Covington Junior High
Student Handbook

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COVINGTON EXEMPTED VILLAGE SCHOOL DISTRICT
2022-2023 SCHOOL YEAR CALENDAR

2022

August 8	Teacher Work Day/In-Service
August 9	Teacher Work Day/In-Service
August 19	Teacher Work Day/In-Service
August 22	Teacher Work Day/In-Service
	Open House
August 23	First Day of School for Grades K-12
September 5	Labor Day (No School)
October 27	End of First Quarter (47 days)
October 28	No School
November 10	Parent/Teacher Conferences 1:30-9:00 p.m.
	Early dismissal 1:00 p.m.
November 11	No School
November 23-25	Thanksgiving Break (No School)
November 28	School resumes
December 21	Early dismissal 1:00 p.m.
December 22	Winter Break (No School)

2023

January 3	School resumes
January 13	End of Second Quarter (43 days)
	End of First Semester (90 days)
January 16	Martin Luther King, Jr Day (No School)
February 16	Parent/Teacher Conferences 1:30-9:00 p.m.
	Early dismissal 1:00 p.m.
February 17	No School
February 20	Presidents' Day (No School)
March 10	No School
March 24	End of Third Quarter (46 days)
April 6-10	Easter Break (No School)
April 11	School resumes
May 26	Last Day of School for Students
	End of Fourth Quarter (42 days)
	End of Second Semester (88 days)
	Early dismissal 1:00 p.m.
	Teacher Work Day/In-Service 1:00-9:00 p.m.
May 28	Graduation Ceremony

Contingency Plan (as required by O.R.C. 3317.01B) make-up day(s) will be made up according to page 12 of the CEA Master Agreement, Article III, Section 8, Category E,
Item 1. Also, the policy can be reviewed on-line at: www.covington.k12.oh.us

*Additional early dismissals will be reviewed at a later date. Adopted: 1/12/2022

GENERAL INFORMATION

WELCOME

2022-2023
Covington Junior High
Student/Parent Handbook

Welcome to Covington Junior High School. It is a pleasure to have you as a student and we will do our best to help make your experience here as enjoyable and successful as possible. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education approves this updated Student/Parent Handbook annually to explain students' opportunities, rights, responsibilities and consequences for misbehavior.

Parents are **expected** to read, review and discuss the information in this handbook with their children. Teachers will also review this handbook with students at the beginning of the school year.

We have high expectations for all of our students here at Covington Junior High School. It is our hope that each student will come to school with a positive attitude and a desire to be successful. We also expect each student to be courteous, respectful, and to follow the rules and regulations as set forth in this handbook.

It is our responsibility, as a staff, to do whatever is necessary to help you be successful. We are here for you and we encourage you to make the most of your time at CJHS. There are numerous clubs, sports teams, and organization which you can join. However, you must always remember, gaining an education is the reason we are here. ***Academic success creates limitless options for your future!***

Again, please take the time to become familiar with the important information in this Handbook. If you have any questions, please contact us at 937-473-3746.

Thank you and have a Great Year!

WEBSITE

www.covington.k12.oh.us

CIVIL RIGHTS COMPLIANCE

The Covington Exempted Village Schools District Civil Rights Compliance Officer is the Superintendent. The Superintendent may be reached through the school district office at (937) 473-2252.

REGULAR BELL SCHEDULE

1st Period	8:10 - 8:53
2nd Period	8:56 - 9:39
3rd Period	9:42 - 10:25
4th Period	10:28 - 11:11
5A Class	11:14 - 11:57
(5A Lunch: 11:14 - 11:44 / 5B Lunch: 12:00 - 12:30)	
5B Class	11:47 -12:30
6th Period	12:33 - 1:19
7th Period	1:22 - 2:05
8th Period	2:08 - 2:54
Bus Dismissal: 2:54 pm	Walkers: 2:57 pm

HOMEROOM SCHEDULE

1st Period	8:10 - 8:47
2nd Period	8:50 - 9:27
3rd Period	9:30 - 10:07
4th Period	10:10 - 10:47
SEL	10:50 - 11:10
5A Class	11:14 - 11:57
(5A Lunch: 11:14 - 11:44 / 5B Lunch: 12:00 - 12:30)	
5B Class	11:47 -12:30
Homeroom	12:33- 12:48
6th Period	12:51- 1:30
7th Period	1:33-2:12
8th Period	2:15 - 2:54
Bus Dismissal: 2:54 pm	Walkers: 2:57 pm

2-HOUR EARLY DISMISSAL

1st Period	8:10 - 8:37
2nd Period	8:40 - 9:08
3rd Period	9:11 - 9:38
4th Period	9:41 - 10:08
6th Period	10:11 - 10:38
7th Period	10:41 - 11:11
5A Class	11:14 - 11:57
(5A Lunch: 11:14 - 11:44 / 5B Lunch: 12:00 - 12:30)	
5B Class	11:47 -12:30
8th Period	12:33 - 12:54
Bus Dismissal: 12:54 pm	Walkers: 12:57 pm

2 HOUR DELAY SCHEDULE

1st Period	10:10 - 10:39
2nd Period	10:42 - 11:11
5A Class	11:14 - 11:57
(5A Lunch: 11:14 - 11:44 / 5B Lunch: 12:00 - 12:30)	
5B Class	11:47 - 12:30
3rd Period	12:33 - 1:01
4th Period	1:04 - 1:29
6th Period	1:32 - 1:57
7th Period	2:00 - 2:25
8th Period	2:28 - 2:54
Bus Dismissal: 2:54 pm	Walkers: 2:57 pm

COVINGTON JUNIOR HIGH ACADEMIC AWARDS

Students are honored for academic achievement throughout the year. Criteria for selection are as follows:
Principal's List—all A's
Honor Roll - all A's & B's
Perfect Attendance (less than 3 tardies & no absences)
Most Improved—students who have risen 2 letter grades and who have not dropped a grade in any subject

COVINGTON JUNIOR HIGH SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include Scholarship Club, Student Council, FFA, and BUCC Club.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right. Authorized school personnel may prohibit students from all or part of their participation in such activities.

Please be advised that all students involved in extracurricular activities could be subjected to random drug testing per the drug testing policy adopted by the Board of Education.

Covington Junior High School
STATE TESTING FOR GRADUATION

Eighth-grade students taking ALGEBRA will take the OHIO END OF COURSE EXAM. All other Junior High Students participate in State mandated testing in Math, ELA, and Science (8th) in April. These tests are not linked to graduation requirements and are used for research and data purposes.

TUTORING AND TRANSFERS

Credit for tutoring, summer courses, college course work and correspondence, other than home instruction, shall be granted in cooperation with the principal and guidance counselor. Students transferring in from non-accredited

schools will receive credit based strictly on the decision of the principal. The number of correspondence course credits allowed will be the decision of the principal.

GRADING SCALE/GPA

A 90 - 100

B 80 - 89

C 70 - 79

D 60 - 69

F 0 - 59

Computing Grade Point Average and Class Rank:
In computing grade point average, both the High School and Junior High use a four point grading scale with the following quality points: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points.

Covington Junior High School
PRINCIPAL'S LIST AND HONOR ROLL

Students are honored for academic achievements at the end of each nine-week grading period. Criteria for selection is as follows:

Principal's List-- All A's
Honor Roll--All A's and/or B's

The above lists are based upon all subjects taken by the student.

LOCKERS

Student lockers are the property of the school and may be inspected at any time. Each student is assigned a locker at the beginning of the school year. It is to be used for storing books, coats, and other personal possessions. Students are encouraged to keep their lockers locked. Students must use a lock purchased from Covington Schools. Locks are available from the high school office at a cost of $5. The office is not responsible for items stolen from lockers. **DO NOT LEAVE VALUABLES IN YOUR LOCKER**. Students are to use the locker assigned to them by the office. Students at Covington ~~Jr/Sr HS~~ take pride in their school and will make every effort to keep their lockers clean, orderly, free from food and pop containers and free from markings. Students will also refrain from putting up posters or clippings that depict any type of drugs and/or paraphernalia, alcohol, tobacco products and pornographic material. Lockers will be inspected on a periodic basis. **THE BOARD OF EDUCATION OR ITS DESIGNEE RESERVES THE RIGHT TO SEARCH STUDENT LOCKERS AT ANY TIME**.

Covington Schools Bus Regulations

1. Bus riding for secondary students is a privilege. All students are to exercise courtesy and good behavior. Students violating the basic bus rules may be removed from riding the bus.
2. Every bus rider must abide by these rules or be deprived of the right to ride.
3. GET TO THE SCHOOL BUS STOP 5 MINUTES EARLY.
4. Students must wait at their "Designated Point of Safety" location, staying off the road, clear and safe of traffic, and boarding only with the driver's direction.
5. Always use the handrail when getting on or off the bus.
6. Load and unload from the bus at its designated stop in an orderly manner.
7. Students must board and/or depart the bus at assigned locations unless they have pre-approval from parents or administrative permission to do otherwise.
8. Keep the aisle clear. Don't pile books, musical instruments, book bags or other belongings in the aisle.
9. Eating, chewing gum, drinks and littering are not permitted on a bus.
10. Noise on the bus should be kept at a minimum. The same behavior is expected on a school bus as in a classroom. Pupils may talk quietly if the driver permits. Radios of any kind are not permitted on the bus.
11. There must be absolute quiet at railroad crossings and other places of danger as specified by the driver.
12. Pupils should not change seats while the bus is in motion.
13. Pupils are not to throw any objects while riding on the bus.
14. Pupils must cross the street at least ten feet in front of the bus and upon the signal of the driver.
15. Pupils must not hang any object or part of their body outside the bus window.
16. Pupils are not permitted to transport animals of any kind, glass items, toy weapons, or balls of any kind on the school bus.
17. Pupils may only bring items that can be carried on their laps.
18. Pupils must go promptly to the bus when dismissed from school. When they are discharged from the bus they should go directly to their home.
19. No smoking, vaping or tobacco use is allowed on the bus.
20. Pupils must sit only in their assigned seats, when assigned by the driver.
21. Inform your driver, if possible, when the rider will be absent.
22. The Emergency Door is not to be used except for emergency situations.
23. These rules apply to all students at any time they are riding a bus, including student-athletes, band, field trips, etc.
24. ANY STUDENT WHO INSISTS ON MISBEHAVING SHALL BE DENIED THE PRIVILEGE OF RIDING THE BUS BY THE PROPER AUTHORITY.
25. The bus driver has the authority to assign seats if he/she deems it necessary. Students who do not comply with these rules will be subject to disciplinary action including, but not limited to, assigned seat, Saturday School, bus suspension, suspension from school, expulsion from bus, expulsion from school.

TRESPASSING AND LOITERING

No person shall trespass or loiter in the building or school grounds of Covington Exempted Village Schools. All persons, except for students presently enrolled or staff members, shall upon entering the building report immediately to the office of the principal and request a visitor's permit.

Students should not be in any part of the district's campus after 3:05 unless authorized/supervised by staff or administration.

No person shall remain in the building or on school grounds after being requested to leave the school premises by the principal, faculty or staff member.

PLANNER/AGENDA

Your planner/agenda is an important tool for your everyday life, in & out of school. From tracking homework and assignments to scheduling activities, it will help keep you organized. In addition: students must use their own planner as a hall pass at all times. If a student loses their planners, they must purchase another one from the office for $5.00.

DRESS CODE

Junior High is a time when students become very self-aware and clothing is an important part of their developing persona. Junior High is also when students begin to explore careers and develop plans for their future. As a result, Covington Junior High should be looked upon as a professional learning environment and the clothing our students and staff wear should reflect this Covington Junior High School should be looked upon as a professional learning environment and the clothing our students and staff wear should reflect this. Covington Junior High School encourages students to dress and groom themselves in an appropriate manner. Since students are constantly on public display, they should take pride in their personal appearance. With this attitude, a favorable impression will be made upon the people of the community and visitors. Clothing, accessories or other aspects of appearance which are not consistent with safety, good health practices, or are disruptive to the educational process are unacceptable. The dress code is formulated to observe common rules of modesty, decency, neatness, cleanliness, and safety.

- Shirts/Blouses should have at least two inch wide shoulder straps. Shirts should be of sufficient length to cover the back and midriff when standing or sitting. Tops are to be of a tight or closed weave. Open mesh, sheer, or fishnet tops are not acceptable, unless an appropriate top is worn underneath.
- Pants are to be worn at or above the waist. Any cuts/holes/tears in the pants must be below the acceptable shorts length, OR there must be tights/leggings or shorts worn underneath at least to the acceptable shorts length.
- Shorts may be worn as long as they are approximately ⅓ the length of the upper leg, and the fit is decent and tasteful.
- Hats and wallet chains or other clothing/apparel/accessories that have no purpose inside the school are not to be worn.
- Sunglasses with 5% tint or more, unless medically prescribed, are not permitted in the building, except on designated spirit days.
- Appropriate footwear must be worn at all times.
- Clothing with inappropriate slogans and/or illustrations is not permitted, including clothing bearing suggestive, abusive, or provocative statements.
- Clothing displaying or promoting chemical advertisements (alcohol, drugs, tobacco, drug paraphernalia, vape devices, etc) is not permitted.

- Clothing that refers to or promotes any profanity, sexual reference, or disrespect or hatred toward others is not allowed.
- Clothing that degrades race, ethnic, sexual orientation, or religious viewpoints is not permitted.

Students who violate this code will be expected to rectify the situation at school upon the immediate request of ANY staff member. Every attempt will be made to notify a parent.
In the event that the student does not have access to alternate clothing at school, and a parent can not bring the student appropriate clothing to wear, the student will be provided clean clothing from our "spirit wear" closet. If the student refuses to wear provided clothing, OR rectify the code violation themselves, they will be sent home. If there is any question regarding apparel in the above dress code, the principal's decision will be final.

Students will follow the dress code as written. Staff will work together to address questionable dress by students. The students should comply with staff requests first, but have the right to discuss the dress code with the principal. Students are allowed three times to the office for dress code; further violation could lead to progressive disciplinary action, in which parents will be involved, including suspension from school for insubordination.

JUNIOR HIGH STUDY HALL RULES

All study halls will abide by these rules in grades 7-8 with no exceptions. Students will be allowed to interrupt other teachers if they have a pass from that teacher stating the reason they are coming to them from study hall. Below are the study hall procedures that should be followed:

1. Students should use the restroom, go to lockers, and get drinks between classes. Students will remain in study hall until the bell rings unless they have an emergency. No more than one student may leave the study hall at any one time without a pass.
2. Students will remain quiet for the entire study hall period, but may not sleep or put their heads down.
3. Students will not be permitted to go to another teacher's classroom unless they have a PRE-SIGNED pass from the teacher.
4. Students will work until the bell rings. This means you will bring all necessary supplies to occupy yourself for the entire class period. If you have no assignments on which to work, bring reading material, or review other class material. Work may be provided by the teacher if you do not bring something to do.
5. Students are permitted to work with another student or small group if permission is granted from the study hall monitor.
6. Chromebook use is permitted and encouraged for coursework, but no games may be played during study hall. Other devices are not permitted. The study hall proctor may use DYKnow to monitor student website and computer use.
7. Students' use of headphones/earbuds to listen to music is at the discretion of the study hall monitor
8. All other school rules will apply.

Lunch Room & Cafeteria

Covington Junior High School operates on a closed lunch period. Students are not permitted to leave the school grounds to obtain their noon meal. Students MAY NOT order food to be delivered to the school. Students should

add money to their electronic accounts between 7:50 and 8:10 am. Parents may also apply money to their child's account through PaySchoolsCentral.com. A link for *PaySchoolsCentral* is on the District website under the "Parents and Students" tab. A student lunch is $2.85 for the 2022-2023 school year. Extra milk is $.50 and breakfast is $1.50.

Food is to stay in the K-8 Cafeteria and should only be in classrooms with the permission of administration; such as a pre-approved reward celebration.
Drinks are to be in a spill-proof container. Pepsi machines are completely off limits to students from 8:00am – 3:05pm.

Assemblies

Assemblies are held at various times throughout the school year. A variety of assemblies are held to enhance the cultural experiences of the students and to promote school spirit. Students will be seated at assemblies according to classes and teachers. Students should follow the PrideBuccs behavior expectations for assemblies.

EMERGENCIES AND FIRE DRILLS

Fire and tornado drills will be held during the school year. The purpose is to acquaint each student with correct procedures to be used in an emergency. Fire drill and tornado drill procedures are posted in each classroom.

Students are responsible for knowing the exit route from each of their classrooms. Students are to move quickly and quietly to their exit area by following the directions given by your teacher.

Any misbehaviors during a safety drill will be addressed and the student will receive discipline.

ANNOUNCEMENTS

All announcements shall be emailed by the organization's advisor to the secretary by 7:50 AM daily. These should also be dated and specified how many times the announcement is to be given. The Pledge of Allegiance will be read at 8:10. Daily announcements may be made at 12:33 during 6th period, or the homeroom period.

TELEPHONES

The secretary will take incoming calls for students and the message will be delivered to them when it is convenient. Students will not be called to the phone during class time unless it is an emergency concerning your parents or immediate family. Phone calls of a personal nature will not be permitted. Cell phones may be used during school hours with permission from a staff member.

Cell phones are allowed to be carried and used in class for academic reasons at the teacher's discretion. We believe cell phones can be a useful tool in the classroom. However, students must adhere to having the phone on silent and must not text, make or receive phone calls or take pictures unless prompted to do so by a staff member. Carrying a cell phone is a privilege and students will forfeit their cell phones to a staff member when used inappropriately. Under no circumstances will a staff member search through a student's phone.

BULLETIN BOARDS

Materials to be placed on school bulletin boards must have prior approval from class or club sponsors or teachers. All signs, posters, etc., must be removed the day after the event is completed. All signs and posters should be placed on bulletin boards rather than taped on the walls. Students are encouraged to read/utilize class bulletin boards in the commons area.

STUDENT WORK PERMITS

Students under the age of 18 who are holding a part or full-time job during the school year are required to have a work permit. The forms for this permit may be picked up in the main office. Completed forms should be turned in to the Board of Education. A work permit is issued for a specific job and each time a student changes jobs he/she must apply for a new work permit.

REPORT CARDS

Report cards are issued after each nine-week grading period. They will be given to the student at school on the dates listed on the school calendar. The last grade card will be mailed home. Interim reports will not be mailed home. Students and parents can view and print interim reports from Progress Book. If a parent does not have access to Progress Book, they can request a printed interim report for the office. Below is the schedule for interims/report cards:

Interim/Quarter	Date Interim/Quarter Ends	Grade Reports Online
1st Quarter Interim	9/23/2022	10/2/2022
1st Quarter Report Card	10/27/2022	11/5/2022
2nd Quarter Interim	12/2/2022	12/10/2022
2nd Quarter Report Card	1/13/2023	1/21/2023
3rd Quarter Interim	2/16/2023	2/25/2023
3rd Quarter Report Card	3/24/2023	4/1/2023
4th Quarter Interim	4/21/2023	4/29/2023
4th Quarter Report Card	5/26/2023	6/3/2023

ACADEMIC DISHONESTY / PLAGIARISM POLICY

Cheating will be considered as any work that is copied or taken from another source and turned in as your own for the benefit of a grade. Students who voluntarily allow another student to cheat will receive consequences.

1. The student will receive a zero (0) grade or no credit for work that has been plagiarized.
2. The student will be permitted to complete the assignment for partial credit for accountability purposes. The teacher may determine if this work will be completed during teacher-monitored detention.
3. On work that will have a significant effect on the student's grade (tests, major projects, reports), a disciplinary referral form will be filled out by the teacher. Copies will be sent to the office and to guidance with the original referral being sent to the student's parents or guardian. Disciplinary action may also be assigned to the student from an administrator.

COVINGTON ACCEPTABLE USE POLICY

STUDENT NETWORK – INTERNET ACCEPTABLE USE/SAFETY

The school District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parents(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to the indemnify and hold the School, the School District, the Local Internet Provider that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all losses, costs, claims, or damages resulting from the user's access to its computer network and Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

(For further information: please refer to the Board Policy, Vol. 30, No. 2)

- **Due to Covington Jr/Sr High School being a "1 to 1" school where each student has a District issued device students are not permitted to bring their personal tablets/laptops/Chromebooks/etc. to school.**

Covington Guidance Department - Mrs. Ayers & Mrs. Crawford

GENERAL INFORMATION

The school counseling department is an integral part of Covington Junior High School. Each student, teacher and parent has the opportunity as well as the responsibility of using the meaningful services provided by this department. You are encouraged to take advantage of these services.

1. Methods of referral:
   (a) Self-referrals can be made by simply contacting the school counseling staff–or by using the "visit a counselor" referral link in the Clever Portal at any time.
   (b) Staff referrals are made when a teacher feels that a student, or group of students, is in need of counseling.
   (c) Parent referrals can be made by calling the main office or contacting either guidance counselor directly.

RESPONSE TO INTERVENTION

A junior high program designed to assist students troubled by attendance problems, discipline problems, low grades, chemical use problems, domestic problems, or health-related problems. The program enlists the support and involvement of faculty members while utilizing existing resources. The program's response to these problems is systematic and professional. The program also provides prevention, intervention, instructional and support services to students.

The Response to Intervention Team is composed of the building principal, guidance counselor, school psychologist, and teachers.

The purpose of the team is to gather and review documentation from school staff that has contact with a student identified as experiencing a problem. Once sufficient factual data is documented indicating that a student has been having the identified problem, the intervention team will meet and the process begins.

PrideBuccs

PrideBuccs, the CEVSD approach to Positive Behavioral Interventions and Supports is an initiative designed to teach and model positive behavior throughout the school, along with reteaching desired behavior when appropriate. A positive classroom and school environment is a must if instruction and learning are to take place. The creation of a positive environment in classrooms, hallways, cafeteria and on the school grounds is the responsibility of everyone. In conjunction with PrideBuccs, a rewards program has been developed to recognize positive behavior exhibited by students. Rewards drawings for students that qualify will take place on a periodic basis.

Junior High Students Taking Algebra LOSS OF CREDIT

If a student takes Algebra as an eighth-grade student, they have the opportunity earn a math credit towards their total for high school graduation requirements. In order to receive this credit students must successfully pass Algebra for the school year, as reflected by their final grade for the year.

- In the event a student fails Algebra, they will not receive the credit and will be required to repeat the course before graduation.

- If a student is removed from the course because of violating class rules, refusal to do assignments, disrespect toward the teacher etc., credit will not be issued.

SCHEDULE CHANGES

Since students, parents, teachers, counselors and administration are involved in the course selection process, requests for schedule changes after the request sheets are completed will generally be denied. Ample opportunity is given to all concerned to make valid choices after which the entire school resources are committed for the school year. Exceptions may occur only after a thorough review of the individual situation. Students must still carry a full load of subjects as defined by the administration.

DROP/ADD POLICY

A student may, with the principal's permission, drop a course through the fifth day of classes and receive a "W" (withdrawn) if the following criteria are met:

1. A special form must be secured from the guidance office, completed and be approved by the guidance counselor and the principal.
2. Every effort should be made by all parties involved to add a course. Permission to drop a course is difficult to obtain. When you elect to take a course you are expected to complete the course. Any student dropping a course after the 5th day of school will receive an "F" in the subject, unless special permission is attained by the administration.
3. When a student drops a course, another course may not be added if the change occurs after the course to be added has been in progress for two weeks. A student must have permission granted by the instructor and the counselor before adding a class. Final approval shall rest with the principal.

The exception to the above drop/add policy may be made by the Junior High School principal when extenuating circumstances warrant.

MAKE-UP WORK

Students who are absent are required to make-up work missed in each class. The number of days absent determines the number of days allowed to make up the work. Only in extreme cases will more than one week be allowed for make-up. If a student is made aware of a test or assignment before he/she is absent, he/she must make up the test or assignment as soon as possible upon returning to school (1-3 days depending on circumstances) unless the teacher prefers other arrangements. It is the responsibility of the student to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing the work. Students should check Progress Book regularly for missing work.

Students who are suspended are allowed to make up their work. Once the work is turned in, the teachers will grade it, and the student will receive 50% of the earned grade on the assignment. For example, if a student turns in the work and receives an 80%, then the teacher will mark the work as a 40% in the gradebook. Tests and large projects should be graded as full credit. Students who have been suspended must turn in their work and complete tests and/or projects congruent to the number of days suspended. Failure to complete the work in the designated time will result in the student receiving a 0% for that work.

ELEMENTARY / JUNIOR HIGH LIBRARY RULES

1. Students who are using the Library are expected to use their time appropriately. Please refrain from disturbing others.
2. All materials leaving the Library must be checked out at the circulation desk.
3. Students damaging or losing materials are expected to pay the replacement costs. This cost will be the most current source found. Grades will be withheld until all monies due are paid each grading period.

STUDENT CONDUCT CODE & DISCIPLINARY ACTION

DISCIPLINE

The teacher has an important role in maintaining the proper conduct during the school day. Each classroom teacher is responsible for the proper discipline in his or her classroom. However, every teacher has the responsibility and the authority to maintain the proper discipline among all pupils of the school.

The Board of Education and the Superintendent of Schools may establish written policies, rules and regulations of general application governing student conduct in all schools.* In addition, each principal, within his or her school, may establish certain rules and regulations not inconsistent with those established by the Board and superintendent. Teachers are responsible for effective control of their classes.

Students must comply with regulations set forth by the Administration. The rules and standards set forth in this code apply to conduct on school premises, to conduct on school buses or involving school property, to conduct off school premises, which directly affects other students, the school or its ability to function and to conduct at school functions of any kind. This code does not define all types and aspects of student behavior; however, the Board of Education has the responsibility to set forth policies to help each student conduct himself/herself in a proper manner as a good citizen of the school community.
* 3313.10 Ohio Revised Code

JUNIOR HIGH STUDENT CONDUCT POLICIES

Any conduct which interferes with, or disrupts activities or functions, or the health, safety or rights of others is prohibited. Nothing herein is intended to restrict the exercise of legitimate First Amendment Rights; however, students must be responsible for their actions.

Junior High students should not have to have rules and regulations continually repeated. Junior High students know right from wrong. Although a student may differ in opinion with a disciplinary procedure, they will abide by the procedure until changes are made through the proper channels.

The preceding statement is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized in this code. The following is an enumeration of some of the main types of misconduct, which may lead to disciplinary action, including suspension, expulsion or removal from class or from school:

A. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means, including but not limited to, a boycott, sit-in, stand-in, walk-out or non-peaceful gathering.

B. Causing or attempting to cause physical injury or harm to any student, teacher, other school employee, or visitor on school grounds or during a school function or event. This includes threatening, intimidating, harassing or bullying any student, teacher, or other school employee or visitor.
C. Students who are fighting in the school building, on the school grounds, on a school bus, or at school functions may be suspended from school up to three (3) days for the first offense; not more than five (5) days for the second offense; not more than ten (10) days for the third offense. The principal will decide whether the offense is fighting or assault. Repeated offenses will result in charges being filed and a recommendation of expulsion to the superintendent.
D. Causing damage to or destroying school property or private property or stealing if done on school premises or related to a school function or event.
E. Disrespect – general negative comments to other students, staff or visitors will not be tolerated. This includes slurs, slogans and materials.
F. Possessing, using, selling, buying, transmitting, secreting or being under the influence of any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, intoxicant, "counterfeit controlled substance", or non-alcoholic, look-alike beers (looks like, smells like, or tastes like).
G. "Horseplay" and other actions that may interfere with the educational process.
H. Involvement in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students, teachers or other employees, or visitors.
I. Possessing, using, buying, transmitting, or secreting:
    1. Materials or items the content of which, in whole or in part, are libelous or slanderous of any person or institution; which are intended to hold up any student, teacher or other employee, race, ethnic group, or religion as such to scorn, ridicule, or contempt; or are profane or vulgar under such circumstances that there is no redeeming social or literary value.
    2. Materials or items the contents of which, in whole or in part, poses a clear and present danger to the health or safety of other students, teachers, or other employees, or visitors.
J. Refusal or failure to comply with state and local attendance laws, including, but not limited to, truancy from specific classes and tardiness to school in general or to specific classes. The first offense for any student "skipping school" may result in 2 days of in-school restriction. (ISR) Further, the county attendance officer may be notified and the students may face truancy charges. The second offense may result in a suspension up to 3 days. Any subsequent offenses may result in a five-day suspension from school. No make-up work will be permitted for classes missed. "Skipping School" is defined as parents being unaware of the absences or as determined by the principal. Any student that skips school and has days of absences waived may have those waived days revoked and dealt with accordingly. Also any student that skips school will not be eligible for waived days of absences.
K. Gambling on school premises or at school events.
L. Smoking or possessing any tobacco product in the building, school premises, or at a school sponsored event. This includes all smoking paraphernalia, e-cigarettes, and vaping devices. Students discovered smoking or possessing any tobacco or look-alike tobacco product in the building or on school premises may be suspended, in or out of school, up to 3 days from school on first offense. Second offense may result up to a 10-day suspension from school. Third offense may result in a recommendation of expulsion to the superintendent. This is to include "vapes and/or vaping."
M. Insubordination - willful failure to comply with the directions and reasonable requests of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. This includes, but is not limited to being forthright and honest when questioned regarding incidents at school.
N. Repeated violation of any rules or regulation governing student conduct.
O. Subject to the lawful exercise of First Amendment rights, participating in any activity which substantially disrupts or materially interferes with, or is likely to so disrupt or interfere with, any school function, activity, or purpose.
P. Dressing or grooming in a manner which presents a clear and present danger to a student's health and safety or in a manner that causes an interference with schoolwork or which creates a classroom or school disruption.

Q. **P**ersonal **E**lectronic **D**evices (radio/CD player, cell phone, tablet, earbuds, headphones, smart watches, etc.) can be used before school, during lunch and after school. Cell phones are allowed to be carried and used throughout the day at the teacher's discretion. We believe cell phones can be a useful tool in the classroom. However, students must adhere to having the phone on silent and may not text, make or receive phone calls or take pictures unless prompted to do so by a staff member. Carrying a cell phone is a privilege and students must give up their cell phones to a staff member when asked to do so. Under no circumstances is a staff member allowed to go through a student's phone.

First offense – The **PED** will be confiscated by a school employee and brought to the main office. The phone will be returned to the student at the end of the day, at which time the student will call his/her parent and explain that this is his/her first cell phone offense. Additionally, the student may be given a detention by the teacher for disrupting class.

Second offense – The **PED** will be confiscated by a school employee and brought to the main office. A parent or guardian may be required to pick up the **PED**. It will be the student's responsibility to contact his/her parent after school hours to notify him/her of the violation. Additionally, the student may be given a detention by the teacher for disrupting class.

Third offense – The **PED** will be confiscated by a school employee and brought to the main office. The student's parent or guardian will be notified by the administration that this is the third offense. A parent or guardian will be required to pick up the **PED**. Additionally, the student may be placed in ISS or may be assigned detentions by the principal.

Fourth and final offense – The **PED** will be confiscated by a school employee and brought to the main office. The student's parent or guardian will be notified that this is the fourth and final offense and that the student ***will no longer be allowed to bring PEDs to school for the remainder of the year.*** If the student does bring a **PED** to school the device will be confiscated and the student may be assigned detentions, placed in ISS or be suspended for repeated insubordination and/or charged with unruliness.

R. Students are not permitted to eat or have any type of beverage, other than water in a clear water bottle, outside of the lunchroom. Students are permitted to have water in a spill-proof bottle in the classroom.

S. Students are not permitted to use profanity or obscene language deemed inappropriate or obscene by any staff member, either written or verbal to annoy or humiliate others or to disrupt the educational process. Included in this prohibition would be the use of obscene gestures, signs, pictures, publications and other printed materials.

T. Dangerous weapons and instruments - A student shall not possess, handle, transmit, or conceal any weapons or instruments capable of harming another person. This includes but not limited to brass knuckles, switchblades, ice picks, rifles, chemicals and gases such as mace, smoke bombs, etc. Possession of a weapon includes conventional objects like guns, pellet guns, knives, chains, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on district property, that student shall also be subject to the same disciplinary action. Knives or knife holsters are prohibited. This includes any accessory that could be used as a weapon (i.e. belt chains, wallet chains, or any other sizable chains).

U. Vandalism - Any student who willfully damages school property may be suspended until parents have made arrangements to reimburse the school for the damages. The administration will not hesitate to refer students to the proper authorities when the situation warrants.

V. Stealing **-** Stealing, attempting to steal or possession of stolen property either on school grounds or during school activities may result in suspension for not more than 10 days. Subsequent offenses shall warrant expulsion.

W. Skipping Class **-** Any student who skips a class or study hall will not receive credit for the period skipped and may be assigned additional discipline. The second offense may result in a suspension from school up to three (3) days.

X. Outside of Building - No student will be permitted outside the building at anytime without permission.
Y. No computer action disrespecting students or staff will be tolerated. This includes posting to websites from off-school locations.
Z. Displays of affection, including but not limited to kissing, extended embracing or handholding will not be tolerated.
AA. Absolutely no fidget spinners are allowed.
BB. Unauthorized behavior in an unauthorized location: students are to remain in designated areas unless given permission by, or under the supervision of, a staff member.
CC. No book bags should be carried to classes unless there is a medical/physical excuse.
DD. Gum is permitted at the discretion of the classroom teacher except for in the following classrooms; band and physical education. Students should dispose of gum in an appropriate manner, failure to do so will result in disciplinary consequences.

BULLYING/AGGRESSIVE BEHAVIOR

Harassment, intimidation, or bullying behavior by any student/school personnel in the Covington Exempted Village School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Disciplinary Courses Of Action & Restorative Practices

The superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school facility, function or event, including, but not limited to bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes or to prevent an interference therewith. These additional actions may include, but are not limited to, counseling, parent conferences, assignment of additional work, rearrangement of class schedules, requiring the student to remain in school after regular school hours, restriction of extracurricular activity, or become involved with the intervention assistance program.

Whenever possible, the first step in the disciplinary procedure may include restorative practices that attempt to determine the underlying cause(s) of the conflict, and how to repair harm. The goal of any disciplinary action is to teach students about consequences and taking responsibility for their actions. Restorative practices provide a framework for exploration and learning, along with a fair procedure for

determining appropriate outcomes which satisfy all parties. When a restorative conference is not practical, or where parties are unwilling to participate, then the disciplinary procedure will be followed.

COVINGTON EXEMPTED VILLAGE SCHOOL DISTRICT PROCEDURES FOR PUPIL SUSPENSION, EXPULSION AND REMOVAL

In accordance with the provisions of the law, the Covington Board of Education has adopted a code specifying the types of misconduct for which a pupil may be suspended, expelled or removed from school. No pupil shall be suspended, expelled or removed except in accordance with the code adopted by the Board and the following procedures:

Suspensions:

1. The superintendent or principal may suspend.
2. No suspensions are to **exceed ten (10) school days**.
3. The superintendent or principal must give **written** notice of intention to suspend and the reasons why to the pupil.
4. The pupil must have an opportunity to appear at an **informal** hearing before the principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately.
5. Within 24 hours of suspension, a designee will notify in writing, the parent guardian or custodian of the pupil, superintendent **and** clerk of the board of the suspension.
6. Suspensions may be out-of-school or in-school suspensions. Notice must include the reasons for the suspension, and the right of pupil/parent to appeal to the Board of Education or to designee, the right to be represented at the appeal, and to request that the hearing or appeal be held in executive session.

Removals:

1. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:
    a. The superintendent or principal may remove the student from the premises or extracurricular activity.
    b. A teacher may remove the student from curricular or extracurricular activities under his supervision.
    c. If a teacher makes an emergency removal, the reasons must be submitted to the principal in writing as soon after the removal as practical.
2. In the event of an emergency removal, written notice to the pupil and the informal hearing prior to removal is not required, but an informal hearing must be held within 72 hours after removal is ordered.
    a. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing.
    b. The pupil must have the opportunity to appear at an informal hearing before the principal, superintendent, or their designee, and has the right to challenge the reasons for the intended suspension or otherwise explain their actions.
    c. The person who ordered or requested the removal must be at the hearing.
    d. Within 24 hours of the decision to suspend, the school official must notify the parent, guardian, or custodian of the pupil, the superintendent and the Clerk of the Board of the suspension.

3. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate even though reasons are given.
4. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion the due process requirement of 3313.66 or 3313.661 O.R.C, DOES NOT APPLY. The provisions of H.B. 421 apply to all suspensions, including "in-school" suspension.
5. In an emergency removal, a pupil can be kept from class until the matter of ~~his~~ misconduct is disposed of either by reinstatement, suspension or expulsion.

Expulsion:

1. Only the superintendent may expel.
2. The superintendent must give the pupil **and** their parent or guardian written notice of the intended expulsion.
    a. The notice is to include reasons for the intended expulsion.
    b. The pupil and parent or representative have the opportunity to appear on request before the superintendent or their designee to challenge their action or to otherwise explain the pupil's actions. The administration cannot compel such hearing in the event the pupil and parent choose not to have a hearing.
    c. The notice is to state the time and place to appear which must not be less than 3 days nor later than 5 days after the notice.
    d. The superintendent may grant an extension of time at the request of the pupil, his parent, guardian, custodian or representative. If the extension is granted, the superintendent shall notify all parties of the new time and place to appear. Within 24 hours of the expulsion, notify in writing, the parent, guardian, or custodian of the pupil and the Clerk of the Board of the action to expel. The notice must include the reasons for the expulsion and the right of pupil, parent, or custodian to appeal to the Board of Education or its designee to be represented at the **appeal,** and to request the hearing to be held in executive session.

Permanent Exclusion:

The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon, dangerous ordinance, or a look-a-like deadly weapon, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance and/or
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration. In addition, complicity in any of the above acts may be the basis for permanent exclusion.

Appeal to Board:

1. A pupil or the parent, guardian, or custodian may appeal an expulsion or suspension by the superintendent or principal to the board of education or to its designee. Such pupil or parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against such suspension or expulsion. In cases of suspensions or expulsions by the

superintendent, the Board of Education or some other central office administrative designee shall be the appellate board or officer.

2. A verbatim, word for word, record is required for appeal hearing procedures (This may be a tape recording, etc.)
3. No formal procedure for the hearing to follow is required by statute.
4. Formal action to affirm, vacate or modify the disciplinary action on the **appeal** may be taken only at a "public meeting".
5. The decision of the Board or its designee may be appealed to the Court of Common Pleas under O.R.C. 2506.

Special Note: Mailing of Notice
No special mailing or handling of notices is required by 3313.66 or 3313.661 O.R.C.
Regular first class mail with "proof of mailing" by post office is recommended. Since "proof of mailing" is not proof of contents, a copy of the letter contents shall be attached to the corresponding proof of mailing slip.

STUDENT PROCEDURES

A student who believes he/she has valid reason or cause for a complaint related to Title IX shall, within ten (10) school days of the complainant's first knowledge of the alleged condition or action upon which the complaint is based, notify his/her teacher both in writing and personally. If not resolved at that level, the student shall within five (5) days file (in person) a written report with the building principal. If not resolved at that level, the student shall then, within five (5) school days, file the complaint in writing with the superintendent. The alleged grievance shall be considered waived upon failure of the complainant to follow the time schedules indicated.

All responses to complaints shall be oral by supervisory personnel and administrators other than the Superintendent of Schools.

CHEMICAL ABUSE REGULATION

A. Policy Statement

The Covington Exempted Village Board of Education believes that personal use of mood-altering chemicals (drug/alcohol) represents:
(1) inappropriate behavior that interferes with the learning process AND
(2) a possible primary medical problem (chemical dependency).
The Board further believes that co-dependents (those having a relationship with a chemical abuser or chemically dependent person) are also at risk. This relationship may affect a student by:

a. promoting or increasing chemical experimentation
b. promoting behavior disorders, and/or
c. influencing academic achievement.

To meet these concerns, the Covington Board of Education wishes to work cooperatively with students, staff, parents/guardians, and the community.

To this end, the Board of Education pledges to help students in the following ways:
(1) to promote a strict code of conduct, thereby establishing the safe living environment;
(2) to provide on-going informative programs to students, staff, parents/guardians and community; AND
(3) to establish appropriate prevention, intervention and support programs to assist the affected students.

B. Code of Conduct Statement

(1) Alcoholic Beverages, Drugs and Narcotics
No student shall possess, (including but not limited to purses, wallets, lockers, desks, cars, etc.) consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or * be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, **prescription drug, alcoholic beverage, intoxicant, solvent, gas, or mood altering chemical, or any ***counterfeit controlled substance of any kind.
No student shall posses, use, handle, conceal, offer to sell, sell, deliver, transmit, buy or make any instrument used for drug abuse, or actual paraphernalia (including but not limited to hypodermic needles, syringes, pipes, roach clips, rolling paper, etc.)

C. Terminology

1. *Under the Influence:
is defined as manifesting signs of chemical use such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.
2. **Prescription Drug:
is defined as a drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this rule **as long** as a signed physician's statement and prescription label is presented to the school nurse or principal's office. Such medication shall be kept in the security of the school officials.
3. ***Counterfeit Controlled Substance or "Look Alikes":
(as defined in the Ohio Revised Code 2925.01)
   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 of rights to such trademark, trade name, or identifying mark.
   b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.
   c. Any substance that is represented to be a controlled substance but it is not a controlled substance or is a different controlled substance.
   d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold, or offered for sale.

*No person shall possess any counterfeit controlled substance.
*No person shall make, offer to sell, or deliver any substance.
*No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate or stone or other device knowingly or having reason to know that it will be used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance.
*No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance.
*No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance.
*Whoever violates any or all parts of this section will be reported to the appropriate law enforcement agency for possible prosecution.

VIOLATIONS (ALCOHOL, DRUGS, NARCOTICS)

A. Procedures for:

- possession	- storing	- consumption	- concealing
- use	- making	- handling	- under influence

- giving

<u>1st Violation</u>:

1. 10 days Out-of-School Suspension
2. Notify parent/guardian
3. Notify appropriate law enforcement agency (or other appropriate criminal justice agencies)
4. Notify Response to Intervention Team
   a. Recommend professional Assessment Agency*
   b. Communicate with Assessment Agency
5. If Assessment is done and recommendations are followed, the 10-day O.S.S. may be reduced.

<u>2nd Violation</u>:

1. 10 days Out-of-School Suspension
2. Notify parent/guardian
3. Recommend expulsion
4. Notify appropriate law enforcement agency (or other appropriate criminal justice agencies)
5. Notify Response to Intervention Team
   a. Refer student to professional Assessment Agency*
   b. Communicate with Assessment Agency-
6. Expulsion may be held in abeyance if recommendations of assessing agency are followed.

<u>3rd Violation</u>:

1. 10 days Out-of-School Suspension
2. Notify parent/guardian
3. Recommend expulsion
4. Notify appropriate law enforcement agency (or other appropriate criminal justice agencies)
5. Notify Response to Intervention Team
   a. Assist (if requested by student/parent) with referral to professional Assessment Agency.

B. Procedures for:

- supplying - offering to sell - dealings - selling

1. 10 days Out-of-School Suspension
2. Notify parent/guardian
3. Recommend expulsion
4. Referral to appropriate law enforcement agency (or other appropriate criminal justice agencies)

C. Procedures for Paraphernalia*

- possession - delivering - using - transmitting
- handling - buying - concealing - making
- offering to sell

*(Paraphernalia includes hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.)

1. Possible suspension
2. Notify parent/guardian
3. Notify Intervention Assistance Team
4. Possible referral to appropriate law enforcement agency (or other appropriate criminal justice agencies)

Intent to cooperate with appropriate law enforcement or other criminal justice agencies:

It is the intent of the Board of Education that cooperation takes place between school and law enforcement agencies, with regard to the following:

A. The preservation and submission of physical evidence to investigating officers.
B. The prompt providing of written statements of observations and discoveries by school employees to investigating officers; and,
C. The availability of school employees to testify, if necessary, in subsequent proceedings.

Covington Junior High Detention Policy

Detention may be assigned for violation of school or individual classroom rules. Students must be given at least one day's notice so that they may make transportation arrangements. Students are expected to make their own transportation arrangements. If a student fails to show up for the detention, the teacher/principal can issue an additional detention and/or double the length (time served) of the original detention. If it is missed again, the student may be assigned additional disciplinary action at the discretion of the teacher/principal.

In-school suspension will be assigned for violations that are deemed more severe than those receiving detentions. Students will be given class work and will receive credit, but will not be allowed in the regular classroom setting.

ATTENDANCE POLICIES

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.
[July 1, 2002:]

LEGAL REFS.: ORC 3321.01; 3321.04; 3321.13; 3321.14; 3321.38; 4507.061
OAC 3301-35-02; 3301-35-03; 3301-51-13

As used in this policy, parent shall include a parent, guardian or other individual having care of the student.

Because good school attendance is a requisite for high academic achievement, it is essential for students and their parents to support Ohio's compulsory attendance laws.

HB 410 Changes to Attendance and Truancy

A positive school climate requires students to: follow school rules; accept guidance from school staff; respect themselves and others; and be active citizens. The Board of Education has zero tolerance of violent, disruptive or inappropriate behavior by its students. Student conduct shall be governed by the rules and provisions of the Covington Exempted Village Schools 7 - 12 Handbook. This policy will be reviewed periodically.

It is the responsibility of students, teachers and administrators to maintain a school environment that:

A. Encourages all students to be actively engaged in their learning;
B. Has consequences that are fair and developmentally appropriate;
C. Relies on preventive and supportive interventions to support positive behavior and academic outcomes; and

D. Fairly enforces the Covington Exempted Village Schools 7 - 12 Handbook.

All students and families are provided a copy of the Covington Exempted Village Schools 7 - 12 Handbook via the school website, which contains the rules and regulations that each student is expected to adhere to while in school or participating in any school-related activity, regardless of its location. The district has developmentally and age-appropriate discipline strategies ranging from preventative approaches to supportive interventions to address student misbehavior, including excessive absences. Students who do not follow school rules on school property and/or at school-related events will be disciplined according to the terms set forth in the approved Covington Exempted Village Schools 7 - 12 Handbook. The Covington Exempted Village Schools provides students and families with examples of the types of behaviors that would subject a student to disciplinary action ranging from suspension or expulsion to other less severe forms. Suspension and expulsion will only be used once other options have been exhausted, unless the student's behavior poses a threat to the safety of him/herself or others.

A student may be subject to school disciplinary action, including suspension or expulsion for harassment, vandalism, physical abuse or other harmful or disruptive behavior toward school personnel or school personnel's property during non-school hours.

If a student's suspension is longer than the school year, the student will not be required to complete the suspension at the beginning of the next school year. However, the student may be required to complete community service or an alternative strategy for engagement, per the superintendent, to be completed during the summer.

Students may be subject to discipline for violation of the Covington Exempted Village Schools 7 - 12 Handbook, even if that conduct occurs on property not owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district, or conduct that, regardless of where it occurs, is directed at a district official or employee or the property of such official or employee.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absences including, but not limited to:

- Notifying the parent or guardian of a student's absence;
- Developing and implementing an absence intervention plan on a case-by-case basis, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation; • Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

Ohio law requires that if a student is absent with or without legitimate excuse from school 38 or more hours in one school month, or 65 or more school hours in a school year, the following will occur:

- The school's attendance officer will notify the child's parent, guardian, or custodian of the child's absences after the date of the absence that triggered the notice requirement.
- If a student's absences surpass the threshold for a habitual truant, the principal or chief administrator of the school or the superintendent of the school district shall assign the student to a district absence intervention team, which will develop an intervention plan for that student.
- Every effort will be made to include a parent, guardian or custodian as a member of the student's absence intervention team.
- Notice of the plan developed by the student's absence intervention team will be provided to the student's parent, guardian or custodian.

At no time, however, will students be expelled or suspended out of school due to excessive absences or truancy.

Applicable Ohio Revised Code Sections contained within this policy:

ORC 3313.20 (Rules - locker search policy - professional meetings)

ORC 3313.534 (Policy of zero tolerance for violent, disruptive or inappropriate behavior)

ORC 3313.66 (Suspension, expulsion or permanent exclusion-removal from curricular or extracurricular activities)
ORC 3313.661 (Policy regarding suspension, expulsion, removal, and permanent exclusion)
ORC 3313.662 (Adjudication order permanently excluding pupil from public schools)
ORC 3321.191 (Adoption of policy regarding student absences; intervention strategies)

A. *EXCUSED ABSENCE*

The Board considers the following factors to be reasonable legitimate excuses for time missed at school:

1. Personal illness
2. Illness in the family
3. Quarantine of home
4. Death of relative
5. Work at home due to absence of parents or guardian. Any absence arising from this shall not extend beyond the period for which the parents or guardians were absent.
6. Observance of religious holiday
7. Emergency set of circumstances, which in the judgment of the principal constitutes a good and sufficient cause for absence from school. This would include students who are receiving instructional services during an out-of-school suspension.
8. Pre-approved absences by the principal.

When a student is absent from school, a parent/guardian is to phone the school that morning explaining the reason for the absence. In accordance with statute, the principal shall require from the parent or guardian of each student who has been absent from school or from class for any reason, a written statement of the cause for such absence. Failure to provide a written excuse within two school days will classify the absence as unexcused. The Board of Education reserves the right to verify such statements and to investigate the cause of each single or prolonged absence. After ten (10) excused or unexcused absences the Covington Board of Education may require a doctor's statement for further absences due to personal illness for the absence to be excused.

Students should check Progress Book AND GOOGLE CLASSROOM during their absence and meet with their teacher upon their return to receive missing work. Students will be given one day per absence from school to make-up the work, up to a maximum of five days. Tests, reports, projects, etc. that were assigned in advance of the absence are due upon returning.

Parents are discouraged from taking students out of school for vacation purposes. However, no academic penalty will be imposed by the school on students who are absent five days or less 32.5hrs) per year because a family vacation that occur on school time. Additional days may be granted by the administrator assuming the student has not exceeded 10 absences (65 hrs) for the year. Teachers are not expected to make long-range assignments for such students. Students will be permitted to make up tests that are missed during such absences from school. This must be done at the convenience of the teacher and within the time frame specified under the make-up work policy.

It is possible for a student to be unexcused even though parents give permission for the absence. Only the administration has the authority to determine if an absence is excused or unexcused. Absences due to causes other than the eight (8) listed above shall be considered unexcused and no make-up privileges will be granted.

Repeated infractions of Board policy on attendance may result in disciplinary actions being taken including, but not limited to, suspension or expulsion.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that he/she reports to such staff members, he/she is assigned for guidance at

the place in which he/she is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

B. UNEXCUSED ABSENCE

Some examples of unexcused absences are truancy, suspension, trips not approved in advance or any absence deemed unexcused by the principal.

C. COLLEGE VISITATIONS

Both juniors and seniors will be granted two career days for college visitation. Arrangements for these visits must be completed in advance and be approved by the counselor and principal. College visits are considered "field trips" and do not count as an absence.

C. FUTURE ABSENCE

A Future Absence from school form shall be completed and signed by all teachers and parents at least three days prior to the absence. Depending on the academic standing and the number of previous absences (excused or unexcused) accrued by the student, the principal reserves the right to deny the request. If the request is denied, the missed work, tests, etc. cannot be made up and the absence will be unexcused.

E. APPOINTMENT/ILLNESS DURING THE SCHOOL DAY

One-or-two-period absences due to authorized doctor appointments (dentist, orthodontist, medical doctor) that can be handled under "appointment pass" guidelines are excused when a pre-arrangement has been made with the office for medical appointments, either the day before or the morning of. An official note from the doctor or dentist must be turned in to the office. There may be legitimate reasons for students to leave school during the day for scheduled appointments or illness. As a result, one-or-two period absences may also include an early dismissal due to illness. Appointments for doctor, dentist, orthodontist, etc. will require a note from the parent. If the student is out for more than two periods, that student will be marked a half-day absent. All students returning to school must report to the office before returning to class. Whenever possible, parents should make dental and medical appointments when school is not in session.

Students are not permitted to leave the school at any time during the school day when classes are in session. If you must leave the building because of illness or any other emergency, you must secure permission from the office. Leaving school without permission is classified as truancy. Absences of less than two periods do not constitute a school absence, but do qualify as a class absence.

F. TARDINESS

Students are expected to be on time to school, class, and study hall. School begins at 8:10 a.m. and students are expected to be in class at that time. Students who arrive late to school during the first two periods of the day will be marked tardy. All tardies to school are unexcused. Tardiness to class will be subject to the discipline established by the individual teacher.

THROUGHOUT THE ASSIGNED TIME OF A SCHOOL DAY, STUDENTS DO NOT ENTER THE BUILDING OR EXIT THE BUILDING WITHOUT SIGNING IN AT THE OFFICE. THE OFFICE MUST SPEAK DIRECTLY TO THE PARENT TO OBTAIN PERMISSION FOR THE STUDENT TO SIGN OUT ONCE THE STUDENT HAS ARRIVED ON SCHOOL PROPERTY, UNLESS AN APPOINTMENT HAS BEEN PRE-ARRANGED.

MEDICATION POLICY

School personnel are often faced with the responsibility of administering medication at school. A student may have an illness that requires medication for relief or cure that does not prevent his attending school. Ideally, all medication should be given in the home under parent supervision. It is recognized that at the present time many children are able to attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and

illnesses. Any student who is required to take prescribed medication during regular school hours should comply with school regulations, particularly in view of widespread concern over the abuse of drugs.

These regulations include the following:

1. The principal in each building shall appoint a responsible person or persons to supervise the storing and dispensing of medication in the absence of the school nurse.
2. A written permission form "Administration of Prescribed Medication" must be signed by a physician and presented by the parent or guardian to the school requesting that the school comply with the physician's written order. The form becomes a part of the student's official school health records and shall become part of the student's cumulative folder.
3. Whenever possible, the medication should be brought to the school by the parent/guardian. The amount of the medication brought to the school should be limited to no more than a one-week supply.
4. Each student's medication should be brought to school in an appropriate container and have affixed a prescription label including the student's name, name of medication, dosage, doctor's name, and directions concerning time and route of administration.
5. All medication dispensed in the school will be stored in a locked or secured place that is not easily accessible to either students or others in the building.
6. Opportunities will be provided for communication between the parent, school personnel, and physician regarding the efficacy of medication administered during school hours.
7. The school nurse or delegated personnel will notify the parent or guardian as quickly as possible if a reaction to medication occurs. The parents' and physician's current telephone number should be available in the student's record specifically for this purpose.
8. Non-prescription medications, e.g., aspirin, ointment, cold tablets, etc. shall not be given or taken without prior written permission of the parent.
9. There should be close cooperation between school personnel and the student's physician so that the medical program can be modified as warranted by changes in the student's condition.
10. The principal shall designate an individual and a "back-up" who will administer "life saving medications and /or injections" if requested by the family with written authorization from the student's physician.

CO-CURRICULAR ACTIVITIES/DRUG TESTING

All student participation in co-curricular activities are subject to the drug testing policy (see school drug policy on district website).

CLASS ACTIVITIES

Classes may have money-making projects and activities scheduled throughout the year. Projects may be dances, bake sales, candy sales, etc. Classes, under the guidance of their faculty advisor, may organize projects according to their financial needs. Special activities and/or money-making activities must be approved by the administration. Class meetings are scheduled, as they are needed during scheduled homeroom meeting times.

JUNIOR HIGH CLUBS AND ORGANIZATIONS

Students are encouraged to join and become involved with clubs and organizations at Covington Junior High School. You should, however, use good judgment in deciding which organizations you will join. Following is a list of clubs: Student Council, FFA, Scholarship Club and BUCC Club.

COVINGTON ATHLETIC DEPARTMENT RULES AND PROCEDURES

PHILOSOPHY

The Board of Education recognizes that a complete athletic program based upon student interest assists in the total education of students. While emphasis is given to intellectual growth, diversified opportunities students who wish to participate in the athletic program.

The Board of Education, Superintendent of Schools, and Building Principal may establish written policies, rules and regulations, of general application governing an athlete's conduct. In addition, every coach has the responsibility and the authority to maintain the proper discipline among athletes of the school and may establish certain rules and regulations in conjunction with those established by the Board of Education, Superintendent, and Building Principal.

DEFINITION OF AN ATHLETE

A student is considered to be an athlete from the first day he/she starts to practice with any interscholastic team in school until he/she graduates from high school or fails to report for any other athletic squad while attending Covington Schools.

FALL	WINTER	SPRING
Cheerleading	Basketball	Track & Field
Cross Country	Cheerleading	
Football	Wrestling	
Volleyball		

PRE-SEASON - Any training occurring six weeks prior to the established Ohio High School Athletic Association's designated beginning date. In-season athletes may not participate in pre-season activities of another sport.
IN-SEASON - The first day of practice will be established by the head coach who will use the Ohio High School Athletic Association's requirements as a point of reference.
POST-SEASON - The completion of the state tournament or individual/team advancement in the Ohio High School Athletic Association Sponsored State Tournament. Upon completion of a sport season, all in-season athletes are required to be offered three (3) school days of noninvolvement in the athletic programs. The athlete may or may not choose to use these three days.

EXPECTATIONS OF ATHLETES

Athletes representing Covington Schools must realize their conduct reflects on themselves, their school, and their community. Therefore, all Covington School athletes shall:

A. Have a high standard of social behavior.
B. Display proper sportsmanship in defeat, as well as in victory.
C. Respect authority - parents, officials, teachers, coaches and others.
D. Have a proper spirit of cooperation.
E. Be dedicated to hard work and training.
F. Display proper behavior in school and all school related activities.

INTERSCHOLASTIC ACTIVITIES

Covington Junior High School is a member of the Three Rivers Conference. Our opponents in this league are Bethel, Lehman Catholic, Miami East, Milton Union, Northridge, Riverside, and Troy Christian. Within the league we participate in basketball, cross country, football, track, volleyball, and wrestling.

INTERSCHOLASTIC ACTIVITY POLICY

The rules and regulations of the Ohio High School Athletic Association must be provided for the Covington Board of Education and the general policies of Covington High School govern the conduct of interscholastic activities.

APPEARANCE

Athletes are expected to have a well-groomed appearance. The athlete's clothes must be clean. His/her hairstyle must be appropriate for each athletic activity and conform to the rules set by each individual coach. It is not to interfere with the individual's performance nor present a situation that could cause a hazardous condition for the athlete or for other athletes.

GENERAL RULES AND GUIDELINES

A. A student on out-of-school suspension is ineligible to participate in a practice or contest during the term of the suspension. A student on in-school suspension may be declared ineligible to participate in a practice or contest during the term of the suspension. The principal, depending on the severity of the offense, will make this determination.
B. An athlete must travel to and from the contest he/she is involved in with the rest of the team, unless the coach excuses the student-athlete.. To be excused, the athlete must submit a written notice from his/her parent and can only leave with his/her parent.
C. An athlete is responsible for the uniform issued to him/her. If the athlete does not return this uniform to the athletic department, his/her athletic awards will be held. Once the uniform is returned or paid for, the athlete will receive his/her award.
D. If an athlete participating in "Athletic Activity A" is suspended from the squad, he/she is not eligible to join the organized conditioning program of or go out for "Athletic Activity B" until the other members of "Athletic Activity A" are eligible to come out.
E. If an athlete participating in "Athletic Activity A" quits the team after the first regularly scheduled game or match, he/she is not eligible to try out, practice, or participate in any other athletic activity, including intramurals, that may be going on during that season. In addition, the athlete will not be permitted to join an organized conditioning program or go out for "Athletic Activity B" until other members of "Athletic Activity A" are eligible to come out.
F. Parents are responsible for proper medical insurance programs. Covington Exempted Village School will assume no responsibility for athletic injuries. No athlete will be allowed to participate in practice sessions until the required OHSAA physical card and waiver sheets are turned in to the coach or Athletic Director signed by the examining physician and parent.
G. If an athlete goes out for an athletic activity but is "cut", the athlete is eligible to participate in another athletic activity during that season.
H. No athlete will be allowed to participate in two (2) different athletic activities during the same season, i.e. track and softball, basketball and wrestling, etc. The only exception to this rule is that a cheerleader may participate in a sport during the season in which they are a cheerleader. The following guidelines will be adhered to: 1) The

OHSAA sport takes precedence in all cases at all times (practice and/or contests). 2) Any unusual situations that are not covered, the Building Principal and Athletic Director will have the final decision. In addition, an athlete that participates in an athletic activity, and his/her season ends, will not be allowed to be picked up by another athletic activity. For example, at the conclusion of the baseball season, the baseball player could not participate on the track team.

I. An athlete may be denied eligibility to participate or be part of an athletic team if they are arrested, indicted, facing or convicted of any felony charges within the judicial system.

J. When there is a conflict between a school sponsored activity and a non-school activity, the student shall participate in the school sponsored activity.

ATHLETIC CODE OF CONDUCT

As representatives of their school, athletes should strive to develop and maintain a high set of standards both in the classroom and in their respective sport.

The Covington Schools have set standards, i.e., rules, that every athlete is expected to abide by. It is the responsibility of each coach to inform his/her athletes of the rules and regulations that govern their sport, including the Covington Schools Athletic Code.

Infractions of the coaches' rules, the Student Code of Conduct as outlined in the Student Handbook, drug testing policy as adopted by the Covington Board of Education, the Covington Schools Athletic Code, the Ohio High School Athletic Association's Policies, or the Ohio Revised Code shall be reported to the Athletic Director and/or the Principal.

Each case needs to be reviewed by the Athletic Director and Principal to determine the context in which the violation occurred, the extenuating circumstances surrounding the violation, and whether or not the violation is subject to penalty.

Infractions that occur during scheduled OHSAA contests or scrimmages by an athlete (any student ejected for unsportsmanlike conduct or flagrant foul) will be handled by following established procedures and penalties set down by the OHSAA (General Sports Regulation M-5).

OFFENSES

A. Substance abuse
   1. An athlete shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of any narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or any other non-prescriptive drug.(see letter G under consequences)
   2. An athlete shall not possess, drink or be under the influence of alcohol or possess or use any form of tobacco or nicotine product (includes vaping).
B. Theft, damage, or misuse of school and private property
   1. No athlete shall steal or intentionally damage any school or private property.
C. Assault on or physical injury to students and/or adults
   1. No athlete shall intentionally assault, cause, or attempt to cause physical injury to other students and/or adults.
D. Sexual misconduct
   1. No athlete shall intimidate or be a party to the intimidation of another student for the purpose or sexual interests, or engage in any form of exhibitionism, or act of sexual misconduct.

E. General misconduct
   1. An athlete's character or conduct may not harm the reputation of our teams and/or our school.
   2. An athlete must follow any rules or requests set down by the coach.
   3. An athlete is prohibited from exhibiting obscene and lewd gestures during a school function or event.

F. Bullying/Harassment

   1. No athlete shall use or be part of a group that uses unwanted, aggressive behavior to intimidate or cause harm to other students and/or adults.

CONSEQUENCES

These are minimum standards. Each coach may have additional training rules, provided the rules are submitted, in writing, to the Athletic Director for approval prior to the beginning of the respective sport and are distributed to the team members.

A. The first offense during a school year (beginning August 1 for fall participants and ending on June 5) will result in the athlete being denied the opportunity to participate in their present sport interscholastic contests for a minimum of 20% of scheduled Ohio High School Athletic Association contests. (Note: Any fractional part of a contest is rounded up to the next whole number.)
B. The second violation during the same school year will result in denial to participate with the team in their present sport interscholastic contests for a minimum of 50% of scheduled Ohio High School Athletic contests.
C. If the second offense occurs during the same competitive season as the first offense, the athlete will be removed from the team and will not be allowed to participate with the team for the remainder of that season and will forfeit the right to receive any awards for that season.
D. If an athlete has a violation at the end of his/her season, the remaining consequence will be served in the athlete's next competitive season — that is the remaining contests in the sport the athlete was participating in when the infraction occurred PLUS any remaining contests of the original percentage to be served in the athlete's next competitive sport season. (This could transcend over into the next school year.)
E. The third offense during a school year would result in referral to the Covington Athletic Disciplinary Panel (A.D.P.).
   This panel, composed of the high school principal, middle school principal or designee, and the high school athletic director, will review the circumstances and details of the situation. They will meet with the athlete and/or the athlete's parents and render a decision based on the best interest of all individuals involved, the team and its members, the total athletic program, and the school and community.
   1. Substance abuse violators will be referred to a professional assessment agency. In addition, the school psychologist and/or guidance counselor will become part of the A.D.P.
   2. Theft, damage, or misuse of school or private property at all levels will include full monetary restitution.
F. If an offense occurs at anytime during a school year (See Consequence "A") when the student is not involved in a sport (between seasons or prior to the official start of a sport season), the violation will be treated the same as if the offense occurred during the season. The athlete will be denied the opportunity to participate for a minimum of 20% of scheduled Ohio High School Athletic Association contests of the first sport that they participated in after the first offense occurs. Each offense thereafter will be treated just as if they occurred during the season.
G. Random Drug Testing Policy(see adopted Board policy on district website for consequences).

   SEVERITY CLAUSE: If an athlete's conduct is determined by the coach to be severe and/or flagrant, the coach will recommend a meeting of the Athletic Disciplinary Panel to resolve the situation and establish the consequence. The consequence does not necessarily need to follow the established stages or guidelines (Example: A student/athlete arrested for DUI, any violation in which police arrests were made).

TWENTY-FOUR HOUR DISMISSAL: A coach may suspend an athlete from practice for a period of time no greater than twenty-four hours for a violation of training rules or for actions or behaviors which are detrimental to the program. This action may not be appealed through the Athletic Due Process.

PROCEDURES FOR HANDLING ATHLETIC VIOLATIONS

HANDLING ATHLETIC VIOLATIONS

A coach suspecting an athlete of violating the Athletic Code will confer with the Athletic Director and the building administrator to determine what action will be taken. During the conference the coach and athletic director will both be present and will give the athlete an explanation of the suspicions/allegations, and ask the athlete to explain his/her involvement.

The athletic director and coach will evaluate the evidence and render a decision. A tape recording of the proceedings will be used.

ATHLETIC DUE PROCESS

A. In the case of an athlete being suspended or dismissed from an athletic squad, the head coach and athletic director will talk with the athlete and explain the reasons for the suspension or dismissal. The head coach and/or athletic director will give the athlete, the parent, guardian or custodians, the athletic director, and principal, a written report of the situation to include the...
   1. Infraction of the Athletic Code.
   2. Action taken by the coach according to Athletic Code.
   3. Right to appeal to the appeal board.

B. If the athlete or parent, guardian, or custodian is not satisfied with the explanation of the coach and/or athletic director, he/she has the right to appeal within seventy-two (72) hours after the coach has given the written report to the athlete. The appeal must be requested in writing and filed with the athletic director. The Appeal Board shall meet with the appealing student and parents/guardians no later than five (5) school days after the appeal request. The Appeal Board will be made up of the high school athletic director, the high school principal, and the middle school principal or Designee. The athlete and his/her parents/guardians will be allowed to meet with the Appeal Board and present their position. If the coach and athletic director is the same person, another school official will be appointed to the Appeal Board by the respective building principal. The high school principal may appoint a replacement for any member of the Appeal Board if a conflict of interest presents itself.

   The Appeal Board will give the athlete, parent, guardian or custodian, head coach and the superintendent a written report of the decision. The decision will then be presented to the athlete, parent, guardian or custodian within forty-eight (48) hours after the Appeal Board has made its decision. The decision must be made within seventy-two (72) hours after the hearing. The decision of the Appeal Board shall be final. The appealing student's parent(s) should also be at the review.

C. An athlete is under suspension during the appeal process.

Note 1: If circumstances not listed in this handbook develop, the head coach may bring the information (written) to the athletic director. The coach will meet with the Athletic Disciplinary Panel and this group will determine the procedure for solving the situation.

Note 2: Changes or additions in this handbook will be presented to the athletic director and then taken to the Athletic Board for approval. If approved by the Athletic Board, it will be presented to the Covington Board of Education. If approved by the Board of Education, the changes or additions will go into effect immediately.

ATHLETIC CHAIN OF COMMAND

Any questions or concerns regarding athletes should adhere to the following chain of command: coach, building level athletic director, building level principal, superintendent.

ACADEMIC ELIGIBILITY

It is expected that all student/athletes will strive to attain the highest possible level of the academic achievement. Minimum academic standards must be met in order to remain eligible for athletic participation. A student/athlete should not drop a class without first consulting with their coach or counselor to determine whether it will affect eligibility. Eligibility for each grading period is determined by grades received the preceding grading period. Semester average, the final examination, and yearly average have no effect on eligibility. Students may participate in junior high athletic contests if they are enrolled in and passing four classes at the end of a grading period or eligibility reporting period.

A. In order to be eligible in grades 7-8, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of four one-credit courses or the equivalent. The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

B. Summer School: Grades may not be used to substitute for failing grades received the final grading period of the regular school year.

C. A student/athlete ineligible at the beginning of a season may practice with the team upon permission from the coach.

D. An incomplete (I) may be given on a students' grade card in situations approved by the administration. However, the previously scheduled work and/or exams must be completed within the five (5) school days following the end of the preceding grading period, and Exception 3 of the OHSAA Scholarship Bylaw 4-4-1 must be met to restore athletic eligibility. Exception 3 of this bylaw is listed below.

EXCEPTION 3: If a student's failure to meet the requirements of this bylaw are due to an "incomplete" given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored by the Executive Director's office once the "incomplete" has been changed to a passing letter grade provided:

a) the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and

b) the "incomplete" was given in accordance with Board of Education/other governing board adopted policies and procedures and is applicable to all students in the school; and

c) the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and

d) there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Note: This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work. (OHSAA Scholarship Bylaw)

E. Awards: An athlete that is declared ineligible for a nine-week period during the season that encompasses the remainder of the schedule and is more than 25% of the regular scheduled games, forfeits all awards that may have been earned that season.

ATTENDANCE

All athletes are strongly encouraged to be prompt in their daily attendance. However, when unavoidable circumstances are present, the following guidelines shall be used. Students who miss classes without authorization on date of a contest may not represent their school on that day unless special permission is granted by the Principal (i.e. Funeral, Doctor's Appointment, college visit, death in the family). Participants must be in school for at least the second half of the school day (4 periods, and by the start of 5th period) on the day of the activity, unless the student has special permission from the Principal to practice or play that day. If the student is out of school all day or in the afternoon due to "illness", he/she will not be permitted to participate in the contest or practice. If the student is out of school after the start of 5th period for a reason such as a doctor's appointment, college visit, etc., the proper documentation must be turned in, in order to play that day. Coaches are responsible for checking the absence list for the purpose of determining who may or may not be eligible to participate that evening.

Coaches are responsible for checking the absence list for the purpose of determining who may or may not be eligible to participate that evening.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA).

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

·*Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

·*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Covington Exempted Village School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Covington Exempted Village School District will directly notify parents and eligible students of these policies at least

annually at the start of each school year] and after any substantive changes. Covington Exempted Village School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.
4. *Parents/eligible students who believe their rights have been violated may file a complaint with*:

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

NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Covington Exempted Village Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal or Superintendent a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal or Superintendent

clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without con-sent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Asbestos Management Program

ANNUAL NOTICE

ASBESTOS MANAGEMENT PROGRAM

An October 22, 1986, President Reagan signed the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The act required the Environmental Protection Agency (EPA) to develop regulations for addressing asbestos in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This rule stipulated, and our district has complied with, the following key requirements:

- Identification of asbestos-containing materials in all school buildings.
- Development and implementation of asbestos management plans for each school.
- Regular surveillance and reinspections of the condition of asbestos in the buildings.
- Designation and training of a person to oversee asbestos activities within the district and to ensure compliance with the regulations.

This memorandum is to advise you that asbestos management plans for the district schools were developed following the EPA ruling and subsequently approved by the State of Ohio, Department of Health. These plans are regularly updated and are available for you to review.

Should you have any questions regarding this program or would like to review an asbestos management plan, please contact the Board of Education offices during normal business hours.