: GENERAL REGULATIONS AND PROCEDURES

Driver Education Availability

Students under the age of 18 are required to successfully complete a driver education course before obtaining an Ohio driver's license. Students may participate in the driver's education program taught by AAA.

The fee for driver education is determined by the AAA. Students electing to complete driver education at school should listen for PA announcements and sign up with the designated teacher for available classes held after school.

Fundraising/Sales of Products

Students may only sell candy or other items for school organizations for which the principal has approved the specific sale. The selling of candy or other products for a student's personal profit or that of an outside group will be strictly forbidden.

Flowers, Balloons and Gifts

No flowers, balloons, or gifts will be delivered to students during the school day; students will be notified at the end of the day to pick these up in the main office.

Meal Service

The School participates in the National School Lunch and Breakfast Program and makes breakfasts and lunches available to students. Ala Carte items are available. Students may also bring their own lunches to school to be eaten in the school's cafeteria.

Applications for the School's Free and Reduced -Priced Meal program will be provided to every student on the first day of school. If parent(s) wish to review the requirements, they should contact the school office. As an added convenience, parents may prepay student lunches in the Cafeteria

Cafeteria

Lunches may be purchased in the school cafeteria, which is located in the first floor rotunda. All students must eat their lunch in the cafeteria and remain in the cafeteria. A closed lunch period is in effect. This means students may not leave the school grounds at this time. Lunches may not be delivered to students on a routine or regular basis, as this presents an unnecessary burden upon office staff. It is expected that each student clean the area in which he was eating when finished with lunch before leaving this area. By district policy, lunches are no longer permitted to be charged. Students who do not have money for lunch will be given an alternative lunch of a sandwich and drink.

Care of School Property

A good citizen respects school property as if it was his own and is anxious that his school present a pleasing appearance to the public. It is up to us to let the tax-paying public know that we are appreciative of the facilities provided for us.

A few suggestions for the care of school property are

- Put all waste paper in the wastebasket
- Keep the drinking fountains free from chewing gum and other waste
- Keep the school walls and furniture free from writing
- Keep the restrooms as clean and sanitary as you would in your own home
- Keep the lawn and other outside areas free from rubbish and paper
- Keep the locker rooms clean and lockers orderly and neat

Care of Books

School books must not be marked upon and must be kept clean. If a person loses or damages a book he must pay the full replacement price.

Classroom Fess and Deficiencies

School Fess – All necessary fees for various subjects must be paid to the classroom teacher by the end of the 1st 9-week grading period. Teachers MUST GIVE a receipt to each student who pays, either with cash or by check. Parents are encouraged to keep these receipts for future reference in case a student becomes listed on the office "Deficiency List".

Deficiencies – Students who do not pay their fees or return textbooks in a timely manner will have their names turned in by the classroom teacher each school year in early May to be listed on the office "Deficiency List." In order to be taken off this list, students must show a receipt to the office secretary (from the teacher) that the deficiency has been paid to the teacher. Deficiencies for PAST school years may be paid to the principal's secretary. Your name will then be removed from the deficiency list.

Text Books and Library Books – All assigned textbooks and loaned library books not turned in near the end of the school year will also cause a student to be listed on the deficiency list.

Lockers

Students are assigned lockers by their homeroom teacher. Do not allow your locker to be cluttered by unwanted papers and other things you do not need. Remember that the locker is furnished for you to provide a safe place in which to keep your property while you are in school. It does not belong to you, so treat it accordingly. The school is not responsible for lost articles. Lockers are school property and are subject to search by school officials in accordance with board policy. Unannounced visits by the drug dogs may be scheduled.

Change of Address

If your address or telephone number changes during the school year, please contact the Main Office so your records can be corrected.

Lost and found

Lost articles are to be reported to the Assistant Principal's office. All found articles are to be taken to the Main Office where the owners may claim them.

Telephones

Emergency calls may be made from the main office or guidance office with permission. The office will not accept an early dismissal from a parent who was called on a cell phone. A student who is ill must call from the office.

Acceptable Use Policy

Students should have completed acceptable use forms on file in the office, with all necessary signatures. Failure to return related forms with all necessary signatures will be interpreted as permission for the school (1) to use student images on district websites or to be distributed via email/internet for appropriate purposes and (2) to permit students to be interviewed and/or photographed for television and/or newspaper. Consent will be implied. Students enrolled at East Liverpool Junior/Senior High will be issued Chromebooks for use in school and at home. The East Liverpool City School District Chromebook 1:1 Program document outlines acceptable use and student responsibility with regard to this initiative. Students and their parents are reminded that technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by school authorities. Inappropriate use of technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and or legal action. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement and Acceptable Use Policy.

Field Trips

Field trips are planned to enhance our academic program and to enrich the educational experiences of our students.

Criteria

- Grades: Students must have passing grades in all subjects.
- Attendance: Students must have an overall attendance rate of 93% at the time of the field trip.
 - This calculates as no more than 6 absences per semester.
 - Each tardy to school and early dismissal is also taken into account. Three instances of tardy to school and/or early dismissal equate to one day of absence.

Appeal Process

In the event that a student is not eligible for a field trip under these guidelines, he/she has the right to appeal. The sponsor/advisor, three committee members, and one administrator will be present to review the appeal.

Permission slips

The sponsor/advisor must file all necessary documents and a list of chaperones at least three (3) weeks prior to the date of the planned field trip. Once the field trip has been requested, the sponsor/advisor must distribute permission slips that must be returned [to the sponsor/advisor] at least two (2) weeks prior to the date of the trip.

Work Permits

After-school employment imposes additional challenges upon student success. As such, attendance and grades will be considered in the issuance of work permits. Students should have a 93% attendance rate and passing grades in all subjects to be considered for a work permit.

Student Records

Many student records are kept by school personnel. There are two basic kinds of records - directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal. Directory information includes a student's name, address, telephone number, date and place of birth" photograph, 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, awards received, honor rolls, and scholarships.

Equal Educational Opportunity

It is the policy of the District to provide an equal educational opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or place of residence within the boundaries of the school district. The complaint procedure is described below.

Alleged Discrimination Grievance Procedure

In accordance with Federal and State ORD (Office for Civil Rights) Guidelines, any student who believes the East Liverpool City School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. An informal grievance with the above-mentioned administrators does not require parent/guardians to be present.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

Step 1 – An alleged formal discrimination grievance complaint should first be made to the principal or immediate supervisor within ten school days of date incident occurred.

Step 2 – If not resolved at Step 1, the decision may be appealed to the district's Title IX and or Section 504 Coordinator within five school days.

Step 3 – If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

Title IX/Section 504 Coordinator
East Liverpool City Schools
810 West Eighth Street
East Liverpool, OH 43920 (330) 385-7132

Step 4 - If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, OH 44114-1816

Note:

Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the alleged discrimination process.

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. The protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The East Liverpool City School District provides a variety of Special Education programs and services for students identified as having a disability defined by the individuals with disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parental involvement in this procedure is required. More importantly, the school wants the parents to be active participants. To inquire about procedures or programs, parents should contact the Office of Special Education at 330-385-7132.

Students with disabilities will be entitled to the rights and procedures afforded by Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.C.T.) or Section 504 of the Rehabilitation Act of 1973. For a disabled student to be expelled or suspended for more than 10 days a review committee must meet and determine certain conditions related to the student's disability.

Sexual Harassment

East Liverpool High School is committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, illegal, and will not be tolerated.

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, and physical contact of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested
- Explicitly or implicitly offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
- Physical conduct: touching, assault, impeding or blocking movement

When unwelcome activities described above, or even of a milder nature, the best thing to do is say that you are uncomfortable with the behavior and ask that it stop immediately. If the behavior does

not stop immediately, students should report such unwelcome behavior to their counselor or a school administrator.

SECTION 8: EXTRACURRICULAR ACTIVITIES

Athletics, Clubs and Organizations

East Liverpool Junior and Senior High School offers a variety of extra-curricular activities to its student body. Participation in extracurricular activities is a supplement to the total education process and an earned privilege. As such, participation can be maintained only by continuing with acceptable academic performance and acceptable student behavior.

Clubs and Club REQUIREMENTS

Below is a list of clubs for the school year and the requirements for membership. To obtain a membership in a club, a student must:

- Meet the membership requirements.
- Be approved by the club sponsor.

ACADEMIC TEAM Competitive HS academic challenge team

CULTURE CLUB Open to any HS student with an interest in civil and individual rights

ART Open to any HS student with an interest in Art

BOOSTER Open to any HS student willing to be an active and enthusiastic athletic booster at school, sporting events, as well as work on club projects

BUILDING CONSTRUCTION Open to HS students with an interest in construction

CHEERLEADING Open to HS students with an interest in promoting athletics

COMMERCIAL ARTS Open to HS students with an interest in Commercial Arts

CRIMINAL JUSTICE Open to HS students with an interest in the law and law enforcement

DEBATE CLUB Open to HS students with an interest in public speaking.

FRENCH CLUB Open to HS students with an interest in French language/culture.

GAMING CLUB Open to HS students.

HEALTH CAREERS Must be a member of the Patient Care class.

JOB TRAINING Open to HS students with an interest in developing career skills

JR HIGH NEWSPAPER Open to Junior High students with an interest in Journalism.

LANDSCAPING Open to HS students with an interest in a career in landscaping

MARTIAL ARTS Open to HS students with an interest in Martial Arts

NHS/NTHS By selection to 2nd semester juniors with a 3.5 GPA (NHS), 3.2 GPA (NTHS), or better.

OUTDOOR ADVENTURE Open to HS students with an interest in outdoor activities

POTTER NEWS NETWORK Open to HS students with an interest in Media Arts

PRINCIPAL ADVISORY Elected members advise building administrators on matters of student interests/concerns

RED CROSS CLUB Open to students who want to help out in the community.

SCIENCE CLUB Open to Junior High students with an interest in Science

SKILLS USA Open to students enrolled in high school career tech programs.

SIGN LANGUAGE Open to Junior High students

SMALL ENGINES Open to HS students with an interest in engines and repair

SOCIAL EXPERIENCE Open to HS students with an interest in developing social tolerance

STUDENT COUNCIL (JH) Open to Junior High students, as elected by homerooms

STUDENT COUNCIL (HS) Open to High School students, as elected by homerooms

THESPIANS Must meet an activity point list (10 points required). Must be in good academic standing and approved by sponsors

TRACK CLUB Open to HS students with an interest in track & field

TRI-M Open to HS students with unique talent and promoting music

YEARBOOK (HS or JH) Open to any interested students.

YOUNG DEMOCRATS Open to HS students with an interest in the political process

****Club offerings subject to change based upon interest-level and participation.**

National Honor Society (NHS) / National Technical Honor Society (NTHS) Membership

The National Honor Society and the National Technical Honor Society are service honorary recognizing students who have excelled not only academically, but who have also demonstrated leadership, character, and service. NHS/NTHS is a special privilege available to juniors and seniors who meet the following requirements:

The following are the criteria for students to be inducted into **NHS**:

- must be members of the junior class during their seventh semester, or a senior who has met all of the eligibility requirements
- have attained a 3.5 GPA or higher
- be on track for graduation according to the guidelines set forth by ODE
- have consistent school attendance with a 93% or better attendance rate including limited tardy/early dismissals
- be enrolled in courses including AP/Honors or enrolled in CCP courses during their junior and senior years
- complete the required number of community service hours for induction (20 hours)
- abide by all rules as set forth in the student handbook with no suspensions

In order to be an active member of NHS and graduate with NHS honors, students must

- maintain a 3.5 GPA or higher
- enrolled in a minimum of 6 courses including AP/Honors or enrolled in CCP courses during their senior year or if in a career technical program take AP/Honors/CCP classes in the remaining periods
- maintain consistent school attendance with a 93% or better attendance rate including limited tardy/early dismissals
- complete 40 community service hours – **20 of these hours may be completed during the post induction and summer months of June, July, and August** with the remaining hours of service outside of the school day. Service must be from at least 4 different organizations/events
- participate in NHS fundraisers (Candy sale and any other fundraiser as deemed necessary) and attend regular monthly meetings
- beginning with the class of 2020, a positive teacher recommendation will also be considered
- abide by all rules as set forth in the student handbook

The following is the criteria for students to be inducted into **NTHS**:

- 3.2 GPA or higher

- Nomination from their career tech teacher
- Good attendance
- Leadership
- Positive behavior in and out of school
- 20 hours community service
- Participation in an extracurricular activity at school or gainfully employed after school

The final decision for induction is up to the discretion of the advisory board. To receive all the benefits of membership after induction, students must actively participate in fundraising and community service activities throughout the school year.

Academic Eligibility

In accordance with Board of Education policy IGDK interscholastic, extracurricular activities are defined as school sponsored activities involving more than one school or school district.

The Board permits students in grades 7 through 12 to participate in interscholastic extracurricular activities if they have received a failing grade in the previous grading period.

The district adheres to the Ohio School Athletic Association of eligibility to participate in athletics. In order to be eligible, a high school student must have passed five courses during the prior grading period. The five courses may be a combination of high school and college courses.

A student enrolled in the seventh grade for the first time is eligible to participate in athletics for the first grading period regardless of previous academic achievement.

Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.

Behavioral Eligibility

The Student Conduct Code will serve as the minimum standard of behavior for all students participating in extracurricular activities. Any formally alleged infraction, which results or may result in an intent to suspend internally or externally or expel the student from school, shall be cause of summary denial of the privileges of the offending student in all extracurricular activities. This denial of the privilege will begin on the first day that the student begins a suspension or expulsion and last up to the day that the student is eligible to return to regular classes.

Such suspension shall remain in effect pending final determination of the alleged infraction. If the alleged infraction is not appealed, the denial of extra-curricular privileges becomes effective immediately and will last for a period of time equal to the suspension or expulsion. If the alleged infraction is appealed, the denial of extra-curricular privileges will still be effective immediately, even though the student will continue to be allowed to attend school pending the outcome of the appeal. The denial of privileges will remain in effect for the duration of the suspension or expulsion, unless the appeal is allowed, thereby returning the student to all privileges. Nothing in this section is intended to require the scheduling of an appeal hearing at any time sooner than would be scheduled for a student not involved in extracurricular activities.

For the purpose of behavior eligibility, the loss of the privilege of participation refers to the loss of both active and passive participation. Students are precluded not only from the active participation described above under Academic Eligibility but also from attendance at any school-sponsored,

extra-curricular activity.

Each supervisor of an extra-curricular activity shall be authorized to augment the minimum standards by establishing, promulgating, and filing with the appropriate building principal a copy of such Supplemental Rules and Regulations. Copies of the Student Conduct Code and Supplemental Rules and Regulations signed by both the student participant and his/her parents or legal guardian shall be on file with the building principal. Authority for policing and enforcing all Supplemental Rules and Regulations shall be vested solely with the activity supervisor establishing same.

Athletic Code

PREFACE: The coaches, administration and athletic director believe that the philosophy of interscholastic athletics is to build character and discipline by participating in athletics. Due to the special program and training of student athletes, a set of training rules should be adopted to protect the athletic program and the rights of the student athlete who participates in the athletic program. The coaches, administration and athletic director feel that it is a voluntary privilege and not a right to participate in the Athletic Program in the East Liverpool City School System. A STUDENT WILL REMOVE HIMSELF/HERSELF FROM THE ATHLETIC PROGRAM IF HE/SHE CHOOSES NOT TO FOLLOW THE RULES SET ASIDE IN THIS CODE. This code of conduct includes all athletes in all interscholastic athletic events at all levels offered in the East Liverpool City School System.

I. Equipment

1. Every athlete who has completed a season in his/her sport must turn in all issued equipment to the equipment manager one (1) day after final participation in that sport. An athlete who does not comply with this policy will not be permitted to practice or participate in any interscholastic event.
2. Any equipment lost or assumed stolen must be returned or paid for in the amount necessary to replace the exact item.
3. An athlete who has not complied with the above rules will not receive any awards, letters, etc., or be permitted to attend team banquets and functions until proper reparation has been made.
4. A list of athletes who are deficient in these matters will be given, by the equipment manager, to the building principal for further action.

II. Use of Tobacco

Any participant determined to be using or in possession of any form of tobacco products, in or out of school, in season (*) by the school administration, coaching staff, or local or state authorities shall be denied participation for the remainder of that sport season. Out of season infractions will be dealt with by the coach, player and family.

* In season refers to the designated season dates determined by the OHSAA.

III. Alcohol and Drugs

The use, possession, or distribution of drugs, "look-alike" drugs, or alcoholic beverages will not be permitted by student athletes at any time, in or out of school. An athlete shall be defined as a student participating from the first day of practice in any sport until the first day of practice in the same sport the following year. Any student athlete determined to have violated this policy by the school administration, coaching staff, or local and/or state authorities will be subject to the following minimum consequences.

First Offense:

1. The student shall be denied participation in the Athletic Program until the beginning of the O.H.S.A.A. defined season of the current sport the following year.
2. Following the completion of his/her current sport season the student may make a written request to the Athletic Hearing Board for conditional reinstatement to the privilege of participation in the athletic program provided he/she has:
 - A. Provided evidence of completing a substance abuse assessment evaluation through the Family Recovery Center, or other similar agency qualified to perform such assessment and approved by the Athletic Hearing Board.
 - B. Provided he/she complies with all recommendations and/or programs resulting from the above assessment.
 - C. Provided he/she refrains from distributing, possessing, using, or consuming any alcoholic beverages and/or drugs throughout his/her high school enrollment.

Second Offense:

The student shall be denied the privilege of participation in the Athletic Program for the remainder of their high school enrollment.

IV. Stealing

An athlete determined to have been stealing will be removed from the team if an athlete has is caught in possession of the stolen item(s). Failure to return the goods to school or team-mates is cause for removal from the team.

V. Responsibilities for Participation

Athletes are expected to be students first. An athlete must be present in school for the entire day to participate in an extracurricular event. This includes practices as well as games. Medical or dental appointments are exceptions to this policy; however, students are expected to be in school before and/or after such an appointment with a written note from the medical professional. Other exceptions may be approved by the building principal for compelling reasons.

It is the responsibility of the athlete and parents (guardians) to make sure the athlete has a properly signed and completed physical card, emergency medical release form, and a signed copy of this Athletic Code on file with the building principal.

Failure to meet any of these conditions will forfeit the privilege by the athlete to attend practices and participate in interscholastic events. All students participating in interscholastic athletics must purchase insurance available through the school or the parents must sign a waiver ensuring that such coverage is not necessary.

VI. Academic Eligibility

Student eligibility is determined and interpreted by the Ohio High School Athletic Association as stated in Bylaw 4, Section 4, as well as Board of Education policy IGDK. The OHSAA requires that 5 course credits be passed per year (2 ½ credits per semester).

VII. Other Infractions

Items not explicitly covered in this code such as insubordination, vandalism, truancy, profanity, etc., will be dealt with as stated in the student conduct code.

VIII. Supplemental Codes

A supplement to this athletic code is the prerogative of the head coach on matters during his particular season.

IX. Fighting

Board Policy IGDJ Interscholastic Athletics, provides that any student who is participating in or in attendance at any athletic or school sponsored event, and commits an act of aggression or retaliation, as determined by administrative investigation, may be excluded from further participation and/or attendance at all athletic or school events for a period of ninety (90) days from the date of the infraction.

Amateur Athletic Standing

The Ohio High School Athletic Association regulations specify:

A student who represents a school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the physical, mental, social, and pleasure benefits derived therefrom. An athlete forfeits amateur status in a sport by:

- a. Competing for money or other monetary compensation (allowable travel, meals, and lodging expenses may be accepted);
- b. Receiving any award, playing equipment or prize of monetary value which exceeds the amount approved by the association;
- c. Capitalizing on athletic fame by receiving money or gifts of monetary value (scholarships to institutions of higher learning are specifically exempted);
- d. Signing a professional playing contract in that sport.
- e. Failing to return player equipment and uniforms issued by a non-school or school team or organization when the season for the sport is concluded.
- f. NCAA ADMISSION STANDARDS

Any athlete considering the possibility of earning an athletic scholarship to an NCAA Division I or II university should see their counselor as soon as possible after entering high school. **(SUCH STUDENTS SHOULD REGISTER WITH THE NCAA ELIGIBILITY CENTER.)** To be eligible for a scholarship, the student athlete must meet the requirements of NCAA Bylaw 5-1-(j). Said athlete must have:

1. At least a 2.00 GPA from 13 college prep "core courses".
2. "Core courses" must be college prep and include at least 4 credits in English, 2 credits in mathematics (Algebra & Geometry), 2 credits in social studies, and 2 credits in natural science (including at least 1 credit in a lab science), 1 additional credit from either English, mathematics, or science, and 2 other credits.
3. GPA/SAT/ACT ratio is flexible from:
 - a. 2.500GPA and either 820 SAT or 68 ACT score sums to
 - b. 2.000GPA and either 1010 SAT or 86 ACT score sums.

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing or dropping of refuse, and no loitering in the immediate area before or after a game. School policy prohibiting the use or possession of drugs or alcohol applies at all athletic events in which the school is involved, regardless of the site.

Students participating in sports contests or practices or other extra-curricular activities must be in school the full day of the contest, practice, or activity in order to participate, unless excused by the principal, assistant principal, or Career-Technical Director.

APPENDIX I: Board Policy JFCF-R

Bullying and Hazing (Harassment, Intimidation and Dating Violence)

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

School Personnel Responsibilities and Complaint Procedures

Bullying and hazing behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Bullying, hazing and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, humiliate or haze. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

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

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - A. Posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. Sending abusive or threatening emails, website postings or comments and instant messages;
 - C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. Using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

Teachers and Other School Staff

Teachers and other school staff who witness acts of bullying, hazing and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected bullying, hazing, and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation, bullying, hazing and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the action giving rise to the suspicion of harassment, intimidation, bullying and/or hazing, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

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

Intervention Strategies

1. Teachers and Other School Staff

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

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

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, intimidation, bullying or hazing. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of bullying, hazing and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Nondisciplinary Interventions

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

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

C. Disciplinary Interventions

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

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

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

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

Report to the Parent or Guardian of the Perpetrator

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

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

Reports to the Victim and His/Her Parent or Guardian

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

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

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

Police and Child Protective Services

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

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

(Approval date: June 27, 2011)

THIS IS A REQUIRED REGULATION