

# Marion L. Steele High School



## Student and Parent Handbook 2019-2020

450 Washington Street  
Amherst, OH 44001  
440.988.4433  
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Amherst Exempted Village School District  
[amherstk12.org](http://amherstk12.org)

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## General Information

### Mission Statement

Our mission at Marion L. Steele High School is to prepare students to meet, to their best of their abilities, the academic, social, civic and employment needs of the future, and to produce the foundation for the development of ethics, values, and the desire for continued learning.

### Alma Mater

AMHERST HIGH, OUR ALMA MATER  
STAND WE NOW TO THEE  
ALWAYS LOYAL AND DEVOTED,  
WHEREVER WE MAY BE.  
FAR AND WIDE YOUR SONS AND DAUGHTERS  
FEAR NOT ANY FATE,  
FAIREST SCHOOL IN ALL OHIO  
LEADER OF THE STATE.

*-Fred Powers*

### Administration

Joseph Tellier, Principal  
Ashley Harigan, Assistant Principal, Grades 11 and 12  
Nikki Campbell, Assistant Principal, Grades 9 and 10  
Jackie Doehr, Main Office Secretary

### Counseling Department

Mary Jane Loushin, Counselor, Last Names A-G  
Sarah Rigda, Counselor, last names H-O  
Robert Harcula, Counselor, last names P-Z  
Susan Jones, Registrar

### Athletic Department

Casey Wolf, Director of Athletics  
David Zvara, Assistant Athletic Director  
Claudia Schultz, Athletic & Financial Secretary

### Attendance

Attendance Line: 440-988-5230  
Marie Stack, Attendance Secretary

## Bell Schedules

Regular A-Schedule	
1 <sup>st</sup>	7:45 – 8:28
2 <sup>nd</sup>	8:32 – 9:15
SNL	9:15 – 9:25
3 <sup>rd</sup>	9:29 – 10:12
4 <sup>th</sup>	10:16 – 10:59
5A	11:02 – 11:32
5B	11:35 – 12:05
5C	12:08 – 12:38
5D	12:41 – 1:11
6 <sup>th</sup>	1:15 – 1:58
7 <sup>th</sup>	2:02 – 2:45

Early Release B-Schedule	
1 <sup>st</sup>	7:45 – 8:20
2 <sup>nd</sup>	8:24 – 8:58
3 <sup>rd</sup>	9:02 – 9:37
4 <sup>th</sup>	9:41 – 10:16
5A	10:19 – 10:49
5B	10:52 – 11:22
5C	11:25 – 11:55
5D	11:58 – 12:28
6 <sup>th</sup>	12:31 – 1:06
7 <sup>th</sup>	1:10 – 1:45

Activity C-Schedule	
1 <sup>st</sup>	7:45 – 8:25
2 <sup>nd</sup>	8:29 – 9:09
Activity	9:09 – 9:36
3 <sup>rd</sup>	9:40 – 10:20
4 <sup>th</sup>	10:24 – 11:04
5A	11:08 – 11:38
5B	11:41 – 12:11
5C	12:14 – 12:44
5D	12:47 – 1:17
6 <sup>th</sup>	1:21 – 2:01
7 <sup>th</sup>	2:05 – 2:45

Late Arrival D-Schedule	
1 <sup>st</sup>	9:45 – 10:10
2 <sup>nd</sup>	10:14 – 10:39
3 <sup>rd</sup>	10:43 – 11:08
4 <sup>th</sup>	11:12 – 11:37
5A	11:41 – 12:11
5B	12:14 – 12:44
5C	12:47 – 1:17
5D	1:20 – 1:50
6 <sup>th</sup>	1:53 – 2:17
7 <sup>th</sup>	2:21 – 2:45

## Building Hours

The main office hours are from 7:00 am until 3:30 pm. Students are not to be in the school prior to 7:25 am unless previous arrangements have been authorized by a faculty member. Before school, students should report to the cafetorium, front vestibule, or south lobby to wait for the 7:35 am release bell. Upon end of day dismissal, students should exit the building by 2:55 pm unless they are under the supervision of a teacher and/or coach/advisor.

## Communication

Announcements of school activities, functions, meetings, and reminders are communicated via the school webpage, various Twitter accounts or Facebook pages of activities (see coaches/advisors for accounts), Steele News Live, and email. An all-call system will be utilized at random times during the school year when deemed appropriate by administration. Students and parents should start communication with the appropriate teacher, counselor, and/or assistant principal in regard to all student academic and disciplinary items.

## Attendance Procedures

Regular attendance is necessary for success in school as well as required by law. State of Ohio report card standards require school districts to average an attendance rate of 93% or better. It is the responsibility of the parent/ guardian to have students in regular attendance. In accordance with the Missing Child Law (ORC3313.205) and House Bill 410, the following procedures will be effective.

Attendance will be classified under 3 categories:

- **Excused Absence:** an absence where parent and/or guardian properly provides a phone call or note within 48 hours of the absence. It is preferred that notification comes by 9:00 am the day of the absence. If the student has more than 65 hours of absences within a semester, every absence thereafter will be considered **truant** unless classified as a certified absence.

A student who has been absent from a class more than 65 hours in a semester will not be permitted to make-up assignments or assessments unless the hours are excused by a certified absence.

School authorized field trips and/or suspensions will not count as part of a student's bank of 65 hours of absences per semester.

- **Certified Absence:** an absence recognized by the Ohio Revised Code. The following reasons will be classified as certified:
  - personal illness with proper documentation from a doctor
  - illness in the immediate family with proper documentation from a doctor
  - quarantine determined by proper health officials
  - death in the immediate family
  - medical or dental appointment with proper documentation
  - certified religious holiday
  - up to 3 college visits with proper documentation

Proper documentation will be received within 6 school days to validate the absence.

Special circumstances such as a family vacation or an extracurricular event request must be made via a completed "Pre-Planned Absence Form" at least two weeks prior to the absence is to occur. Pre-Planned Absence forms are submitted to the appropriate Assistant Principal and if approved, those absences will be considered certified. Building administration may deny a pre-arranged absence request if he/she believes an absence is unjustified or that a student has exceeded a reasonable limit of absences.

- **Truant/Unexcused:** an absence where a parent/guardian does not make contact with the school to verify absence and/or the student has more than 65 hours of noncertified absences in a semester.

Marion L. Steele High School has a closed campus policy. Students are not permitted to leave the school building during the school day without parent/guardian permission. Parental permission must be in the form of an email or telephone call to the attendance secretary. If by telephone, a return call to a number listed in PowerSchool from school personnel verifying the release is required prior to dismissing the student. Students who violate this policy will be subject to discipline. Any student who leaves school without signing out, and/or parent approval is considered truant and cannot be excused by a note or parent call after the fact.

## House Bill 410: Definition of Truancy and Excessive Absences

Marion L. Steele High School will follow the policies and procedures as mandated by House Bill 410.

- **Habitually Truant:** absent without legitimate excuse (please previous Attendance Procedure for explanation of excused absences) for:
  - 30 or more consecutive hours** (4.56 consecutive school days)
  - 42 or more hours in a school month** (6.38 school days per school month)
  - 72 or more hours in a school year** (10.94 school days per school year)
- **Excessively Absent:** absent with or without legitimate excuse (please previous Attendance Procedure for explanation of excused absences) for:
  - 38 or more hours in one school month** (5.85 school days per school month)
  - 65 or more hours in one school year** (10 school days per school year)

## Reporting Procedures for Absence

The parent/guardian must notify the school by 9:00 am if the child is absent (not in school at 7:45 am) with the reason for the absence. The attendance phone number is 440-988-5230. It is a Voice Mail number, which is active 24 hours a day. Absence calls will not be taken on any other line. If no parent/guardian notification is received, it is our policy to call the home of the absentee. It is also our policy to spot check student absences, even if a phone call has been received. If no parent/guardian contact is made, the student will be considered truant. ORC3313.1205 requires a parent/guardian to provide the school with the current address (not P.O. Box), telephone number, parent employment number, and an emergency number.

## Early Release Request

Students should present a written request by 7:45 am to the attendance secretary the day of the appointment. All requests must include a reason and a telephone number to verify the appointment. Parental permission must be in the form of an email or telephone call to the attendance secretary. If by telephone, a return call to a number listed in PowerSchool from school personnel verifying the release is required prior to dismissing the student. The voicemail number for attendance is not to request an early release. A release time request that has been falsified will be considered truant. Any student leaving for an appointment must sign out before leaving and then sign in upon their return. These sheets are located on the front counter in the main lobby. Failure to sign in or sign out will result in disciplinary action. Types of release times could include: Religious observations, court appearances, dental/medical appointments, drivers test. Students will not be excused from the entire school day unless it can be shown that the appointment necessitates the student to be gone for the remainder of the day.

## Family Vacation

Students who are going on a family vacation should complete and submit the "Pre-Planned Absence Form" to the appropriate Assistant Principal two weeks prior to vacation. The form must be signed by the parent/ guardian and each teacher before leaving on vacation. Students will assume responsibility of meeting with each teacher to make up all missed class work. If a Pre-Planned Absence form is submitted and approved, those absences will be considered excused.



## Attendance Requirements for Participation of Extra-Curricular Activities

Students absent from school all day will not be permitted to participate in extracurricular activities for that day. Students must be present for fifty percent (50%) of their daily instructional hours to participate in extracurricular activities unless permission is granted by the administrative team. Students who leave school or are absent all day may not attend activities as a spectator. Students absent from school the day prior to a weekend will need their excuse validated by the high school administration prior to weekend participation.

## Make-up Work

While it is the responsibility of the student and the teacher to see that make-up work is completed, make-up work is primarily the responsibility of the student. The student is responsible for contacting teachers and obtaining make-up assignments and to complete work assigned within the designated time. Typically, a child will be granted one (1) extended day per each day absent. This rule also applies to students who are suspended as they will be allowed to make up the work missed without loss of credit. If requested, for extended absences, assignments may be picked up after school from the red tray located in the counseling office. Students should make every effort to pick up assignments or arrange for a sibling to do so.

## Late Arrival/Early Release

Application for late arrival and/or early release is open to juniors and seniors only who have 1st period study hall or 1st and 2nd period study hall only, 6th and 7th period study hall, or 7th period study hall only. Student schedules will NOT be changed simply to provide release. Release is by parental and school permission. Permission is arranged each semester. **Late Arrival/Early Release privileges may be revoked for discipline, academic, and/ or attendance problems.** Students must arrange their own transportation and may not loiter on school grounds if they are on release. On certain days due to different schedules, a student may be expected to report to class at a different time. This will be communicated to the students in advance. A student who has late arrival will be allotted the same number of tardies per grading period and be given a warning before discipline is issued. Students with late arrival must also understand that parking may be difficult to find since the majority of students are already in school. However, this does not give any late arrival student permission to park outside designated student parking areas.

## Home Instruction

Home Instruction may be provided for students who are unable, because of physical disabilities, to attend our regular classes for an extended period of time. The application for home instruction should be coordinated through the Counseling Department and must be approved by the administration.

## Tardy Procedures

### **First Period Tardy**

Students will be allocated two (2) noncertified tardies per quarter. On the third noncertified tardy students will be subject to discipline as follows:

- 1st Tardy: Warning
- 2nd Tardy: Warning
- 3rd Tardy: 1- Hour Friday Detention
- 4th Tardy: 2- Hour Friday Detention
- 5th Tardy: Saturday School

### **Classroom Tardy Policy (2nd through 7th period)**

Classroom teachers will consistently adhere to the following procedure in regard the tardiness to classrooms second through seventh period.

- 1st Tardy: Warning
- 2nd Tardy: Warning
- 3rd Tardy: Teacher Consequence/Detention
- 4th Tardy and Subsequent: Office Referral

## Appearance Code

Marion L. Steele High School realizes that the dress and appearance of students is the joint responsibility of the schools and the home. While it is not the intent of the school to dictate styles of dress, it does accept responsibility in the areas of appearance by providing the following standard of appearance for students at Marion L. Steele High School. Students' appearance shall be appropriate to education, activities, and the environment of the school. In general, dress and grooming should be appropriate and be governed by good sense, good taste, and cleanliness. Violations of the appearance code may result in detentions, Saturday school, and/or suspension.

The appearance code is as follows:

- 1) Clothing will be worn as it was designed to be worn, properly fitted, neat and clean.
- 2) Shorts, skirts, and dresses **must** be at least mid-thigh length while standing. Tears or rips in lower garments may appear only below mid-thigh length while standing.
- 3) Gloves, coats, outer garments, hats, head covers, and excessive head ornamentation are not to be worn during school hours.
- 4) Shoes must be worn at all times.
- 5) Clothing that exposes the midriff is prohibited. This includes exposure of the front, rear, and sides of the waist. Tank tops and cut-off shirts, or any garments which reveal undergarments are not appropriate. Straps should be at least three fingers in width. No spaghetti or thin straps, bare backs, or revealing tops are allowed. No low-cut armholes or necklines. Undergarments should never be exposed or visible through clothing.
- 6) Clothing and insignias relating to gang membership are prohibited.
- 7) Sunglasses are prohibited unless prescribed as necessary by a doctor.
- 8) Patches, symbols, and writings which literally, or by implication, are obscene or are such as to shock or affront the standards of common decency or propriety are prohibited. This guideline includes double meanings related to drugs, alcohol, and sexual behavior; hate groups/symbols or anything that could be considered improper by public standards.

The school administration reserves the right to determine dress code standards.

## Graduation Requirements

The requirements include curriculum and three options to show college and/ or career readiness.

College Prep <sup>1</sup>		College Technology/Tech Prep Program <sup>1, 2</sup>		Vocational Program <sup>2</sup>	
English	4 credits	English	4 credits	English	4 credits
Math	4 credits	Math	4 credits	Math	4 credits
Science	4 credits	Science	3 credits	Science	3 credits
Social Studies	4 credits	Social Studies	4 credits	Social Studies	3 credits
World Language	2 credits	Technical Preparation	6 credits	Vocational Program	6 credits
Health	.50 credit	Health	.50 credit	Health	.50 credit
Financial Literacy	.50 credit	Financial Literacy	.50 credit	Financial Literacy	.50 credit
Physical Education	.50 credit	Physical Education	.50 credit	Physical Education	.50 credit
Fine Arts	1 credit	Fine Arts	1 credit		
Electives	3.5 credits	Electives	1.5 credits		
<b>Total</b>	<b>24 credits</b>	<b>Total</b>	<b>24 credits</b>	<b>Total</b>	<b>21 credits</b>

Students must also meet one of the following requirements. Note: These additional requirements are subject to change based on ODE mandates.

<b>College Prep</b>	<p>Students earn a cumulative passing score of 18 points on seven End-of-Course state tests. Students who score a 1 or 2 on any exam will have the opportunity to retake that exam at a later date. 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.</p> <p><b>End-of-course exams:</b></p> <ul style="list-style-type: none"> <li>• Algebra I and Geometry</li> <li>• Biology</li> <li>• American History &amp; American Government</li> <li>• English Language Arts 1 and English Language Arts 2</li> </ul>
<b>Industry Credential Workforce Readiness</b>	<p>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 on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.</p>
<b>College Admission Test</b>	<p>Students earn “remediation-free” scores in English Language Arts and Mathematics on a nationally recognized college admission exam. The State of Ohio will pay one time for all 11th grade students to take the exam free of charge.</p>

For more information regarding graduation requirements please visit: [www.education.ohio.gov](http://www.education.ohio.gov)

<sup>1</sup> It is recommended students following this academic program and planning to attend college include at least 1 credit of Fine Arts and 2 credits of World Language with their elective requirements.

<sup>2</sup> Students following this academic program may be admitted to college but may be required to take additional courses to meet academic requirements.

# Student Services

## Grading Procedures

The current grading system was adopted to encourage students to strive for higher achievement, improve consistency in the building, department and courses, and recognize academic ability and effort. Students and parents should review the following general information:

- Final grade computations are determined by an average of each quarter and the semester ending exam. Each quarter receives 40 percent weight while the exam receives 20 percent.
- Two passing grades of the three and an overall passing average are necessary to earn credit for the semester.
- Yearlong courses, except AP courses, will appear as two separate final grades on the transcript.
- There are no running percentages from one grading period to the next.
- All students must take the required final exam to receive credit for the course. If they do not take the final exam, then they will receive an F for the course. If a student is absent the day of the exam without a valid excuse, then the student will fail the exam and the course.
- Evaluative and late work procedures will be communicated by the teachers at the beginning of the course.

## Grading Scale

A+	100% - 97%	C+	79% - 77%
A	96% - 93%	C	76% - 73%
A-	92% - 90%	C-	72% - 70%
B+	89% - 87%	D+	69% - 67%
B	86% - 83%	D	66% - 63%
B-	82% - 80%	D-	62% - 60%
		F	59% - 0%

## Incompletes

Students have five school days to address incompletes unless administrative approval is granted. Incompletes are only issued with administrative approval and based upon extenuating circumstances. Students will be notified of deadlines by the teacher and/or administrator. A student who fails to responsibly meet the deadline will receive the grade already calculated in the gradebook.

## Failures

If a student fails a course required for graduation, he/she needs to discuss credit recovery options with his/her school counselor.

## Replacement of Grades

Students who earn a semester grade of D+, D, D-, or F, have the option of repeating that course one time. Permission of the first instructor is required. The new course must be at the same level as the old course. The first grade will be displayed on the transcript and, if the first was an F, it will be included in the GPA along with the second grade. If the first grade was NOT an F, then only the second grade will count towards the GPA.

## **Athletic Eligibility**

Students should not change their course schedule or drop a course without first consulting their school counselor and athletic administrator to determine whether it will affect their eligibility. Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility. To be eligible, students must currently be enrolled in a member school and have received passing grades in a minimum of five one-credit courses, or the equivalent in the immediately preceding grading period. For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period. Monthly emails and social media alerts will be communicated by the Athletic Director, School Counselors and/or Administration.

## **Interim Reports and Report Cards**

Interim progress will be available online through PowerSchool. Report Cards can be printed through the PowerSchool program. If a student begins to fail a course, the parent will be contacted via mail, email, or phone.

## **Withholding of Grades**

The Amherst Board of Education has adopted regulations prescribing a schedule of fees for materials required to be used in specific courses. There are also fees for: AP exams, equipment, instruments, athletic equipment, textbooks, and damage to the school building. Nonpayment of any fees and charges may result in a proof of enrollment transcript being made available.

## **PowerSchool**

Parents and students are encouraged to monitor student progress using Amherst's online gradebook program, PowerSchool. Both parents and students will be provided login information at the beginning of the school year or at enrollment. PowerSchool usernames and passwords can be obtained from the Guidance Secretary throughout the year if they become lost. If the password needs to be reset, then the parent must notify the Board Office.

## **Parent/Teacher Conferences**

Communication between home and school is extremely important. Parent/Teacher conferences for Marion L. Steele High School will be held on:

September 19, 2019 from 3:00 pm to 6:00 pm

October 10, 2019 from 3:00 pm to 8:00 pm

February 13, 2020 from 3:00 pm to 9:00 pm

Other conference times are available throughout the year and are arranged by school counselors or administrator upon parent/guardian request.

## **Withdrawals and Transfers**

A parent/guardian of a student withdrawing or transferring must accompany the student to the school and complete the proper forms from Marion L. Steele's registrar. Verification of enrollment from the student's new school is required before the registrar can remove the student from Marion L. Steele's system. The student will be considered truant, if not currently attending school unless absences can be certified. All books must be returned, and lockers must be emptied. All fines and bills must be paid before credits are transferred to another school or future transcripts are issued.

## Class Ranking

Students are ranked numerically within their graduation class based upon their cumulative grade point average. The cumulative grade point average is calculated based on semester grades. All graded courses count in the ranking and the computation is based upon the total number of quality points divided by the total attempted credits. Please refer to the Program of Studies to see the exact weight of courses. Below is a listing of each grades corresponding quality points.

Grade	Regular Wt.	Half Point Wt.	Full Point Wt.
A	4.000	4.500	5.000
A-	3.666	4.166	4.666
B+	3.333	3.833	4.333
B	3.000	3.500	4.000
B-	2.666	3.166	3.666
C+	2.333	2.833	3.333
C	2.000	2.500	3.000
C-	1.666	2.167	2.666
D+	1.333	1.333	1.333
D	1.000	1.000	1.000
D-	0.666	0.666	0.666
F	0	0	0

For example, if a student after four years of high school work has obtained:

	Credits	Quality Pts
A for 10 credits of regular wt.	10 x 4.000	40
B for 5 credits of regular wt.	5 x 3.000	15
A for 5 credits of half point wt.	4 x 4.500	22.5
C for 4 credits of regular wt.	4 x 2.000	8
<b>Total:</b>	<b>24 Credits</b>	<b>85.5 Quality Points</b>

85.5 Quality Points divided by 24 credits = **3.563 Cumulative GPA**

## Honor Roll

High Honor Roll and Honor Roll are decided on the 4-point system. A 3.65 average is necessary for the High Honor Roll and 3.00 average is needed for the Honor Roll. To qualify for the Honor Roll, a student must receive a passing grade in all classes.

## Award Letters

In the spring of each year there is an award program held. In order to qualify for an award letter, the following criteria must be met:

9th grade after the first semester	3.65 Cumulative GPA
10th grade after the third semester	3.60 Cumulative GPA
11th grade after the fifth semester	3.50 Cumulative GPA
12th grade after the seventh semester	3.50 Cumulative GPA

## Senior Academic Awards

The following are awards and accomplishments that the seniors are eligible to earn. The descriptions and criteria are defined below.

**Honor Cord:** A student must have at least a 3.5 cumulative GPA after 7 semesters.

**President's Award:** A student must meet the following requirements: at least a 3.5 cumulative GPA after the 7th semester and 85th percentile in Math or Reading on the ACT/SAT (27 ACT, 1220 SAT).

**Honor Diploma - College Prep Curriculum:** A student must meet seven of the following eight requirements:

1. Four credits of Language Arts
2. Four credits of Math (including Algebra 1 & 2, Geometry)
3. Four credits of Science (including a Physics and Chemistry)
4. Four credits of Social Studies
5. Three credits of one world language or two credits each of two languages
6. One credit of Fine Arts
7. 3.5 or higher cumulative GPA after 7 semesters
8. Composite score of 27 on the ACT or a score of 1210 on the SAT

**Honor Diploma - Technical/Vocational Education Curriculum:** A student must meet six of the following seven requirements:

1. Four credits of Language Arts
2. Four credits of Math (including Algebra 1 & 2, Geometry)
3. Four credits of Science (including a Physics and Chemistry)
4. Four credits of Social Studies
5. 3.5 or higher cumulative GPA after 7 semesters
6. 4 units of Career-Technical minimum
7. Composite score of 27 on the ACT or a score of 1210 on the SAT

**Valedictorian/Salutatorian:** To be considered for valedictorian or salutatorian, a student must be enrolled at Marion L. Steele High School for a minimum of two consecutive semesters. At the conclusion of the 8th semester, the student with the highest cumulative GPA and total quality points will be the valedictorian of the class. In the event that one student does not have both the highest GPA and the highest total quality points, the student who has the most quality points in Advanced Placement courses will be the valedictorian. In this event, the student with the second highest quality points will be the salutatorian. In the event that one student does not have both the second highest cumulative GPA and the second highest total quality points, the student who has the most quality points in Advanced Placement courses will be the salutatorian.

## Academic Hall of Fame

The Academic Hall of Fame will honor academic excellence by Marion L. Steele High School students. A student chosen for induction will qualify by meeting one of the following requirements:

1. National Merit Finalist.
2. Must be in the top 1% of the graduating class.
3. Achieve a perfect score on a subtest of the ACT (36) or SAT (800).



## Graduation Ceremony

- All students who are candidates for graduation must attend and participate in the scheduled graduation rehearsal.
- Students must return all board-owned books and equipment, pay outstanding fines and fees, and satisfy all discipline obligations. If a student does not fulfill their obligations, then the student will not participate in the graduation ceremony and diplomas will be held until all obligations are met.
- In order to be eligible to participate in graduation ceremonies students who are candidates for graduation must complete all academic requirements no later than the last class period on the last day of regularly scheduled classes for senior students.
- Students not participating in the graduation ceremony will receive their cap and gown and diploma the first school day after commencement.
- Students who wish to wear the military dress uniform for the ceremony need to communicate this to the administration/guidance during the graduation rehearsal.
- Any student who is under suspension at the time of the graduation rehearsal or the graduation ceremony will not be permitted to participate in graduation.
- Any student exhibiting unruly behavior while in attendance at graduation rehearsal or the graduation ceremony will be removed from the event and denied any further participation in graduation.
- Any student who fails to comply with one or more of the graduation ceremony requirements will not be permitted to participate in the graduation ceremony except as noted below:
  1. A student who fails to complete academic requirements for reason of personal illness as verified by a physician's written statement may participate in graduation ceremonies provided the requirements are fully met no later than the last day of class prior to graduation.
  2. A student who fails to participate in graduation rehearsal for reason of personal illness as verified by a physician's written statement may be permitted to participate in graduation ceremonies.
  3. Students who are attending a college or technical school and have a schedule conflict which precludes attendance at the graduation rehearsal may participate in the graduation ceremony provided arrangements are made with the principal no later than one week prior to the scheduled graduation date.

## School Counseling

School Counseling services are available for every student in the school. These services include but are not limited to: assistance with educational planning, interpretation of test scores, occupational information, career information, study help, and help with problems. Students who wish to talk to a counselor should come to the office and sign in on the computer located on the front counter. At Marion L. Steele High School there are three counselors and each counselor is responsible for a certain portion of the student population based upon the student's last name. Although you are assigned to a certain counselor, feel free to contact any counselor you wish for personal counseling.

Mrs. Loushin - Last Names A-G

Ms. Rigda – Last Names H-O

Mr. Harcula – Last Names P-Z

## Scheduling

Scheduling for each coming year is done during the third quarter. Parents and students should refer to the [Program of Studies](#) during the scheduling process and are encouraged to contact a counselor when questions arise.

## Schedule Changes

After on-line scheduling is completed, a student's schedule will be changed for the following reasons only:

1. To correct an incomplete schedule.
2. To resolve conflicts in requested courses.
3. To meet graduation requirements.
4. To accommodate approved educational programs.
5. To add a class, provided an opening exists in the class and in the student's schedule, there first must be written parental approval.

Schedule changes will not be made for:

1. Teacher preference
2. Late arrival or early dismissal from school
3. Work considerations
4. Transportation
5. Special lunch request

## Course Recommendation

A teacher recommendation may be required for certain courses. If a parent chooses to have his/her student enrolled in a class not recommended by a teacher, then the parent must contact the guidance department for a Parental Override form.

## Withdrawal Policy

Once scheduling is complete it is the understanding there should be no adjustments unless the reason is one of the above. Students cannot withdraw from a course who are achieving a 70% or better academically. Students withdrawing from a course who do not meet the following guidelines may have an "F" placed on their transcripts. Students should follow this procedure prior to attempting to drop a course:

1. Documentation displaying the student contacted the teacher for additional support.
2. Documentation displaying the student attained the additional support for at least one grading period.
3. Request his/her counselor contact the teacher to inquire regarding academic placement.
4. The counselor will contact the appropriate assistant/associate principal regarding the academic placement.

## School Psychologist

School psychological services and testing are handled by the school psychologist. Student referrals and appointments are arranged through the counselors.

## Speech Therapy

The school system employs speech therapists. This service is obtained through contacting the counselors.

## Tutoring

Contact an assistant principal or guidance counselor to find an appropriate tutor for the situation.

## Transcripts

Students under the age of 18 must have their parent/guardian fill out the Parental Consent for Release Form. Students 18 or older may make this request on their own. The first two transcripts sent are free. After the second transcript, there is a \$3.00 handling charge for current seniors and a \$2.00 charge for graduates.

## College Visits

Juniors and Seniors are allowed a maximum of three visits per school year. Three school days for these visits may be certified absences. If a student uses more than 3 days (certified) the days will be excused but will count towards their bank of seven (7) days in the attendance rule. The student must submit a College Visit Request form at least 24 hours prior to the visit. The student must then submit a College Visit Verification form once they return to school to certify the day. Forms are available from your Guidance Counselor and must be authorized prior to the college visit.

## Advanced Placement Program (AP)

Advanced Placement courses are high level classes offered at Marion L. Steele High School. Currently there are nine AP classes in the area of English, Math, Social Studies, and Science. Students must take the Advanced Placement Examination as the culmination of their advanced placement experience (fee required). Examinations are scheduled in May of each year. Some colleges, in turn, grant credit and/or appropriate placement to students who have scored well on the examinations.

## Comet College Campus (COLLEGE CREDIT PLUS)

Ohio's Dual Enrollment Program, College Credit Plus (CCP) program, allows Ohio high school students to earn college credit and high school graduation credit through the successful completion of college courses. The purpose of Comet College Campus (CCC) is to promote rigorous academic pursuits and expose students to options beyond the high school classroom. Any high school student admitted to a course by an institution of higher education will be required to perform at the same level as the institution's regular students. The CCC allows seventh through twelfth graders to take college courses at a college campus or, when available, onsite at their high school. There will be mandated criteria set which will be communicated by the college(s) and the home school district. Please refer to our Program of Studies for more detailed information.

Students enrolled in CCP courses on site must adhere to Attendance Procedures or procedures set forth by building administration. CCP, may be amended during the school calendar year which affects high school students.

## Miscellaneous Information

### Amherst Schools Educational Foundation Creative Learning Spaces

Creative Learning Spaces provide an active learning environment for twenty-first century learning. Twenty-first century learning means that students master content while producing, synthesizing, and evaluating information from a wide variety of subjects and sources. Students demonstrate the three Rs but also learn the four Cs: creativity, communication, critical thinking, and collaboration. In the Creative Learning Space, educators can leverage technology to create an engaging and personalized environment to meet the emerging educational needs of this generation. The opportunities afforded by these Creative Learning Spaces will be used to rethink twenty-first century education, focusing on preparing students to be learners for life.

#### Expectations

1. Students must show the ASEF Creative Learning Space staff member a pass from a classroom teacher and sign in to use the ASEF Creative Learning Space.
2. No food or drink will be permitted in the ASEF Creative Learning Space at any time.
3. Any students damaging or abusing ASEF Creative Learning Space equipment will be disciplined.
4. The privilege of using the ASEF Creative Learning Space during the school day may be revoked for failure to follow the rules.

#### Consequences for Inappropriate Behavior

1st offense: Warning from a library staff member.

2nd offense: Return to study hall or classroom.

3rd offense: Ten-day suspension of library privileges.

4th offense: Suspended from the library for remainder of the year

Note: Some behaviors may warrant immediate referral to the Principal.

#### Computer and Internet Access Guidelines

1. Students must obtain permission from library staff prior to using a computer.
2. Students whose teachers have reserved the library will be given preference over study hall or teacher pass students.

### Change of Address

Documentation must be provided for Proof of Residency and the office informed in writing if you have a change of address or telephone number in case of emergencies.

### Directory Information

In order to comply with the regulations regarding the disclosure requirements contained in the Family Education Rights and Privacy Act, directory information regarding Amherst students will be released to persons or organizations requesting the information. Directory information shall include the following:

1. Name, address, telephone number
2. Date and place of birth
3. Major field of study
4. Participation in school activities
5. Dates of school attendance

Any parent or adult student who desires this directory information not be released may stop in the school office and file this request on forms available.

### Emergency School Closing/Two-Hour Delayed Start

In case of severe weather - snow, low temperatures, ice, etc. - Amherst Schools may close or have a two-hour delay. The official announcement will be made through Twitter, Facebook, and an all-call to parents/guardians. The news programs will then be notified of the closing or delay. Please do not call the school.

### End of School Responsibilities/Fines

Students must make sure all books are returned to their respective teachers. Any books not returned must be paid for. All fines must be paid. Any unpaid fines must be paid in the office during summer office hours. Grades will be held until this obligation has been met. Diplomas and prom tickets will also be held if there are outstanding fines at the end of the student's senior year.

### Foreign Exchange Students

All requests to accept a foreign exchange student should be made to the building Principal.

### Hall Pass Guidelines

Students must have a teacher-issued pass to be in the halls during a class period. Students receiving a pass are expected to report directly to the area designated on their pass. Students who are in need of academic help from a staff member are responsible for securing a pass from the appropriate staff member a day prior to the appointment. Counseling is available throughout the school day. Students who wish to see their counselor are responsible for signing up using the computer located in the counseling office. The front desk area is not to be visited during the use of a hall pass.

### I.D. Cards

Following school pictures, students will receive their student I.D. cards. If lost or damaged, a replacement I.D. will be made at a cost (to be determined) through the Main office. I.D.s will be needed for school dances.

### Illness

If a student becomes ill at school, he/she will be permitted to stay in the office a maximum of 15 minutes under the following conditions:

1. All students must present a pass from the teacher whose class they will miss.
2. Students are permitted to stay in the office for a period of 15 minutes. After 15 minutes, a determination will be made if they are able to return to class or go home.
3. If a student makes too many visits, their guidance counselor will be contacted. The School Counselor may call home to discuss the problem with the parent/guardian.

### Insurance

At the beginning of the school year students receive information and the necessary form to enroll in the insurance program. Student athletes are required to enroll with school insurance or have parents sign a medical waiver form stating that they have insurance to cover accidents or injury.

### Lockers

School lockers are the possession of the school board. Lockers will not be utilized for illegal or dangerous purposes and can be inspected by the administration to ensure safety and pupil welfare. The Amherst Board of Education is not responsible for items which are missing from lockers.

## Lost and Found

Please check the lost and found located in the Counseling Office when you misplace an item. Items not collected at the end of each semester are donated to charity. Students are reminded to secure their belongings in their lockers with a lock. Marion L. Steele High School and the Amherst Board of Education is not responsible for lost/stolen articles.

## Lunchroom

The Board of Education has set the high school lunch price for the 2019-2020 school year:

6th to 12th Grade Students: \$3.50    Milk: \$0.50    Adults: \$4.00

In order for the lunchroom to maintain an acceptable environment the following procedures must be followed:

1. Lunch is a scheduled class period. Students are required to report to the cafetorium during their scheduled lunch period.
2. Students must be on time to the Cafetorium.
3. Each student must clean up the area used.
4. Permission is needed before any student leaves the Cafetorium during lunch.

Parents can prepay any amount of money in the form of cash, check, or online through payforit.net. All students will enter their six-digit student I.D. number when they enter the service line. The cashier's computer screen will display their picture, grade, and cash balance. The purchase is then automatically deducted from their account. Cash is still acceptable on an everyday basis, but change is no longer given. Any change will be added back into the lunch account.

## Phone Calls/Telephone Use

Delivering messages from parents/guardians during the school day will be limited to **EMERGENCIES ONLY** for students in class. If a student needs to call a parent/guardian, these are only to be used for **EMERGENCIES ONLY**.

## Posters/Signs

Signs or posters of any type must receive the approval of an administrator prior to being posted.

## Prescriptions

Students who bring prescription medication to school **MUST** register it with the school office and complete a Parent/Physician Consent form. Any student of a school operated by a city, local, exempted village, or joint vocational school district or a student of a chartered nonpublic school may possess and use an epinephrine auto injector to treat anaphylaxis, if all of the following conditions are satisfied:

- The student has the written approval of the prescriber of the autoinjector and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The prescriber's written approval shall include at least all of the following information:
  - The student's name and address.
  - The names and dose of the medication contained in the autoinjector.
  - The date the administration of the medication is to begin.
  - The date, if known, that the administration of the medication is to cease.
  - Acknowledgment that the prescriber has determined that the student is capable of possessing and using the auto injector appropriately and has provided the student with training in the proper use of the autoinjector.

- Circumstances in which the auto injector should be used.
- Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis.
- Any severe adverse reactions that may occur to the child using the auto injector that should be reported to the prescriber.
- Any severe adverse reactions that may occur to another child, for whom the auto injector is not prescribed, should such a child receive a dose of the medication.
- At least one emergency telephone number for contacting the prescriber in an emergency.
- At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency.
- Any other special instructions from the prescriber.
- The school principal and, if a school nurse is assigned to the student's school building, the school nurse has received copies of the written approvals required by the above stated.
- The school principal or, if a school nurse is assigned to the student's school building, the school nurse has received a backup dose of the anaphylaxis medication from the parent, guardian, or other person having care or charge of the student or, if the student is not a minor, from the student.

If these conditions are satisfied, the student may possess and use the auto injector at school or at any activity, event, or program sponsored by or in which the student's school is a participant.

NOTE: No medicine, including aspirin, is given.

### Safety Drills

Safety Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone acts promptly and follows the prescribed procedure for the specific safety drill. Students are not permitted to talk during safety drills. They are to remain in their designated areas until the signal is given to return to class.

### School Dances

The following guidelines for school dances will be followed:

1. All school rules are in effect, whether the dance is on school property or not.
2. All dances are open to Marion L. Steele High School students grades 9-12. Outside invited guests must complete a guest dance form. This form will be checked by administration and the student resource officer. All guests must be of at least ninth grade status and under the age of 21.
3. Prom is open to invited guests of Marion L. Steele High School seniors only. No one 21 or older may attend Prom. Underclassmen who attend Marion L. Steele High School are permitted to attend Prom if invited by a senior. Outside invited guests must complete a guest dance form for Prom. This form will be checked by administration and the school resource officer. All outside guests must be of at least tenth grade status and under the age of 21.
4. All school fees must be paid in full prior to purchasing prom tickets.
5. Once a student leaves the dance, he/she is not allowed to return. No money will be refunded.
6. Students and guests are expected to obey the requests of all chaperones, police officers, and other school personnel.
7. Students' behavior should be such as not to endanger or bother other students.
8. Anyone violating these rules or other rules in the code of conduct will be removed from the dance and will be subject to further disciplinary action.

## Student Deliveries

No flowers, balloons, candy, food, etc. will be delivered to students in classrooms or the cafetorium. The student shall come down to the office at the end of the day to pick up the delivered items. In the event of an emergency, outside food can be left by a parent/guardian at the reception desk and be consumed by the student in the front lobby area.

## Student Vehicle and Parking Information

All student drivers parking on Amherst Exempted Village School District property must obtain a parking permit. Students are assigned the parking space which matches the number of their parking permit. Student parking areas/regulations are communicated through Amherst email and when purchasing a parking pass. Any violation of the following rules will result in loss of driving/parking on school property or other disciplinary action.

1. Students must register their vehicle in the office in order to purchase a Marion L. Steele High School parking permit. Parking permits cost \$20. There is a limited amount of parking permits. Purchase is available to seniors first and juniors second. Any remaining permits will be made available for underclassmen to purchase.
2. All student drivers who purchase an MLS High School parking permit must also complete an Informed Consent Agreement for drug testing.
3. Student parking permits must hang on the rearview mirror with the assigned number facing the windshield. If the pass is not visible, the student is subject to disciplinary action.
4. A student's assigned parking space matches their parking permit number. Students must park in their assigned location at all times. Disciplinary action may take place and the car may be towed at the owner's expense.
5. Students are not to share parking passes with other students.
6. The speed limit on school property is 10 m.p.h. and any reckless driving is prohibited.
7. Any vehicle brought on District property by a student may be searched when the principal/designee has reasonable suspicion to justify the search.

The following areas are **off limits** to **all** student parking:

- The North Front Lot, which is located in front of the CLC and Cafetorium.
- All parking spaces on Washington Street in front of Powers Elementary School from the bus garage to past the baseball field parking lot.
- Powers Elementary/baseball field parking lot.
- Powers Elementary main parking lot.
- First row of parking spaces in the South Lot nearest the building.

Students parking **WITHOUT** a parking pass are limited to the following areas:

- Football Field House
- On Washington St. **after** the baseball field parking lot
- The New Beginnings Church parking lot

There will be no warnings for parking violations. Disciplinary measures for parking violations may include office detentions, Saturday School, revoking of Late Arrival and Early Release privileges, and/ or towing of the vehicle at the owner's expense.



## Technology Policy

In an effort to promote appropriate use of technology while keeping the integrity of the classroom instruction intact, the Marion L. Steele High School technology policy will allow students to use their phones or other electronic devices during designated times throughout the day. Students are permitted to quietly use cell phones and their electronic devices during study hall, lunch and in between periods. Students must refrain from communicating with students who are in class during the lunch period. Such behavior may result in disciplinary action. Students may not use their cell phones or other electronic devices during instruction time. This means the devices must be turned off or placed on silent and put away before entering the classroom. Headphones may not be worn during instructional time. Teachers may permit use of cell phones for academic activities related to curriculum and will notify students when this type of use is authorized.

Unless permitted by the instructor, during instructional time in the classroom, students WILL NOT:

- Answer/place a text message or phone call
- Be on any social media site (Facebook, Twitter, etc...)
- Access or play any game or access any entertainment site on their device
- Access or use any application (app) on their device
- Take or transmit any picture or video
- Access any type of mobile web browsing
- Share or duplicate assignments and assessments through technology

\*Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year.

Electronic devices that are used inappropriately will be confiscated by teacher/staff member and turned into the main office. The following discipline will be issued:

**1<sup>st</sup> offense:** 1- hour detention and the device will be returned at the end of the day

**2<sup>nd</sup> offense:** 2- hour detention and the device will be returned to parent/guardian

**3<sup>rd</sup> offense:** Saturday School and the device will be returned to parent/guardian

## Textbooks

Textbooks are loaned to students for use during the school year. Students are responsible for these books, and if lost or damaged, will be charged the replacement cost of the book.

## Visitors

In order to protect the educational integrity of our programs and the safety of our students and staff, any parent or parent representative wishing to visit the school must make arrangements in advance through the building principal. The principal reserves the right to deny, limit, or approve visits. The following are procedures to arrange a classroom visit:

1. A written request for the visitation will be submitted to the building principal that includes a detailed reason for the visitation. Upon completion of the written request, the principal will arrange a visitation day and time that is acceptable to the parent, teacher, and principal. A copy of the written request will be given to the teacher. The visitation day will be scheduled with three days advance notice.
2. Visitors must report directly to the school office in compliance with the State of Ohio Revised Code. The building principal or another school representative will assist the parent during the visitation and will accompany the parent to the classroom. The visitation should be no longer

than the average class period. Parent visits will be limited to no more than one particular classroom or teacher per grading period.

3. To protect the educational process for all students, parents are not to create any kind of disturbance or disruption. Discussion with the teacher or any student during the visitation is not permitted.
4. To protect the privacy and confidentiality rights of all students, parents are not permitted to videotape or audiotape the visitation. In addition, any comments concerning the visitation are to be discussed with the teacher or building principal at a later time when students and other staff members are not present.

### Work Permits

All minors must obtain a work permit prior to employment. Work permit forms may be obtained in the high school office.

# Marion L. Steele High School Pupil Code of Conduct

The following code sets forth rules prohibiting certain types of conduct either:

- A. On school grounds before, during, or after school.
- B. On school grounds at any other time when the school is being used by a group.
- C. Off school grounds, on a school bus, or at a school activity, function or event.
- D. In designated school parking areas.

Attendance and participation in extra/co-curricular events and school sponsored activities such as school dances (including Prom) is a privilege. In order to establish a safe, positive, and enjoyable environment; students who violate the Code of Conduct may be denied the privilege of attending such events.

## SECTION I

The district has the authority to issue discipline up to 80 days of expulsion with police contact for any violations of the Code of Conduct in Section I, Items 1 – 36. Normally, most discipline is progressive in nature. Violation of the Code of Conduct may result in verbal or written warning/reprimand, referral to school counselor, parental contact, detention, Saturday School, referral to law enforcement agencies, suspension, or expulsion.

The LCJVS is an extension of the Marion L. Steele High School program; therefore, students who elect to attend the JVS are subject to disciplinary action based upon the Code of Conduct of either the JVS and/or MLS High School. Consequently, the conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

### **1. Disruption of Schools**

No student, by use of violence, threat, intimidation, fear, active, or passive resistance, false alarms or any other conduct, shall cause the disruption or obstruction of any lawful process or function of the school or urge other students to engage in such conduct.

### **2. Inappropriate Language**

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language. Neither shall any students use profane, vulgar or other improper gestures, publications, pictures or signs, nor engage in any socially or sexually improper behavior.

### **3. Inappropriate Behavior**

Student conduct that demonstrates a lack of respect and/or civility toward other students/adults is prohibited.

### **4. Public Display of Affection (PDA)**

Public display of affection is considered inappropriate on school property or at extracurricular events.

### **5. Failure to Comply with Directives/Insubordination**

Students shall comply with directives and orders of teachers, student teachers, monitors, secretaries, principals and other authorized school personnel during any period of time when they are properly subject to the authority of the school. Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered insubordination for anyone to disobey or fail to comply with, which is a part of this code, directives of authorized school personnel. A student shall not fail to give identification to school personnel or give false identification. Failure to serve a detention is considered insubordination and may result in further discipline.

**6. Forgery/False Reports**

No student shall cheat, lie, prefabricate, deceive, use a cheat sheet, receive or disseminate answers to a test, or falsify records. Neither shall any student forge, falsify, distort, or misrepresent (in verbal or written form) dates, times, addresses, grades or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

**7. Academic Dishonesty**

No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty, by providing information or by any other means. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed work product, examination questions, and examination answers. Any student who misappropriates or plagiarizes someone's work, assists another in such misappropriation or otherwise engages in academic dishonesty shall not obtain credit for the work in question and shall be subject to other disciplinary action.

**8. Accomplice**

No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition of this section includes, but is not limited to, serving as a "lookout" for a student engaged in misconduct. In addition to the foregoing, students shall also have an affirmative duty to report another student who is known to have violated, is violating, or is planning to violate a school rule involving any dangerous weapon (as defined in Board Policy) or any illegal, prescription or counterfeit drug. In administering discipline under this section, school officials and administrators shall have discretion to consider the circumstances and nature of the offense, including any mitigating circumstances.

**9. Truancy**

Truancy exists when a student is absent from class or school without school authorization. Leaving the school building and/or grounds without permission is also truancy. Along with discipline action, the student will receive a zero for specific tests and assignments missed.

**10. Tardiness**

Repeated tardiness is disruptive to the smooth functioning of the school and classes. Please refer to the attendance section for explanation of discipline in this area.

**11. Loitering/Out of Assigned Area**

A student shall not trespass, skateboard, or loiter on school grounds, in the building, or adjacent properties including after school hours. This includes not being in assigned, scheduled areas and/or leaving the school parking lot or building after arriving at school. Students must enter the building upon arrival to school and leave when expected or instructed. Unless students are participating in after school sponsored activities or events, or parents have made special arrangements with the school. Students are expected to leave school ten minutes after dismissal.

**12. Trespassing**

Students are not permitted on school property except as authorized. In particular, this rule will be used to address acts of vandalism or theft.

**13. Damage, Destruction, or Theft of School or Private Property, Vandalism**

A student shall not cause or attempt to cause destruction to school or private property of students, teachers, school personnel or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel or other persons or participate or attempt to participate in the unauthorized removal or property either on school grounds or during a school-sponsored or related activity, function or event off the school grounds. Acts of vandalism upon school property will not be tolerated as well. Examples include, but are not limited to, defacing property, unauthorized “decorating” or toilet papering, and the placing of unauthorized signs or other objects on school property. Depending upon circumstances, restitution may also be required. Pursuant to O.R.C. 3109.99 and O.R.C. 3109.091, a student and/or their parent or guardian shall be held financially accountable to the Amherst Exempted Village Schools for any damage, destruction or theft caused by their child.

**14. Extortion**

No student shall use an expressed or implied threat, violence, harassment, coercion, or intimidation to obtain money or anything of value from another.

**15. Gambling**

No student shall engage in or promote games of chance, place a bet, or risk anything of value.

**16. Unauthorized Sale or Distribution**

Distributing or selling unauthorized materials on school property, or attempting to distribute or sell such items, is not permitted.

**17. Gangs**

Gangs are prohibited. A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practice include the commission of illegal acts, violations of school rules, establishment of territory or turf, or any actions that threaten the safety or welfare of others. Gang activity such as initiation, recruitment, wearing of colors, fighting, assault, hazing, or established turf, on school property, at school functions and school related activities, will not be tolerated. It should be noted that the Amherst Schools maintains open lines of communication with local law enforcement agencies. A student who violates this section will not only be subject to the notification of his/her parents/guardian by school authorities, but also, when deemed appropriate, the students prohibited gang activity will be reported to the local police department.

**18. Repeated Violations of School Rules**

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals or other authorized school personnel.

**19. Possession and/or Use of Tobacco**

A student shall not possess or use tobacco in any form (cigarettes, vaping products/paraphernalia, cigars, pipes, snuff, etc.) on school premises, buses, or at school sponsored activities. E-Cigarettes/products will be considered a tobacco product and will be treated as such. Vaping will be considered a tobacco product and treated as such. Students may be referred to the board approved LCADA representative.

## **20. Alcohol/Controlled Substances/Drugs/Narcotics/Inhalants**

During school, summer school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, trafficking, apply or display evidence of consumption of any mood-altering chemical of any kind, including alcohol. "Possession" includes, with limitation, retention on a student's person or in a student's purse, wallet, locker, desk or automobile parked on school property. "Displaying evidence of consumption" is defined as manifesting signs of chemical misuse including, but not limited to, staggering, red eyes, odor, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior which is not considered normal for the particular student. The term "mood-altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit drugs, marijuana, alcohol, inhalants, and look-alike substances. These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question and kept in the original container with the student's name and with directions for proper use. Prescription medications shall be kept in the school office. All other procedures outlined in school policy should also be followed. Counterfeit controlled substance is defined as: any drug that bears, or whose container or label bears, a trademark name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark; any unmarked or unlabeled substance that is represented to be a controlled substance; any substance that is represented to be a controlled substance or is a different controlled substance, and; any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale. No student shall knowingly possess, make, offer to sell, give, package, or deliver a counterfeit controlled substance.

Law Enforcement Dogs – The Amherst Exempted Village School District may utilize these trained dogs in the school parking lot grounds, on school transportation and/or in the school building. The school district will work in cooperation with local authorities. Inspections may be unannounced.

All other procedures outlined in school policy should also be followed:

- Legal authorities will be informed.
- The substance will be turned over to legal authorities.
- The student may be referred to an outside agency for an assessment.
- Upon return to school, follow-up sessions with a building prevention specialist may be required. Students may be referred to the board approved LCADA representative.

## **21. Look-alike Drugs**

A student shall not use, conceal, sell, purchase, accept or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse or inferred by the seller or buyer to be drugs of abuse. (Medications prescribed by a physician must follow the Board-adopted policy regarding student medication.) A counterfeit controlled substance is defined as:

- a. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
- b. any unmarked or unlabeled substance that is represented to be a controlled substance;
- c. any substance that is represented to be a controlled substance or is a different controlled substance and
- d. any substance other than a controlled substance, which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

No students shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 20. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct that physical or mental effects are the same similar to the effects associated with the use of a controlled substance. No student shall knowingly make, offer to sell, give, package or deliver a counterfeit-controlled substance. Violations of this provision will be treated in the same manner as Rule 20.

## **22. Drug Paraphernalia**

A student shall not possess, use, transmit or conceal any item(s), which is designed for use with any illegal substance or any substance prohibited by this code while on school property or in attendance at any Board of Education sponsored or supervised activity. Vapes may be considered paraphernalia capable of being used to use drugs. Students may be referred to the board approved LCADA representative.

## **23. Possession and/or Use of Flame Producing Devices**

The unauthorized use or possession of matches, lighters or other flame producing devices on school property is not permitted.

## **24. Unauthorized Bodily Contact/Fighting/Hitting/Threats**

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate touching. A student who initiates unauthorized bodily contact of another person, whether on or off school property, or at a non-school-sponsored or related activity, function or event, may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.

**25. Physical/Verbal Harassment**

Students should not be involved with verbal (maligning, threatening, etc.) harassment directed toward another student or person on school property or when representing Marion L. Steele High School.

**26. Conduct Against School Employees**

A student shall not physically assault, threaten, harass (physically or verbally) an employee, or vandalize, damage, or attempt to damage the property of a school employee or his/her family.

**27. False Alarm**

A student shall not initiate a fire alarm or initiate a report warning of a fire or catastrophe such as a tornado without cause.

**28. Bomb Threats**

A student shall not initiate a reported warning of a bomb on school property, on Board of Education owned vehicles, or at Board of Education school sponsored or supervised activities is prohibited.

**29. Unauthorized Fire**

A student shall not willfully and maliciously burn or attempt to burn any school property.

**30. Threat/Action to Induce Panic**

A student shall not commit an act, verbal and/or written, or through technology that will threaten to cause a disturbance or creates panic at school or related school events.

**31. Felonious Act**

A student who is charged and/or convicted of a felonious crime committed on school grounds or off school grounds at a school related event is subject to disciplinary action.

**32. Gross Misconduct / Illegal Misconduct**

It should be noted that other possible inappropriate, lewd, and/or illegal conduct, persistent disobedience, repeated or gross misconduct, may also serve as grounds for suspension and/or expulsion as provided by law. All sexual expressions and activities are prohibited. Students shall be responsible for following all applicable laws of Ohio, as well as all local ordinances.

**33. Transportation Violation**

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver or passing motorists.

**34. Lewd/Pornographic/Inappropriate Images**

The possession, transmittal, and/or communication of such images on school grounds or off school grounds at a school related event is subject to disciplinary action.



### **35. Technology/Computer/Online Regulation Violations**

Penalties for infractions will be applied as determined by the administration including the loss of technology privileges. Unauthorized use of technology is subject to search and seizure and cause for discipline. The administration reserves the right to determine authorized and unauthorized use.

Technology usage in the Amherst Exempted Village Schools is encouraged and made available to students for education purposes. The district retains the ownership of all data, hardware, software, video, etc. The Amherst Exempted Village Schools reserve the right to inspect, copy, and/or delete all material accessed with district equipment. In addition, material created for the Amherst Exempted Village Schools must be monitored and/or inspected by staff members. Multimedia, including the Internet, is an important educational resource. Thus, students are automatically granted usage unless their parent/guardian notifies the appropriate building administrator. All non-educational usage is prohibited. Specific but not absolute guidelines for student usage are stated below:

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Passwords may not be shared.
3. Students shall not use, share, or alter another person's password, files, or directories.
4. Students shall not access, transmit and/or retransmit material requiring a password without legally possessing such a password or authorization. Should a student's password be known by someone else, it is the responsibility of the student to report this to a teacher.
5. Use of computers and all other forms of technology is restricted to curriculum related projects and must be supervised.
6. No student shall attempt to establish unauthorized contact into school district computers or any other application.
7. Students are not permitted to use electronic communications such as instant messaging, social networking, texting and/or message boards/chat rooms on district computers.
8. Accessing and/or sharing obscene material and use of inappropriate or threatening language is prohibited.
9. Transmission of any material in violation of any state or federal regulation is prohibited. This includes copyrighted material.
10. The network should not be used in such a way that is disruptive and/or detrimental to the operation of hardware, software, and/or network.
11. Uploading and/or downloading any inappropriate material, creating/using computer viruses and/or any malicious attempt to harm or destroy equipment, materials or the data of any other user is prohibited.
12. Use of proxy servers and/or any other attempt to bypass Internet filtering/security is prohibited.
13. Vulgar, derogatory, obscene and/or offensive language is prohibited.
14. No student shall waste resources, i.e., paper, toner, server space and/or bandwidth.
15. Rules and regulations of computer etiquette are subject to change by the administration.
16. Amherst's administration, faculty and staff reserve the right to scan all storage devices that are brought into our building.

### Internet Acceptable Use Policy

Internet access is now available to students and teachers in the Amherst School District. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. For those not familiar with the term, the Internet is an electronic highway connecting millions of computers all over the world, and millions of individual users. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase District communication, enhance productivity, and assist District employees in upgrading their skills through greater exchange of information with their peers. The system will also assist the District in sharing information with the local community, including parents, social service agencies, government agencies, and businesses. With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Net may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Amherst School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

To be allowed to access the internet a student must have on file a signed Internet Use agreement. The purpose of this agreement is to ensure that use of Internet resources is consistent with the district's stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you will acquire. If an Amherst School District user violates any of these provisions, his or her account will be terminated, and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parental permission and parent and student must sign the Internet Use Agreement. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

### **Internet - Terms and Conditions:**

Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or a school hallway. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal

material. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism will not be tolerated. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet as anyone but yourself may result in cancellation of user privileges.

Amherst School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district assumes no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Amherst School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities. Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

### **36. Aggressive Behavior (Bullying, Hazing, Harassment, and Sexual Harassment)**

The Board of Education is committed to providing a safe, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This policy applies to all activities in the District, activities on school property, on a school bus, while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

#### **Definitions**

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

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site, social media site or on weblog;
2. sending e-mail, instant messages, or messages through social media that are malicious or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send inappropriate photographs of students;
4. posting disparaging or fake photographs of students on web sites.

**Hazing:** Hazing is defined as acting or coercing another, including the victim, to participate in 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. Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this policy and will not exempt any student from discipline under this policy. For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

**Harassment and Sexual Harassment:** No student shall harass any other student, school employee, community member or school visitor on the basis of color, race, national origin, religion, marital status, age, disability, gender identity, or sexual orientation. Harassment includes, but is not limited to, conduct which intimidates, insults, persistently annoys, or otherwise physically or verbally (verbally or in writing) abuses another student including in writing. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including, but not limited to, unwanted touching, verbal comments of a sexual nature, sexual name-calling, suggestive comments, displaying sexually suggestive objects or photographs, sexually explicit conversations, pressure to engage in sexual activity, repeated propositions, or unwanted body contact.

Bullying, hazing, and harassment can occur through electronically transmitted acts (i.e. internet, e-mail, social media, websites, cellular telephone, or wireless hand-held device).

### **Reporting Procedures**

Any student who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the assistant principal, principal or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student or staff member. All reports about aggressive behavior that may violate this policy shall be promptly investigated. Reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of the aggressive behavior and the names of any potential student or staff witnesses. Reports of aggressive behavior may be made informally and/or anonymously. A school staff member or administrator who receives an informal or anonymous report shall promptly document the complaint in writing, including information provided. All reports shall be promptly forwarded by the school staff member and/or administrator, to the building principal for investigation. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate corrective and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

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

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

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

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

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

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

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff members(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

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

**Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

**Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments with the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. At least once each school year, a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

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

**Prevention Education and Training**

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

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

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development. The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the superintendent shall be followed.

## SECTION II

The district has the authority to issue discipline up to one (1) calendar year of expulsion with police contact for any violations of the Code of Conduct in Section II, Items 37 – 38.

### **37. Weapons, Dangerous Instruments, Fireworks, Firearms, and Explosives**

No student shall use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object, which is used or may be used to inflict physical harm or property damage. (Note: Bringing firearms to school shall result in a one-year expulsion from school. Bringing a knife on to school property may also result in a one-year expulsion.)

No student shall possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or munitions, nor shall any student ignite or explode fireworks, explosives or munitions at school-sponsored or related functions or activities on or off school grounds or at any other time the student is subject to the authority of the school. This prohibition applies to firearms, explosives, knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon or dangerous object (including normal school supplies like pencils or compasses), that a reasonable person might consider, under the circumstances, capable of harming a person or property.

### **38. Biological and Chemical Threats**

A student shall not cause a disruption or obstruction to the school's operation by threat of the release, rumor, or presence of any biological agent, hazardous substances, or poison, regardless of the circumstances of the threat. Because of the widespread angst that such threats produce it will be deemed to be of the most serious nature and will be punished accordingly. Emergency removal of the student from school premises, as well as expulsion, and permanent exclusion shall be considered as remedies for the punishment of such conduct.

## Discipline Types and Procedures

### Office Detentions

Office Detentions are given for some violation of school rules. There is no appeal to a detention. The following regulations apply for the serving of office detentions:

- Students will be served notice of an office detention through the Assistant Principal's office, or Attendance Office for tardies.
- Students are required to serve their detentions as assigned. Additional consequences may be assigned if these detentions are not served.
- Excuses for missing detentions such as having to work or not having a ride home are not acceptable.
- Detentions are to be served after school as assigned.  
1-hour detentions are from 2:55 pm - 3:55 pm.  
2-hour detentions are from 2:55 pm - 4:55 pm.

The following rules apply to Office Detentions:

1. Students are to be on time.
2. Students must have materials to study.
3. No electronic devices allowed
4. If students are removed for improper behavior, the time served does not count.

Violation of any of the above may result in additional consequences.

### Saturday School

Saturday School guidelines are stated on paperwork and reviewed with students at the time of assigning the discipline. There is no appeal to a Saturday School.

Missing an assigned Saturday School is considered a serious offense, punishable by Suspension the next two (2) school days. In addition, any student who violates the rules stated above or is late arriving to Saturday School will be asked to leave and may be assigned two (2) days Suspension.

### Suspension

Suspension is defined as out of school suspension. Out of school suspension results in the loss of the privilege to participate in school, extracurricular, and co-curricular activities during the time of the suspension. Students are not permitted on school grounds during a suspension. Credit is permitted for work during out-of-school suspensions. A suspension which is administered on a Friday or carries through a Friday with a return to school the following week will result in the student not participating in weekend activities. Students in vocational programs are not permitted to go to their vocational job site during the suspension. The procedure for suspension will be in accordance with the Board of Education policy regarding suspension. In summary:

- 1) A principal may suspend. Each suspension will not exceed ten school days.
- 2) Due process shall consist of:
  - (a) The administrator will give written notice of the intention to suspend to the student. Notice will have the reason for the action.
  - (b) The student will have an opportunity to appear at an informal hearing before the principal or his designee to explain the situation. The hearing may take place immediately. Due process is guaranteed to the student.



- 3) If suspension occurs, after said hearing, within 24 hours thereafter the Principal must give notice in writing to the pupil's parent, guardian, or custodian, the Superintendent, and to the Treasurer of the Board of Education which notice shall include:
  - (a) Reason(s) for the suspension
  - (b) A statement as to the right of the pupil, parent, guardian, or custodian to appeal the suspension to the Board of Education's designee.
  - (c) A statement of the pupil's right to be represented at the appeal hearing and to have the appeal hearing.

### Appeal of Suspension

A pupil or his parent guardian, or custodian may appeal any suspension to the Board of Education's designee, who is the Superintendent. The Superintendent shall schedule an appeal hearing within 48 hours after the request for same. The pupil may be represented by counsel at such appeal. The Board's designee may affirm the order of suspension or may reinstate the pupil, or may otherwise reverse, vacate, or modify the order of suspension or expulsion. The Board's designee must make a verbatim record of the appeal hearing. The decision of the Board's designee may be appealed to the County Court of Common Pleas as per Chapter 2506 of the Ohio Revised Code.

### Expulsion Procedure

No student may be expelled unless the Superintendent gives prior written notice to the pupil and his parent, guardian, or custodian of the intention to expel him, setting out the reason(s) for such proposed expulsion. The pupil and/or parents may be represented by counsel at such hearing, if so desired.

The written notice shall also set a time and place at which the pupil and his parent, guardian, custodian, or representative may appear before the Superintendent or his designee to challenge the reasons for the proposed expulsion or otherwise to challenge the reasons for expulsion.

The hearing shall be held not earlier than three days or later than five days after the notice is given unless the Superintendent grants an extension of time at the request of the pupil, or his parent, guardian, custodian, or representative. If the time is thus extended the Superintendent must notify the pupil and his parent, guardian, or representative of the new time and place to appear.

### Appeal of Expulsion

After the expulsion has been made by the Superintendent, the parents, guardian, custodian, or the student, if 18 or over, may appeal the Superintendent's decision to a hearing officer designated by the Board of Education. At the request of the pupil (if 18 years of age or over) or his parent, guardian or custodian, a hearing will be held with the hearing officer. The hearing officer will then recommend to the Board of Education to uphold, revoke, or modify the expulsion. The Board of Education will then render its decision at their next regular meeting, in public session. The pupil and/or parents may be represented by counsel, at such hearing, if so desired. The hearing officer will make a verbatim record (by tape recorder) of the hearing and the Board's decision will be noted in the minutes of their next meeting as official notice to the parents, guardian, or custodian of their decision. The decision of the Board of Education may be appealed to the County Court of Common Pleas as per chapter 2506 of the Ohio Revised Code.

### Emergency Removal Procedure (Academic and Extracurricular)

Certain cases of pupil misconduct, although not requiring suspensions or expulsion from school, may result in the removal of a pupil from a specific class or an extracurricular activity for a period of time up

to and including the remainder of a season or school year. Such removal from a class shall be affected only by the Superintendent or building Principal. Such removal from an extracurricular activity shall be affected by the Superintendent, building administration, the teacher responsible for the activity, or by such teacher's immediate supervisor. A class is considered to be a curricular course of study prescribed pursuant to ORC 3313.60 and State Minimum Standards. Appropriate due process, notification, and appeal procedures shall be provided.

## Athletic Code of Conduct/Handbook

### **An Athlete's Responsibilities to Self and Others**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration. All athletes shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be condoned. Acts of unacceptable conduct by student-athletes tarnish the reputation of everyone associated with Comet Athletics and the Amherst Exempted Village Schools. As a member of an athletic team, you represent the Amherst Exempted Village Schools and the tradition of Comet Pride that it symbolizes. Interscholastic athletics are an integral part of the total educational program. High standards of scholarship, behavior, and citizenship are important to maintain in all aspects of school. Students volunteering to participate must assume the responsibilities of these privileges and are required to meet expectations beyond those set for non-athletes. The younger students in Amherst are watching you. They will emulate you in many ways. Do NOT do anything to let them down.

### **Eligibility Standards**

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period (interscholastic only). During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation. The student-athlete must have earned a 1.0 gpa within the noted five one-credit courses or the equivalent which count toward graduation. Fall incoming 9th grade student's eligibility will be determined on the last grading period of the 8th grade. A student enrolling in the seventh grade for the first time will be eligible for the first-grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in the school the immediately preceding grading period and received passing grades during the period in 75% of those subjects carried the preceding grading period in which the student was enrolled. Students may participate in interscholastic athletics and extracurricular activities if they receive a failing grade for any course in the immediately preceding grading period provided, they meet the eligibility requirements above.

Transfer students shall have eligibility computed based upon an official transcript from the previous school of attendance. A student cannot participate in athletics until the transcript has been reviewed and the student has been declared eligible to participate.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. For the purpose of this Bylaw, "School Day" includes faculty in-service days, calamity days, and regular school attendance days, but not holidays or school breaks.

## **Home School/Non-Public School**

Effective September 29, 2013, Students who are educated at home or enrolled in Non-Public schools may be eligible to participate in interscholastic athletics.

### **A. Participation in Extracurricular Activities for Chartered and Non-Chartered Non-Public School Students**

Note: "Extracurricular Activity" has the same meaning as in Section 3313.537 of the Revised Code.

If the non-public school in which the student is enrolled does not offer the extracurricular activity, a student enrolled in a chartered or non-chartered non-public school, who is entitled to attend district schools under section 3313.64 or 3313.65 of the Revised Code, shall be afforded by the Superintendent the opportunity to participate in that extracurricular activity at the district school to which the student otherwise would be assigned during that school year by the Superintendent.

In order to participate in an extracurricular activity, the student shall be of the appropriate age and grade level, as determined by the Superintendent, for the school that offers the extracurricular activity, and shall fulfill the same academic; non-academic and financial requirements as any other participant. The district shall not impose additional rules and/or fees on a non-public student to participate in extracurricular activities that do not apply to other students participating in the same extracurricular activity.

### **B. Participation in Extracurricular Activities for Home Schooled Students**

Note: "Extracurricular Activity" has the same meaning as in Section 3313.537 of the Revised Code.

A student who is entitled to attend school in the district under section 3313.64 or 3313.65 of the Revised Code and is receiving home instruction shall be afforded by the Superintendent the opportunity to participate in any extracurricular activity offered at the district school to which the student otherwise would be assigned during that school year by the Superintendent. If a student is afforded the opportunity to participate in an activity that is offered by the district, the student shall not participate in that activity at another school or school district to which the student is not entitled to attend.

In order to participate in an extracurricular activity, the student shall be of the appropriate age and grade level as determined by the Superintendent for the school that offers the extracurricular activity, shall fulfill the same non-academic and financial requirements as any other participant, and shall fulfill either of the following academic requirements:

- 1) If the student received home instruction in the preceding grading period, the student shall meet any academic requirements established by the State Board of Education for the continuation of home instruction.
- 2) If the student did not receive home instruction in the preceding grading period, the student's academic performance during the preceding grading period shall have met any academic standards for eligibility to participate in the program established by the school district.

Eligibility for a student who leaves a school district mid-year for home instruction shall be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in that district.

Any student who commences home instruction after the beginning of a school year and who is, at the time home instruction commences, ineligible to participate in an extracurricular activity due to failure to meet academic standards or any other requirements of the district shall not participate in the

extracurricular activity until the student meets the academic requirements established by the State Board of Education for continuance of home instruction as verified by the Superintendent. No student shall be eligible to participate in the same semester in which the student was determined ineligible.

The district shall not impose additional rules and/or fees on a student to participate that do not apply to other students participating in the same extracurricular activity.

R.C. 2305.23, 2305.231, 3313.53, 3313.535, 3313.752, 3315.062

Ohio High School Athletic Association

### **Requirements for Participation**

**REMEMBER THAT AS AN ATHLETE YOU ARE NOT ELIGIBLE TO PARTICIPATE UNTIL THE FOLLOWING ITEMS HAVE BEEN COMPLETED (FORMS AVAILABLE IN THE ATHLETIC OFFICE AND ONLINE VIA FINAL FORMS)**

- 1) Insurance Form- The school district does not carry insurance to cover individual student athletic injuries. Parents will need to sign the insurance form stating they have purchased insurance or possess a family insurance plan.
- 2) Eligibility Requirements
- 3) Code of Conduct/Student Handbook Acknowledgement Form
- 4) Physical Examination Completed and OHSAA Form on file in the Athletic Office- A Yearly physical examination is required. The physical form must be completed by a physician and submitted to the coach or athletic office prior to the official starting date of the sport. The form will be kept on file in the student office for one year.
- 5) Emergency Medical Form- Each athlete's parents shall complete an Emergency Medical Authorization Form giving permission for treatment by a physician or hospital when the parents are not available. A copy of the card will be kept with the coach at all times.
- 6) Scholastic Eligibility- In order to participate on an Amherst Exempted Village Schools athletic team, each student-athlete must have satisfied all of the scholastic eligibility requirements prior to participation.
- 7) Drug Testing Policy Consent Form on File in the Athletic Office
- 8) Pay to Participate has been taken care of with the Business Office

Every attempt will be made by the administration and coaches to assist student athletes in meeting the standards set by the state and school board, but ultimately the responsibility lies with the student.

### **Risk of Participation**

All athletes and parents must realize the risk of serious injury and in the extreme cases, death, which may be result of athletic participation. The Amherst Exempted Village School District will use the following safeguards to make every effort to eliminate injury:

- All Coaches will follow OHSAA guidelines concerning coaching certifications.
- A certified athletic trainer will be available to all athletes for consultation and rehabilitation of injury.
- Maintain a continuing education program for coaches to have the opportunity to learn the most up to date techniques and skills to be taught in their sport.

## **Guidelines for Possible Cutting of Student-Athletes from Athletic Teams**

Time, space, facilities, equipment, economics, and other factors will place limitations on the most effective squad size for any particular sport. In accordance with our philosophy of athletics and our desire to see as many students as possible to participate in the athletic programs, we encourage coaches to keep as many students as they can without compromising the integrity of the sport. The most difficult job of any coach is when they must make decisions regarding the personnel of their team. We ask each coach to be as empathetic as possible to each student athlete who has tried out but does not make the team. Each coach should communicate with those that will not make the team in the manner deemed best by that individual coach.

## **Parent Meeting**

If a parent would like to meet with the Athletic Director regarding an issue with an athletic program, here are the steps:

1. Meet with the sport Head Coach and Student Athlete
2. If the result does not meet your expectations, please contact the Athletic Director for a meeting that will include the Head Coach, Student Athlete, and Parents.

The Athletic Director would be glad to meet with a parent to discuss any items, except the student athlete's playing time.

## **Athletic Behavior Code**

Students who participate in athletic programs not only represent themselves, but the Amherst Exempted Village School District and our local community. Since student participants are representative of their school, they are expected to maintain a high standard of exemplary behavior. All students who wish to participate in athletics shall be willing to accept the guidelines, rules, and regulations that govern the sport they wish to participate. Since participation on an athletic team is a privilege for each participant, it is important that students and parent/guardians be aware of the rules and regulations which are in effect 24/7 during said athletic season. An athletic season is defined as the official start date set forth by the OHSAA to the completion of the final competition for their sport.

### **Forbidden Conduct**

1. **Disruption of Activity:** A participant shall not cause disruption or obstruction of athletic programs by use of violence, force, coercion, threat, or words.
2. **Damage of Property:** A participant shall not willfully or recklessly cause or attempt to cause damage to property owned by the Board of Education, private individuals, or other public agencies.
3. **Assault and Battery:** A participant shall not intimidate, threaten, assault, or commit battery upon any person, nor shall a student behave in such a manner that could cause physical or emotional injury to such persons.
4. **Dangerous Weapons and instruments:** A participant shall not illegally use, possess, handle, transmit, or conceal dangerous weapons, substances, or instruments which include, but are not limited to, firearms, knives, mace, tear gas, firecrackers, explosives, incendiaries, or other similar devices.
5. **Obscenity:** A participant shall not use obscenity, profanity, or other offensive language or gestures.
6. **Theft:** A participant shall not wrongfully take, carry away, or exercise dominion and control over property of others.

7. Insubordination: A participant shall not fail to comply with the rules and regulations of the governing body of the Ohio High School Athletic Association. A student shall not fail to comply with any additional rules as required by a coach/advisor.
8. Criminal Activity: A participant shall not engage in activities that violate local, State, or federal criminal laws.
9. Use of Tobacco: A participant shall not use or possess any tobacco product which shall include, but not limited to, cigarettes, vaping products, cigars, snuff, chewing tobacco, or pipes.
10. Alcohol, Chemical Use and/or Abuse: A participant shall not at any time possess, use, sell, deliver, conceal, consume, or be under the influence of any drugs of abuse, including alcoholic beverages, or any counterfeit drugs of abuse. This includes attending parties where alcoholic beverages or illegal substances are openly used or consumed. Counterfeit drugs of abuse include any substance that is directly or indirectly represented as a drug of abuse. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. Participants shall not possess, use, sell, offer to sell, deliver, or conceal any instruments or paraphernalia for use with drugs of abuse.

### **Penalties of Athletic Behavior Code**

The administration has the obligation to determine the appropriateness of any penalty, including the right to increase or reduce the penalty imposed in light of the violation. The coach and athletic director will meet with parents and students when a violation occurs so that all understand what the consequence will be and what is required to become eligible again.

First Violation: A first violation of the Athletic Behavior Code will result in removal from participation for 20% of the regular season contests. If the penalty cannot be completed prior to the end of the current scheduled season, the remainder of the penalty will be carried over to the next “established sport or activity.” An established sport is one in which the student participated in the previous school year. A participant is allowed to practice with the team or organization but may not participate in public playing dates or activities.

Any participant violating the Athletic Behavior Code sections regarding alcohol, tobacco, drugs, or criminal activity will be subject to the terms, rules, regulations, and penalties of the Amherst Exempted Village School District Drug Testing Policy. Penalties for all criminal activity violations will be determined by the Administration on the severity of the violation and disciplined accordingly.

Second Violation: A Second violation of the Athletic Behavior Code will result in a student being removed from participation in 50% of the regular season contests. If the penalty cannot be completed prior to the end of the current scheduled season, the remainder of the penalty will be carried over to the next “established sport or activity.” The student will be allowed to practice with the team during this suspension.

Any participant violating the Athletic Behavior Code sections regarding alcohol, tobacco, drugs, or criminal activity will be subject to the terms, rules, regulations, and penalties of the Amherst Exempted Village School District Drug Testing Policy. Penalties for all criminal activity violations will be determined by the Administration on the severity of the violation and disciplined accordingly.

Third Violation: A Third Violation of the Athletic Behavior Code will result in dismissal from the athletic team and all subsequent participation in athletic programs for the remainder of said school year.

Any participant violating the Athletic Behavior Code sections regarding alcohol, tobacco, drugs, or criminal activity will be subject to the terms, rules, regulations, and penalties of the Amherst Exempted Village School District Drug Testing Policy. Penalties for all criminal activity violations will be determined by the Administration on the severity of the violation and disciplined accordingly.

### **Social Media**

The Athletic Department acknowledges social media is a part of everyday life. Student-Athletes are a representation of their family, program(s), school, district and community. Administration, if made aware of alleged improper/inappropriate social media postings will investigate. Consequences will be administered according to the Athletic Behavior Code.

### **Hazing**

It is the policy of the Amherst Exempted Village Schools Board of Education, the School District, and the Athletic Department that hazing activities of all types are inconsistent with the educational process and shall be prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that uses or creates substantial risk of causing mental or physical harm to any person or persons. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing will NOT be tolerated by the Marion L. Steele Athletic Department and will be dealt with swiftly and harshly.

### **Care of Equipment**

The Steele Athletic Department has attempted to provide adequate and safe equipment. Student Athletes are responsible for the proper care and safekeeping of the uniform and/or equipment issued to them. All athletic equipment used is school property and may be used only during a particular sports season. It is the responsibility of each student athlete who is issued any type of uniform and/or equipment to return that equipment to their coach at the completion of their participation of each sports season. Each student athlete will be held financially responsible for lost equipment. The replacement of lost equipment is necessary. The student athlete will be expected to reimburse the school for lost equipment according to actual replacement prices. School purchased or booster club athletic equipment shall only be worn during practice or contest unless authorized by the coach for game day wearing. All equipment obligations must be completed before an athlete will receive equipment for the next sports season.

### **Athletic & Activity Participation Conflicts**

Steele students are encouraged to participate in many school activities and it is not uncommon for students to be involved in more than one extra-curricular activity at a time. While such conflict is not encouraged or recommended, it does happen. It is strongly encouraged that student athletes, their parents, coaches, and advisors of other activities openly communicate with each other to maximize our student's participation in all activities.

When conflicts occur, the student should notify the coach and/or advisor of the conflicting activities as soon as possible so a solution may be derived in everyone's best interests. Whenever possible, the staff discussions should consider the following prioritization of activities:



State Level Activity  
Regional Level Activity  
District Level Activity  
Conference Level Activity  
Building Level Activity (banquets or culminating activities, concerts, etc)  
Practice/Rehearsal

### **Training Rules and Regulations**

It is a privilege to be an athlete and all athletes must follow general training rules for that sport prescribed by the coaching staff. In order to assure parental awareness and involvement, all coaches must conduct a preseason parent meeting to fully explain the athletic policies. Parents and/or guardians must sign all appropriate paperwork prior to the individual participation in that sport. Individual coaches may supplement Athletic Department training rules by adding their own rules and regulations.

Training rules and team rules apply 24 hours a day, seven days a week from the first day of practice through the last contest of that activity. Examples of times the student is considered under the school's jurisdiction may include but are not limited to the following:

- School sponsored activities on weekends and holidays
- Preseason, in-season practice, e.g. August Practices
- Clinics and camps attended by students if such clinic/group participation is to facilitate participation in, or is a prerequisite to participation in the sport
- Violations of Amherst Exempted Village Schools Code of Conduct
- Any unlawful activity outside the school's jurisdiction

The Athletic Department or Administrator in charge of Student Activities or activity will keep records of all violations.

### **Dropping or Transferring Sports**

On occasion, an athlete may find it necessary to drop out of a sport for necessity. If this is the case, a discussion should take place between the athlete and the coach and all issued equipment (and other team items) should be returned should the athlete drop off the team. Those individuals of any athletic team shall be considered members of the team through the completion of that particular sport season unless they are removed for disciplinary reasons, academic issues, or mutual agreement between player and coach. They will NOT be able to participate in other sports pre-season or off-season activities until the previous sport season is completed. All Team members who complete the season in good standing are expected to participate in the athletic award ceremonies at the end of the season. Any issues pertaining to this should be brought to the Athletic Director.

### **Absences/Attendance Prior to Contest or Practice**

School Day: Students must be present for fifty percent (50%) of their daily instructional hours in an afterschool or evening practice or performance/contest unless permission is granted by the administrative team. In addition, students may participate only if verification of the absence as being excused is received. The principal may approve special circumstances.

Day Preceding a Weekend: A student who is absent the entire day prior to a Saturday contest or performance may participate only if verification of the absence as being excused is received. If this becomes habitual, the student may be denied permission to participate.

## **Travel**

All Athletes must travel to and from athletic contests as a team, when transportation is provided by the School District. Athletes will remain with their squad and under supervision of a coach while attending away contests. If a parent/guardian wishes to take their child home after the contest due to a special circumstance, that parent/guardian must:

Provide a note to the coach with that information

Personal contact with the coach. The student will only be released to their parent or guardian. The responsibility for the safety and accountability of each student athlete is too important for coaches and administrators to permit any deviation from the transportation policy. Violations may result in disciplinary action.

Communication with the Athletic Director may also be a requirement by a head coach for separate transportation requests.

## **Cancellation Policy**

If school is cancelled due to inclement weather, contests and practices may still be played. This decision will be left up to the discretion of the Athletic Director in conjunction with the Principal and Superintendent. Student Safety will take precedence during these times.

## **College Recruitment Policy**

In the event a college recruiter should contact an athlete, they have an obligation to work through their coach and the Athletic Department. Inform your coach of such a contact as soon as possible. College recruitment information is in the Guidance Office. It's the student's responsibility to meet and complete the requirements of the NCAA Eligibility Center. Please see a Guidance Counselor or the Athletic Director for more details. The Athletic Director is available to meet with students and/or parents on the college recruitment process and requirements. NCAA Initial Eligibility requirements are subject to change. It is imperative that student athletes be informed about the NCAA Eligibility Center and the initial eligibility requirements. Information for prospective student athletes, parents, and high school administrators regarding Initial NCAA Eligibility is currently available at <http://www.ncaaeligibilitycenter.org>. Among the topics covered are eligibility requirements to compete in college; the recruiting process, and services available for students with disabilities. Based on this review it may be necessary to initiate schedule changes in order to satisfactorily meet or exceed the NCAA requirements for Initial Eligibility for course work, GPA, and/or standardized test scores. If any questions exist, please contact your high school guidance counselor or the Athletic Director.

## **Athletic Awards**

Freshman Certificate: Participation and completion of a Freshman Sport Season

Junior Varsity Certificate: Participation and completion of a Junior Varsity Sport Season

First Overall Varsity Letter: Varsity 'A' with that sport specific pin

First Varsity Letter in another sport: Sport Specific Pin

Second Varsity Letter: Medal

Third Varsity Letter: Plaque

Fourth Varsity Letter: Framed Letter

Letter awards are determined at the discretion of the head coach.

An athlete must complete the sport season in good standing in order to be eligible for these awards.

## Extra-Curricular Activities

### Boys' Interscholastic

Baseball  
Basketball  
Cross Country  
Hockey  
Football  
Golf  
Soccer  
Swimming and Diving  
Wrestling

### Girls' Interscholastic

Basketball  
Cross Country  
Golf  
Soccer  
Softball  
Swimming and Diving  
Tennis  
Track and Field

### Clubs and Activities

Academic Team  
Band  
Bowling  
Cheerleading  
Choir  
Class Officers  
Drama  
FIRST Robotics Team  
Gamer's Club  
Gymnastics  
Instrumental Music Ensembles  
Leo Club  
National Honor Society  
Snow Sports Club  
Student Council