

**Amanda-Clearcreek  
High School  
Middle School  
2022-2023 Student Handbook**



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## A MESSAGE FROM YOUR PRINCIPALS

Students,

Our handbook sets forth the minimum expectations for a successful school experience at Amanda-Clearcreek Middle and High School. It is up to you to take advantage of the education offered to you and set expectations for yourself that will lead to future success. Working together, let's make 2021-2022 a great year for the Aces!

Please take time to share this handbook with your parents. A link will be provided through Final Forms, and you must acknowledge that you have read and understand this handbook. In the past, we have discussed three simple rules that if followed, should supersede all other rules. Those rules are 1) Be Safe 2) Be Respectful 3) Be Responsible.

Seek our advice and counsel whenever you feel you need it. We are here to help you. Many problems can be avoided by being proactive and doing something before there is a problem. Principals, counselors, teachers, parents, and students should all be on the same team when it comes to your education. Working together in a cooperative manner ensures that any problems or difficulties can be solved quickly. We believe that we are all on the same team, and that as a team, we can achieve great things by working together.

Please remember that you are responsible for following all rules that are included in the Code of Conduct and all policies and procedures described herein. Become familiar with these guidelines, and be sure to follow them to make your experience as a student at Amanda-Clearcreek as positive as it can be.

Go Aces!

Billy Dennis  
High School Principal

Aimee Cochran  
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## TABLE OF CONTENTS

### I. General Information

- 1 Rationale for the Handbook / Vision, Mission, and Belief Statements
- 2 Visitors, Conceal Carry, Video Surveillance
- 2 Medication Policy
- 2 Telephone
- 3 School Bus Regulations
- 4 School Closing, Delays, Dismissal

### II. Student Attendance Issue

- 4 Student Absence Policy
- 4 Tardy to Class / Consequences
- 4 Truancy
- 5 Habitual Truancy, Early Dismissal,
- 5 Leaving the Building
- 5 Pre-Arranged Absences / Make-Up Work
- 6 Participation in Extra-Curricular Activities

### III. Student Discipline Issues

- 6 Disciplinary Procedures / Student Code of Conduct
- 8 Alcohol/Drug Use by Students
- 9 Harassment / Sexual Harassment
- 10 Cyberbullying / Sexting
- 11 Detention / In-School Discipline
- 11 Out-of-School Discipline Procedure /Due Process
- 12 Out-of School Discipline and Expulsion Procedure
- 13 Federal Lunch Program / Cafeteria Procedures
- 13 Food and Drink
- 14 Acceptable Computer Use for Students / Personal Responsibility
- 15 Dress Code
- 17 Extra-Curricular Activities Standards of Conduct
- 18 Parking Lot Procedures / Library Media Center

### IV. Student Academic Information

- 18 Registration
- 19 Graduation Requirements
- 21 College Credit Plus / Cum Laude Standing
- 22 Valedictorian / Salutatorian / Rank of Seniors
- 22 Grading Scale / Weighted Grading Policy / Honor Roll / Summer School / Grade Cards

### V. Emergency Procedures and Guidelines

- 23 Fire Drill / Tornado Drill Instructions / Emergency Plan

### VI. Extra Curricular Activity Information

- 24 Student Activities / High School Clubs and Activities
- 24 Eligibility for Extra-Curricular Activities
- 25 National Honor Society / School Dances

### VII. Other Policies and Procedures

- 25 Work Permits / Community Work Experience
- 26 Field Trip Policy
- 26 Senior Privileges / Late Arrival and Early Dismissal
- 27 Bookbags/Backpacks / Locker Visits / Search and Seizure / Vehicles Searches on Property /  
Lockers and School Property
- 28 Academic Integrity / Definitions / Consequences for Violation of Academic Integrity
- 28 Class Dues / Participation Fees / Payment of Fees
- 29 Summary

## I. GENERAL INFORMATION

### RATIONALE FOR THE HANDBOOK

The purpose of this handbook is to inform students of what is expected of them while they attend Amanda-Clearcreek Middle/High School. All rules and regulations aside, our number one rule is that students should show respect to others, others' property, and themselves while attending A.C.M.S. and A.C.H.S. This handbook is to be used as a guide for students to help them better understand what is expected of them at Amanda-Clearcreek. All schools in the state of Ohio are held to certain standards for operation. Recent legislation has placed ever-higher expectations on schools for student achievement. Each Ohio School is given an annual "Report Card." Amanda-Clearcreek is compared to other schools across the state by meeting certain standard criteria.

The reason for establishing rules, policies, and procedures is to ensure that each student receives a first-class education. We also strive to create a safe, orderly environment for students to help the individual as a whole reach his/her maximum potential. It is therefore necessary for school officials to issue this handbook electronically for distribution to all students so that students will be familiar with these policies. To help make you a good school citizen, some good school guidelines are listed below:

1. Arrive at school and each class on time.
2. Assume the responsibility for your materials and supplies for class.
3. Backpacks and bookbags should be carried to class. All other belongings should be kept in personal lockers.
4. Make up your work promptly after an absence; see your teacher immediately upon your return to school.
5. If you are having trouble understanding something, ask your teacher for help. You can also seek the help of a guidance counselor or administrator.
6. Respect the rights and property of others and the school.
7. Take pride in your personal appearance.
8. Bring a lock for the boys and girls locker room lockers when using one for gym class.
9. Do not be in the hallways during class time without a teacher's permission and completing the digital hall pass.
10. Be sure to fill out the appropriate forms and turn them in to the office prior to or immediately following an absence. Failure to do this may result in an unexcused absence.

### VISION STATEMENT

Lead with Innovation. Commit to Excellence. Unite in Purpose.

### MISSION STATEMENT

Growing the whole child through innovative educational experiences to provide all students the opportunity to  
Aspire, Create, Empower, Succeed.

### OUR BELIEFS STATEMENTS

We believe our success as a school district is the shared responsibility of students, home, staff, and community.

We believe each of our students will graduate prepared to enter society as critical, independent thinkers.

We believe all our students can learn when provided a safe environment that values and respects them as individuals.

### VISITORS

Amanda-Clearcreek has a no-visitor policy. Friends, relatives, alumni, and Career Center students are not to be on school grounds during school hours unless conducting pre-arranged official business. Exceptions can be made in special situations. If such a situation arises, the visitor must report to the office and get the principal's permission to be in the building. The administration reserves the right to remove persons from the building at its discretion and to deny entry to persons who are not approved during school hours. All visitors should wear a visitor's pass while in the building for identification purposes.

### CONCEALED CARRY

There is to be no concealed carry of weapons on school grounds.

### VIDEO SURVEILLANCE

The school grounds are under 24 hour video surveillance and are intended to preserve the safety and security of the students. They are used at the discretion of the administrators and are not intended to be viewed by the public due to security and confidentiality reasons.

### MEDICATION POLICY

All forms for medication can be obtained through the school nurse.

#### PRESCRIPTION MEDICATIONS ONLY

1. Written request must be obtained from the physician and the parent/guardian each year before any prescription medication may be administered by school personnel. The request must include instructions as to name of medication, dosage, time procedure for administration/storage, and possible side effects.
2. All prescription medication must be received in the original container in which it was dispensed by the doctor or pharmacist. Pharmacists can make a duplicate bottle for the school.
3. New request forms must be submitted each school year and whenever there is any change in the medication order, such as an increase or decrease in medication or a new medication.
4. The medication and the signed permission form must be brought to the school by the parent/guardian. Forms can be faxed from home or the doctor's office to the school.
5. Students are not permitted to carry medications (prescription or non-prescription) with them.
6. Notwithstanding the foregoing, a student may self-administer his or her own medication via inhaler if a request for the student to do so is completed by a physician and a parent/guardian in advance and is on file at the school.
7. Students will not be permitted to leave school to get medication.

#### NON-PRESCRIPTION MEDICATION

Parents may request the school to provide non-prescription medication under the following guidelines:

1. The parent or guardian must complete, sign, and have on file a request form before any school personnel may administer medications.
2. No students may provide non-prescription medication to another student. This includes, but is not limited to, Tylenol, aspirin, caffeine pills, etc... Students found in violation will be subject to the Student Drug Abuse Policy for Amanda-Clearcreek Middle and High School.
3. A parent/designee may bring medicine to personally administer to the student.
4. The school will not exceed the recommended dosage for any medication.
5. Students will not be permitted to leave school to get medication.

#### TELEPHONE

Students are allowed to use the office phone with permission in case of an emergency or special circumstance with a staff member's permission.

SCHOOL BUS REGULATIONS  
BUS SAFETY RULES

Riding an Amanda-Clearcreek School Bus is a privilege, not a right. That privilege can be taken away if a student is abusive of that privilege. The Board of Education has adopted a “CARD” system that allows proper communication between the bus driver, student, parent, and principal. Below are some of the most significant regulations for busing.

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils shall be at the designated place of safety assigned by the bus driver. Pupils are not to proceed to their residence until the school bus has departed.
3. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must leave or board the bus at locations to which they have been assigned unless there is written permission from their parent or guardian and signed by the school principal authorizing another location.
5. Pupils must go directly to their assigned seat.
6. All riders must keep all parts of their bodies inside the bus.
7. Pupils must remain seated keeping the aisles and exits clear. Students are expected to sit with their feet on the floor and back against the seat. Do not put your knees in the back of the seat.
8. All riders of the bus must promptly obey instructions of the driver.
9. Noise must be kept to a level that will allow the driver to hear outside noise or sounds
10. No eating, drinking, or chewing gum is permitted on the bus.
11. Use of profanity is prohibited.
12. Fighting and or scuffling are not permitted.
13. The throwing of objects in the bus, at the bus, or out of the bus window is prohibited.
14. Smoking/e-cigarettes/vaporizers or lighting matches or lighters are not permitted.
15. Decorations and signs are not permitted inside or outside of the school buses. This also includes balloon bouquets.
16. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
17. Possession of guns, knives (including toys), ammunition and combustibles are prohibited.
18. Riders may not enter or exit the emergency door except in the case of an emergency. The only exception to this rule is the loading or unloading of equipment.
19. No grooming oneself on the bus. No perfume/cologne, fingernail polish, combs, brushes, hand sanitizer, etc.
20. Teachers and coaches are responsible for supervising the behavior of students on and off school buses. School bus drivers are responsible for the supervision of students only on the route.
21. No glass of any kind is permitted on the bus.
22. Students are not permitted to bring skateboards or athletic/kick balls on the bus.
23. Any electronic device that causes a disruption on the bus may be subject to disciplinary action.
24. Pupils may carry items on the bus, but only objects that can be held in their laps
25. All school dress code rules apply to bus riders.

THESE RULES APPLY FOR ALL SCHOOL SPONSORED TRIPS INCLUDING ATHLETIC EVENTS, BAND TRIPS, AND SCHOOL FIELD TRIPS. LEADERS OF ACTIVITIES ARE RESPONSIBLE FOR THE ACTIONS OF THEIR STUDENTS/PLAYERS. COACHES, ADVISORS, AND TEACHERS SHOULD ACCOMPANY ALL STUDENT TRIP GROUPS ON THE BUS. Buses may have cameras, which we will refer to as evidence as necessary.

In the case of a bus incident (accident, broken down etc.), please respect the law. We cannot release students to parents/guardians until permission is granted by proper law enforcement.

### SCHOOL CLOSING, DELAYS, DISMISSALS

Please monitor local radio and television stations, as they will announce all changes in the school day caused by bad weather or other emergencies. A One-Call message will be sent to all parents with information regarding delays and closings.

Do not call the school, teachers, bus drivers, principals, or the superintendent to find out if school will be held. The school telephone lines must be kept open so that communication can flow properly. All students should know what to do in the event of an early dismissal. WE CANNOT HAVE THE CHILDREN CALL FROM THE SCHOOL.

## **II. STUDENT ATTENDANCE ISSUES**

### STUDENT ABSENCE POLICY

Please see the district website for the updated Student Absence Policy

### TARDY TO CLASS

Tardiness to class accumulates only to the end of each successive quarter – not for the entire school year.

1. A student who is in regular attendance and finds that he/she will be tardy to a class should report directly to the class. DO NOT REPORT TO THE OFFICE.

- a) There are three minutes to change classes.
- b) Every student should be in his/her room and seated before the bell.
- c) If, on a rare occasion, you need more time, it is better to report to the next class and then explain to the teacher why you feel you need to be excused from class.
- d) If a teacher or the office detains you, they should provide you with a pass so that your next teacher knows the reason for you being late to class.

### CONSEQUENCES FOR TARDY TO CLASS

1. Students will be assigned a detention for every third UNEXCUSED tardy to class. Teachers are responsible for recording student tardiness to class.
2. For every additional three tardies in a nine-week period, the student will be assigned to a Wednesday Night School.

### TARDY TO SCHOOL

Any student who has not reported to Homeroom by the tardy bell will be considered tardy to school. Tardy students must sign in the main middle school or high school office. Please note these consequences are cumulative and reset at the start of each grading period:

- 4th Tardy - Lunch Detention
- 6th Tardy - After-School Detention
- 8th Tardy - Wednesday Night School

Any tardy past the 8th tardy will result in required student/parent meeting with the principal.

### TRUANCY

Truancy is an unexcused absence. A student is truant if he or she leaves the school without signing out in the office, leaves school without the permission of parent or guardian, comes to school but does not attend classes, does not report to the assigned classroom or area, or obtains permission to go to a certain place and does not report.

Parents who knowingly and willfully permit a child to be truant will be liable for prosecution according to Ohio Revised Code (section 3321.03, 3321.04 and 3321.19).

#### HABITUAL AND CHRONIC ABSENCES/ LOSS OF DRIVING PRIVILEGES

Please see the definition of Habitually Truant on the district website under the Student Absence Policy. Driving privileges may be revoked in the event a high school student is habitually truant.

#### EARLY DISMISSAL

If a student has a dental or medical appointment, he/she should bring a written note, signed and dated by a parent or guardian and containing the information as to when the student should be dismissed and when he/she is expected to return. Students will then sign out in the office at the appropriate time. Upon return from these absences, students should bring a doctor's note (when possible) or a note from parents. Once a student is 18, he or she may sign themselves out with parental permission.

#### LEAVING THE BUILDING

Anytime a student leaves the building, he/she must have proper permission to do so. He/she must sign out in the office. If a student becomes ill, he/she must first report to the office or nurse. Then, if necessary, arrangements will be made with parents for the student to leave school. Students are not permitted to call from a personal phone and make arrangements to go home when they are ill. Students leaving the building without proper permission are subject to disciplinary action.

#### PRE-ARRANGED ABSENCES

We realize that there are times when family events are important. We are also aware of the medical or dental conditions that families face. When taking advantage of the pre-arranged absence excuse for absence, we ask that the following procedure be followed:

1. A note from the parent or guardian is presented to the principal's office 24 hours prior to the date of absence. The principal must sign the note and then give the student a signed Pre-Arranged Absence form.
2. The student's teachers fill out the form, and the student returns it to the building secretary where it is copied and kept on file until the absence date.
3. In case of emergency, the principal should be contacted.
4. Pre-arranged absences are used for the following:
  - a. College visits/Job Shadowing (2 days permitted with proof of attendance)
  - b. Court appearances
  - c. Dentist, physicians etc.
  - d. Counseling outside of school
  - e. Other reasons with the principal's approval.

#### MAKE-UP WORK

It is the student's responsibility to contact all of his/her teachers upon returning to school to make arrangements for completing work missed during an excused absence. Time limits on make-up work should be consistent with the amount of time missed. It is the student's responsibility to check with his/her teachers upon returning from an absence to get his/her assignments. For example, if a student is absent for two days, he/she has four days to make up the work. If a student is present the day an assignment is assigned but is absent on the due date, the assignment is due upon the student's return to school.



### PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students involved in extra-curricular activities must be in attendance for the entire school day to participate in their extra activities after-school. Students must be in attendance by 7:45 AM the day of an athletic contest, and by 9:00 AM the day after an athletic contest. Student-athletes not in attendance according to these requirements shall not be eligible to participate in the next contest or practice. The principal may make exceptions. The same guidelines apply to students participating in academic extracurricular/co-curricular activities. Students must be at school to attend dances or other school functions in the evening. Students not following these guidelines are also subject to disciplinary action.

## **III. STUDENT DISCIPLINE ISSUES**

### DISCIPLINARY PROCEDURES

From time to time, students are called to the principal's office for matters of a disciplinary nature. Sometimes students are simply questioned as part of the investigative process for incidents that occur at school. Other times, they are brought to the office to discuss their violation of school policy. Disciplinary action at Amanda-Clearcreek is both CUMULATIVE AND PROGRESSIVE. This means that the severity of the disciplinary consequences is directly related to the frequency with which disciplinary action is necessary for the student. Accordingly, it is quite possible for two students to be involved in the same infraction but receive different consequences based upon each student's previous disciplinary record. It is also possible that students may receive a more severe consequence than what they had previously received for the same offense.

This code will apply to any school sponsored activity. This code will apply to Amanda-Clearcreek students, guests, staff members, and parent chaperones.

Students may be disciplined for misconduct by a pupil that occurs off property 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. This includes lunch, late arrival, early dismissal, and College Credit Plus. It is impossible to list or categorize all types of disciplinary violations, thus for violations not listed, the administration reserves the right of disciplinary assignment as the case so determines.

### CAREER CENTER EXTENSION OF CONDUCT

The Fairfield and Eastland Career Centers are an extension of our school program; therefore, students who elect to attend the career centers are subject to disciplinary action based upon the Student Code of Conduct of either Amanda-Clearcreek High School and/or the Fairfield/Eastland Career Center. Consequently, conduct and/or disciplinary action by one school may be grounds for similar disciplinary action by the other school.

### AMANDA-CLEARCREEK STUDENT CODE OF CONDUCT

This code of conduct is the established rules and regulation of Amanda-Clearcreek Schools. A violation of any section of this code may result in disciplinary action.

#### **1. DISRUPTION OF SCHOOL OR SCHOOL EVENTS**

Students shall not engage in, nor urge others to engage in the use of any type of violence, force, noise, intimidation, or conduct which would cause disruption of any function of the school.

#### **2. FALSE ALARMS/THREATS/INTIMIDATION**

A student shall not falsely report an emergency, including fire or bomb threats or tamper with any fire alarm or prevention device.

A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, other school employee, or visitor.

This also includes any threat made to a student, staff member, the school building, or the school district and/or induces panic. This can include, but is not limited to, verbal threats, intimidation, written threats, or threatening images.

### 3. HAZING

Hazing is defined as doing an act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Students guilty of hazing will be subject to disciplinary action. Hazing is a misdemeanor of the fourth degree.

### 4. COUNTERFEIT CONTROLLED SUBSTANCES:

- a. A counterfeit controlled substance or look-a-like drug is
  - i. Any drug that bears or whose container or label bears a trademark, or trade name, or other identifying mark used without authorization of the owner.
  - ii. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed.
  - iii. Any substance other than a controlled substance because of its similarity in shape, size, and color; or its markings, labeling, packaging, distribution; or a price for which it is sold or offered for sale.
- b. No student shall knowingly possess any counterfeit controlled substance or shall knowingly make, sell, or offer to sell, give, package, or deliver a counterfeit controlled substance.
- c. No student shall directly or indirectly represent a counterfeit controlled substance by describing, either with word or conduct, its effect as being the same or similar to the physical or mental effects associated with use of a controlled substance.
- d. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

### 5. FIGHTING / ASSAULTS

A student shall not act or behave in such a way as could cause physical injury to another student or staff member during school hours or at any event where the Amanda-Clearcreek Schools are represented.

### 6. DAMAGE TO SCHOOL AND / OR PRIVATE PROPERTY

A student shall not cause or attempt to damage school, private, or school personnel's private property at ANY time.

### 7. TRUANCY

A student shall not be absent from school or any portion thereof without proper parental permission and school authorization. A student shall not be late for school or class without properly being excused by school personnel.

### 8. TOBACCO

Students, while under school supervision or at any activity supervised by the school, shall not use, transmit, or possess tobacco in ANY form ANYWHERE on or about school property or on school buses. E-cigarettes and vaporizers will be considered as a Tobacco Product, and will be treated as such under the Student Code of Conduct.

In the event a student is found to be in possession of a tobacco product, the following disciplinary action will take place:

- Student will receive one day out-of-school discipline
- Student will receive one day in-school discipline
- Students will be required to enroll in a prevention program within 10 days of the incident All expenses for the prevention program will be the responsibility of the parent/guardian of the student.

\*If a student fails to complete a prevention program within 30 days, the student will be required to complete 10 sessions of mental health counseling through school based counseling service, New Horizons.

## 9. ALCOHOL USE BY STUDENT / STUDENT DRUG ABUSE

The following are procedures for students found to be in violation of board policy related to alcohol use by student / student drug abuse. Early detection and intervention with students who may be harmfully involved with illegal drugs or alcohol is encouraged as follows:

- 1) When a student displays inappropriate behavior, a report of this behavior will be brought to the attention of the principal.
- 2) When a principal gathers sufficient data to indicate the student has established a pattern of inappropriate behavior, there will be a conference involving the student, parent or guardian, and principal. The purpose of this conference is to establish a plan leading to more constructive behavior.
- 3) If in the opinion of the principal, a primary cause of the student's inappropriate behavior may be related to drug or alcohol use, parents will be advised to seek drug/alcohol assessment.
- 4) For students who demonstrated evidence of use, the student and parent would be referred to community agencies and/or professionals approved by the Amanda-Clearcreek administration. Agencies or professionals must be licensed by the state to provide drug/alcohol assessments and/or treatment.

The following procedures and penalties shall be in effect for students who are determined, through a school investigation, to be abusing/using or being in possession of illegal drugs, alcohol in the school building, on or at school- sponsored functions and activities:

1. Sale or distribution of illegal drugs or alcohol.
  - a. The principal will contact the parents or guardians of the student who is selling or distributing illegal drugs or alcohol.
  - b. The principal will notify the Fairfield County Sheriff's Department. All evidence and pertinent information will be submitted to the proper authorities.
  - c. The principal will suspend the student for up to 10 days and recommend to the Superintendent that the student be expelled.
2. Abuse, use, possession of illegal drugs/alcohol and or possession of Drug Paraphernalia
 

First Offense:

  - a. Charges may be filed with the Fairfield County Sheriff's Department and/or the appropriate court against the student for use and/or possession.
  - b. The student will be suspended for up to 10 days in accordance with due process procedures.
  - c. Students will be required to undergo a professional assessment to receive a reduction in the length of Out-of- School Discipline and/or elimination of criminal charges. The assessment expense, if any, would be the responsibility of the student and his/her parents or guardians. The assessment would be conducted by an agency or professional approved by the Amanda-Clearcreek administration. Agencies or professionals must be licensed by the state to provide drug/alcohol assessments and treatment.
3. For repeated offenses of abuse, use or possession of illegal drugs or alcohol or possession of drug paraphernalia:
  - a. The principal will suspend the student for up to 10 days.

- b. The principal will recommend to the Superintendent that the student is expelled.
  - c. The principal will file charges with the Fairfield County Sheriff's Department and the appropriate court against the student for use and/or possession.
4. Repeated offenses of the sale or distribution of illegal drugs or alcohol; abuse, use or possession of illegal drugs or alcohol; and/or the possession of drug paraphernalia shall be reviewed in the context of the student's age, maturity, and history of appropriate behavior since the first offense.

10) WEAPONS

A student shall not possess, handle, display, or transmit any object that can be reasonably considered a weapon on school grounds, or at any school activity off school grounds, or on school buses, which are considered part of the SCHOOL SAFETY ZONE. For the purpose of this guideline, a weapon is defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" including, but not limited to, loaded or unloaded firearms, pellet guns, B-B guns, inoperable replicas of firearms, knives (regardless of blade size), stun guns, laser pens, ammunition or any other items dealing with weapons, other look-a-like weapons, and chemical agents such as tear gas or pepper gas.

11) UNAUTHORIZED PUBLICATIONS

Publications prepared by members of the student body for distribution to other students or faculty shall be under the supervision of one or more faculty members. Unauthorized publications are subject to disciplinary actions.

12) INSUBORDINATION

A student shall not disregard or disobey reasonable directions or commands given by school personnel. Students shall not act in a disrespectful manner toward school personnel. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

13) CHEMICAL SPRAYS/ INHALANTS

Any chemical spray or inhalants that could cause breathing problems or allergic reactions are not permitted on school premises.

14) CHRONIC MISCONDUCT

Any student who habitually displays improper behavior or habitually violates established school/class rules falls into this category.

15) HARASSMENT/BULLYING

HARASSMENT

O.R.C. 3313.666 defines "harassment, intimidation, or bullying" as "any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student.
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Harassment of school officials away from school property, at any time, is strictly prohibited. The Amanda-Clearcreek Local School District prohibits such behavior on school property or at school events.

SEXUAL HARASSMENT

Any form of sexual harassment of students or staff members is strictly prohibited. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct,

or other verbal or physical conduct, or communication of a sexual nature. Sexual harassment may include but is not limited:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate or unwelcome touching, patting or pinching, lewd pictures, or sexual jokes
- Intentional brushing against a student's body or employee's body
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment

Individuals who sexually harass either a student or staff member may be subject to civil or criminal litigation or both as well as discipline by the school district, including possible Out-of-School Discipline, expulsion, leave with or without pay, or termination. Incidents of sexual harassment will be documented. Students must report such incidents to teachers or principals as soon as possible. Any phone images of minors that are sexually suggestive/revealing will result in the administration reporting the crime to the proper police authorities.

### CYBERBULLYING

Cyberbullying is using the Internet or other mobile devices to send or post harmful or cruel text or images to bully others. Cyberbullying can occur on school premises or can take place off of school premises. Cyberbullying will be dealt with according to the situation and circumstances in which it may occur.

1. On campus – If cyberbullying is found to originate on the school campus, the situation will be investigated and treated according to the student code of conduct.
2. Off campus – If cyberbullying is reported to be occurring off school campus, the following guidelines will be followed:
  - a. Parents of the victim and of the cyberbullies will be notified with the information that has been discovered or presented.
  - b. If the cyberbullying involves threats or other inappropriate behavior, the parents will be encouraged to notify the authorities.
  - c. If the threat/cyber content indicates any action relating to the school grounds or includes material disruptive to the school's functions, the content will be treated according to the student code of conduct.
  - d. Police will be notified if there is a threat of violence, extortion, or obscene messages, stalking, hate crimes, or child pornography.
  - e. If the statement made on the Internet site is libelous toward a student or staff member or otherwise disruptive to the school's function, the matter will be reported to the proper police authorities.

### SEXTING

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs – whether by electronic data transfer or otherwise – (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person(s) taking, disseminating, transferring, or sharing such obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this Code of Conduct and will be reported to the law enforcement and/or other appropriate state or federal agencies which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.

### DETENTION/ IN-SCHOOL DISCIPLINE

Amanda-Clearcreek Middle/High School will have different types of detention:

Lunch Detention: A lunch detention will be held during a student's lunch period. If given a lunch detention, the student should either bring his/her lunch or obtain it from the cafeteria and report to the assigned room or lunch table.

Wednesday Night School: Wednesday Night School will be held each Wednesday from 2:00 - 4:00 PM.

In-School Discipline: The school administration reserves the right to assign in-school discipline as a form of discipline. During an in-school discipline, the student is to be supervised by the monitor and to work on assigned work. This discipline does not count as a student absence, and the student does not have a right to an appeal process. Chronic misbehavior during in-school discipline shall result in out-of-school discipline. Poor classroom work is not an area for detention assignment; however, failure to bring class materials, dress for P.E., or participate in classroom activities may be reasons for detention assignment. If a student is doing poorly in class and little effort to improve is shown by the student, teachers may request students to an after-school detention and should request a conference with the student's parents. These conferences are recommended for improved classroom discipline and academic performance.

### OUT-OF-SCHOOL DISCIPLINE AND EXPULSION

AUTHORITY: SECTION 3313.66 OF THE OHIO REVISED CODE

Definitions:

Out-of-School Discipline - the removal from school for a period of one (1) to ten (10) days. The principal or superintendent, in accordance with section 3313.66, can give an Out-of-School Discipline.

Expulsion - the removal from school for a period longer than ten (10) days. (In some cases it can be for one calendar year.)

Emergency Removal - the removal of a student from participation in school or in any school sponsored activities when such student's presence poses a continuing danger to persons or property of the education process in a curricular or extra-curricular activity not to exceed twenty-four (24) hours.

The superintendent can give expulsion in accordance to Section 3313.66 of the Ohio Revised Code:

Out-of-School Discipline and expulsion are to be administered for serious offenses. Serious offenses include, **BUT ARE NOT LIMITED TO:**

1. Using, trafficking, possessing, or under the influence of illegal drugs other than medicinal reasons
2. Using, possessing, or under the influence of alcoholic beverages
3. Stealing, damaging, defacing, or dismantling school property
4. Disruption of the educational process
5. Assault on a school employee, another student, or non-student
6. Harassing or threatening another student
7. Acts of disrespect or insubordination
8. Profanity
9. Use, possession and/or transmission of alcohol, drugs, or tobacco
10. Leaving the school grounds without the written permission of the principal
11. Cutting classes or study halls
12. Unauthorized entry to any part of the school or being out of assigned area
13. Fighting
14. Truancy
15. Possession and/or use of weapons or fireworks
16. Vandalism
17. Fraudulent signature or attempt to deceive a staff member or administrator
18. Violation of the conditions of out-of-school discipline
19. Setting a fire

20. Theft
21. Abuse of the Acceptable Use Policy
22. Chronic Misconduct

Out-of-school discipline or expulsion will occur only after due process supported by evidence and not simply as a result of hearsay or supposition.

#### OUT-OF -SCHOOL DISCIPLINE PROCEDURES AND DUE PROCESS

- A) When an infraction of school rule is reported, for which a student could be suspended, the stated due process will be followed.
1. The student will be presented with a NOTICE OF INTENDED OUT-OF-SCHOOL DISCIPLINE. The notice will include name of student, date, and reasons for intended out-of-school discipline.
  2. The student will be granted an informal hearing. The hearing will include the following:
    - a. Student will be notified as to what he/she is accused of, and the basis for such accusation.
    - b. The student will be permitted to explain his/her version of what took place.
    - c. If there are discrepancies in the two (2) views of the incident, at the discretion of the disciplinarian, an investigation will follow.
  3. The student will be presented with a copy of NOTICE TO PARENT, GUARDIAN, AND/OR CUSTODIAN OF-OUT-OF-SCHOOL DISCIPLINE OF STUDENT.
  4. An attempt is made to notify the parent/guardian(s) by telephone if an out-of-school discipline is issued.
  5. A copy of the notice will also be sent to the parent, guardian, or custodian of the student, and a copy will be filed with the clerk of the Board of Education. This notice shall include name and address of parent, guardian, or custodian, name of student, period of out-of-school discipline, reason for out-of-school discipline, and notice of right to appeal.
  6. The hearing may occur immediately following the violation.
  7. If a student's presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process taking place whether within a classroom or elsewhere on school premises, a student may be out-of- school disciplined without the notice and hearing requirements of this policy.
  8. The parents, guardians, or custodians, and the clerk of the Board of Education will be notified within twenty-four (24) hours of the hearing whether the out-of-school discipline will be put into effect. The notice will state the reason for out-of-school discipline, the dates of the out-of-school discipline, the date of return to school, and the conditions of the out-of-school discipline.
  9. Students who are issued an out-of-school discipline are responsible to make up missed work. Students will have one day for every day missed to turn in completed work.
  10. Students serving an out-of-school discipline are not to be on or in school property or in attendance at a school activity - home or away - during the period of the out-of-school discipline.
  11. An appeal to an out-of-school discipline can be made to the superintendent. The appeal must be within ten (10) days after the notification of the out-of-school discipline.

#### EXPULSION PROCEDURES AND THE RIGHT TO APPEAL

Expulsion is a severe consequence. Removal of a student by expulsion requires a more formal procedure of due process:

- A) Only the superintendent may expel a student from school
- B) No student shall be expelled unless prior to an expulsion hearing the superintendent
  - 1) Gives the student and his parent, guardian, or representative written notice of the intent to expel the student
  - 2) The notice will include the following
    - a) The reason(s) for the intended expulsion

- b) Notification of the opportunity of the student or his/her parents, guardian, custodian, or representatives to appear before the superintendent or his assignee
- c) The purpose of the appearance before the superintendent will be
  - i) To discuss the reasons for the expulsion
  - ii) To explain the student's actions
  - iii) Determine if eligible for alternative education

NOTE: The above procedure is based on prosecuting attorney's opinions August 15, 1975; Goss vs. Lopez (43LW4175; 1975) sub. H.B. 421.

#### FEDERAL LUNCH PROGRAM (C.F.R. 245.5)

The Board of Education will annually adopt a policy regarding free and reduced price lunches for needy students in accordance with standards established by the Ohio Department of Education. Students or parents desiring further information about this program should contact the cafeteria supervisor.

#### CAFETERIA PROCEDURES

The aim of the cafeteria is to serve lunches of high nutritive value at a minimum cost. In order to keep the cost low, it is necessary to have a single menu. In order to obtain the best and quickest service in the cafeteria, students should observe the following regulations:

1. Students should enter the cafeteria in an orderly manner. "Ditching" in line is not permitted.
2. After receiving food, students may return to one of the empty tables where they will eat their lunch. After eating, trays are to be returned to the area at the northwest corner.
3. Food is not to be thrown, and any food spilled by accident should either be picked up or reported to the cafeteria workers who can arrange for it to be cleaned from the floor.
4. Students' help in keeping the cafeteria clean is appreciated. In many cases, the cafeteria will be used after lunch, and it should be as clean as students found it.
5. All food purchased in the cafeteria should be eaten in the cafeteria. Students may not take trays into classrooms to eat their lunches.
6. Students who leave during lunch without an approved pass from the principal will receive appropriate disciplinary action.
7. Students are to remain seated after taking their trays/trash up.
8. In order for a student to leave the cafeteria they must have the supervisors' permission.

The schools operate on closed lunch periods, which means that no student will be permitted to leave the school grounds without permission from the principal or until dismissed at the end of the school day. Students may purchase a Type A lunch, which consists of grain, protein, vegetable, fruit, and milk. In addition to the Type A Lunch Program, there will be an a-la-carte program, which complies with Smart Snack Guidelines. Students may purchase a Type A lunch and/or a-la-carte items. Breakfast price is \$1.00, and the lunch price is \$3.00 grades 6-12. A-la-carte items range from \$.50 to \$3.50. Extra servings of a Type A Lunch may be purchased when available. A-la-carte items cannot be purchased if a student has outstanding lunch charges. All lunch charges must be paid upon graduation. See Lunch Charge Policy on district website for more information.

\*Cafeteria Supervisor will update when prices are set for next school year\*

#### PROHIBIT FOOD/DRINK IN CERTAIN AREAS OF BUILDING

Students will not be permitted to be in classrooms with food/drink with the exception bottled water and class parties, which will be approved by the building administrator. Additional exceptions will be made for breakfast and lunch in the classrooms.



## ACCEPTABLE COMPUTER USE FOR STUDENTS

### Amanda-Clearcreek Local Schools Computer Network and Internet Acceptable Use Policy and Agreement

The Amanda-Clearcreek Local School District realizes that technology can greatly enhance the instructional program as well as the efficiency of the district. The board recognizes that careful planning is essential to ensure the successful, equitable, and cost-effective implementation of technology-based materials, equipment, systems, and networks. In order for the school district to be able to continue to make its computer network and internet access available, all students must take responsibility for appropriate and lawful use of this access. While the district's teachers and other staff will make reasonable efforts to supervise student use of the technology, they must have student cooperation in exercising and promoting responsible use of this access. The Amanda-Clearcreek Local Schools, in coordination with the Metropolitan Educational Council, utilizes filtering technology that meets the requirements of the Children's Internet Protection Act of 2000, which prohibits Internet access to obscene and pornographic content. The district will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber-bullying awareness and response. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if less than 18, does not return the policy and agreement as directed with the signatures of the students and his/her parents or guardians. Listed below are the provisions of your agreement regarding computer network and internet use. If any user violates this policy and agreement, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

### PERSONAL RESPONSIBILITY

By signing this policy and agreement, students agree not only to follow the rules in this policy and agreement, but also students agree to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his or her property. Consistent with board policy and procedures on student rights and responsibilities and to provide for system integrity and responsible utilization, the Amanda-Clearcreek School District provides access to its technology for educational purposes only. Students and parents/guardians need to understand and agree to the following:

1. A student must use appropriate language. No swearing, vulgarities, suggestive, obscene belligerent, or threatening language.
2. A student will not use network resources to obtain, view, download, or otherwise gain access to materials that are unlawful, obscene, pornographic, abusive, or otherwise questionable. The Amanda-Clearcreek Local Schools, in coordination with the Metropolitan Educational Council, utilizes filtering technology that meets the requirements of the Children's Internet Protection Act of 2000, which prohibits Internet access to obscene and pornographic content. The district will provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber-bullying awareness and response.
3. Disrupting operation of the network through abuse of the hardware or software.
4. Users shall not view, download or transmit material that could be construed as harassment or disparagement of others based on race, national origin, ancestry, citizenship, religion, disability, sexual orientation, age, or political belief.
5. Violating copyright laws, illegal installation of copyrighted software, and/or unauthorized copying or use of licensed software.
6. Users shall use this system under their own name and password. Misrepresenting other users on the network, intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users is prohibited.
7. Students may not sell or buy anything over the internet. Use of the network for commercial use, advertisement or political lobbying is prohibited.

8. Students will not post personal contact information about themselves or other people without the permission of his/her parent/guardian and teacher. Personal contact information includes but is not limited to photos, address, telephone number, and location/destination.
9. Students will not knowingly or recklessly post false or defamatory information about a person or organization.
10. Students may not use an audio recording device, video camera, or camera (or any device with one of these, such as cell phone, laptop, tablet, etc.) to record or take photos during school or school-related activities unless they have permission from both a staff member and those whom they are recording and/or photographing.
11. Students may use student-owned mobile devices in class ONLY with the teacher's expressed permission. Students using personal devices must complete and comply with the district's Use of Personal Electronic Device Agreement.
12. Students will not attach non-ACLSD computer equipment or peripherals to the ACLSD network or its infrastructure. This includes data storage devices such as USB drives and flash drives. Only school-approved flash drives are permitted.
13. Students using personal mobile and/or cellular devices while at school or during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

Privacy Network and internet access is provided as a tool for students' education. The Amanda-Clearcreek Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district, and no user shall have any expectation of privacy regarding such materials.

#### FAILURE TO FOLLOW POLICY AND BREACH OF AGREEMENT

The user's use of the computer network and internet is a privilege - not a right. A user who violates this policy and breaches his/her agreement, shall at a minimum, have his or her access to the computer network and internet terminated, which the school district may refuse to reinstate for the remainder of the student's tenure in the school district. A user breaches his or her agreement not only by affirmatively violating the above policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy and agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action.

#### WARRANTIES/INDEMNIFICATION

The school district makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer network and the internet provided under this policy and agreement. 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 parent(s) or guardian(s) arising out of the user's use of its computer networks or the internet under this policy and agreement. By signing this policy and agreement, users are taking full responsibility for his or her use, and the user who is 18 or older, in the case of the user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the data acquisition site 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 loss, costs, claims, or damages resulting from the user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

#### DRESS CODE

A dress code has been established by the School Board to define what is appropriate attire and inappropriate attire for school. Guidelines recognizing community standards have been established to

provide for safety, respect for others, and the maintenance of a suitable environment for teaching and learning.

The school recognizes the rights of students to express themselves. The right of expression comes with the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, badges, buttons, or other insignias. All items must meet school guidelines.

- A. Clothing may not be displayed, worn, or distributed if it
1. is obscene to minors, libelous, indecent, or vulgar
  2. advertises any product or service not permitted to minors by law
  3. intends to be insulting or harassing
  4. intends to incite fighting or present a likelihood of disrupting school or a school event

#### HAIR

Hair should be clean and worn in such a way as not to disrupt the educational process. Disciplinary action may result at the discretion of the administration.

#### JEWELRY/PIERCING

Students shall wear jewelry that is deemed appropriate and safe for schools. Students shall not be permitted to wear studded collars or bracelets, dog collars, or wallet chains.

#### CLOTHING

Pants will be worn about the waist so that the pant material does not drag the ground. Pants cannot have holes above the middle of the thigh, unless tights or leggings are worn with the pants. No undergarments or skin will be visible due to the “sagging” or poor fit of the pants.

Blouses shall have sleeves. Shirts should not be excessively low cut in front or under the arms, nor should not be excessively tight fitting or see-through. Spaghetti-strap tops, muscle shirts, and tank tops worn alone are prohibited. There is to be showing of a bare midriff. All dresses/skirts/shorts should be properly fitted and be at least mid-thigh length.

#### EXAMPLES OF INAPPROPRIATE CLOTHING

- No clothing with inappropriate designs, suggestive or improper wording, and/or suggestive or inappropriate graphic images and artwork.
- Confederate flags or other racially derogatory images or slogans are not to be worn or displayed at school in accordance with legal precedent. Gang paraphernalia shall not be worn at school or any school function.
- Articles of clothing advertising/promoting drugs, tobacco, or alcohol products are prohibited at school and all school functions
- Lewd or sexually suggestive slogans on clothing are prohibited at school and all school functions.
- Hats, caps, hoods, and bandanas are not to be worn at school during the school day. These items MAY be worn at dances and extra-curricular activities. Certain headwear may be deemed appropriate and worn on special spirit days. No gang paraphernalia shall be permitted to be worn at any school function.

#### SHOES

Students are expected to wear shoes at all times at school. Students shall wear safe, appropriate footwear for the educational environment.

Daily, teachers will determine whether students are adhering to the dress code. If a teacher feels that a student is not dressed according to the code, the student will be sent to the office for disciplinary action. Students will immediately address all violations or will be assigned to in-school discipline.

The authority for the decision concerning the appropriate dress and appearance of faculty and students shall be under jurisdiction of the superintendent and principals. The decision of these administrators shall receive the full support of the A-C Board of Education.

#### APPROPRIATE DRESS FOR EXTRA-CURRICULAR EVENTS

Extra-curricular events are an extension of the school day. Students should still be properly clothed. Students MAY wear hats at games and are encouraged to wear attire that shows their school spirit.

#### PUBLIC DISPLAY OF AFFECTION

Student Relationship: Hugging, kissing, etc. have no place in the normal school environment. Students should refrain from such behavior on school grounds before, during, and immediately after school. Violators will be referred to the office and will receive consequences appropriate to the specific offense.

#### ALCOHOL USE BY STUDENT/STUDENT DRUG ABUSE & EXTRA-CURRICULAR ACTIVITIES STANDARDS OF CONDUCT

Students participating in extra-curricular activities are expected to obey all pertinent laws. Participation in extra-curricular activities is a privilege - not a right. The school may exclude students from participating when they become involved in behaviors that may jeopardize their safety. If students are caught or determined through a school investigation of using, abusing, or being in possession of alcohol, illegal drugs, or drug paraphernalia, the following procedures and penalties shall apply in relationship to extra-curricular activities. These offenses will be cumulative throughout the duration of the student's high school career.

##### FIRST OFFENSE

1. The students will be immediately excluded from participating in all extra-curricular activities for a period of 5 days, including the next scheduled activity (game, competition, performance, etc.) to be coordinated by advisors, coaches, and administration.
2. The student would be required to attend 6 weeks of counseling services, and in that time, would be required to begin drug testing on the following Monday and continue to do so every other Monday for a six-week time period. Counseling sessions must be completed outside the normal school day. All costs for the assessment and treatment will be the responsibility of the student and his or her parents/guardians.

##### SECOND OFFENSE

1. The student will be immediately excluded from all extra-curricular activities.
2. To be reinstated, the students will have to complete an approved medical drug and alcohol program approved by the Amanda-Clearcreek Administration, including a negative drug screening at an approved medical facility.
3. All costs for the assessment and treatment will be the responsibility of the student and his or her parents/guardians.

##### THIRD OFFENSE

1. Any student found to be guilty of a third offense will be immediately excluded from all extra-curricular activities for the duration of their high school career.

Records of student violations will be secured in the superintendent's office. Students with not more than two (2) offenses will be absolved and will begin grades 7 and 9 respectively with 0 violations credited to their record.

### PARKING LOT PROCEDURES

Students are not permitted in the student parking lot at any time during regular school hours without permission from the principal. Students parking in the student lot must park in areas reserved for students and may not park in restricted areas where teachers and visitors park. All students parking in the A.C.H.S. parking lot must have an assigned parking space and a parking permit (cost \$5/year). Cars not displaying a parking permit will be given a warning. For a second violation, the student will lose driving privileges determined by the administration. The parking lot is the property of the school. Students who do not cooperatively observe the rules set forth herein may have their parking/driving privileges revoked. The student parking lot is reserved for high school student parking only. No student drop-off or pick-up is permitted.

SKATEBOARDS, SCOOTERS, OR ROLLER SKATES ARE NOT PERMITTED ON SCHOOL PROPERTY.

### LIBRARY MEDIA CENTER

#### **Amanda Clearcreek Middle School and High School Library Media Center Rules and Regulations**

The Library Media Center (LMC) will be open from 7:45 AM - 2:00 PM

LMC will be closed ½ hour for library aide lunch.

Library Media Center:

- All students will first report to the circulation desk upon arrival to sign in. All students are required to sign out before leaving the LMC.
- A quiet atmosphere is to be maintained at all times. Enter LMC quietly and in a respectful manner and use a quiet voice so as not to disturb other media center patrons.

Checkouts/Overdue items/Lost /Damaged Books:

- Checkouts are for four weeks and are limited to two books per student.
- Each student is responsible for any materials checked out in their name.
- Overdue notices will be printed and distributed to students at school before each nine weeks ends.
- Students who have an overdue book may not check out a new book until the overdue book has been returned in good condition or the cost of a lost book has been paid.
- Debts remaining at the end of the school year will be turned into the office.

## **IV. STUDENT ACADEMIC INFORMATION**

### REGISTRATION

1. All students above the eighth grade shall register for no fewer than six academic credits each year and have no more than one study hall unless they are taking three or more honors level classes, in which case they can have two study halls. Adults (18-22), who have not been currently attending school while residing in the school district, will be considered for acceptance only at the beginning of a semester.
2. Only schedule changes that are absolutely necessary should be made. The high school principal must be consulted for any change, along with the guidance counselor.
3. If a course is dropped after the interim of the first grading period, it will be recorded as a Withdraw Failing grade for the year. Exceptions can be made after a conference with the student, the parent, the counselor, and the principal.
4. 22 credits are required for graduation.

A student must maintain a minimum of a D average for the second semester and for the year in all courses taken. In year-long courses, **FOUR** points are needed to pass for the year; **TWO** must be earned in the second semester. Mid-term and final exams shall count toward quality points but not GPA calculation.

**AMANDA-CLEARCREEK HIGH SCHOOL**  
**GRADUATION REQUIREMENTS**

The students of the Class of 2021 and beyond must earn at least 22 credits and meet the specific guidelines below:

**ACHS**

**CAREER/TECHNICAL**

English	4	English	4
Math	4	Math	4
Science	3	Science	3
Social Studies	3	Soc. Studies	3
Social Studies I	(1)	Social Studies I	(1)
Social Studies II	(1)	Social Studies II	(1)
Government	0.5	Social Studies 3 (H)	(.50)
Financial Lit.	0.5	Social Studies 4 (G)	(.50)
P.E.	.50	P.E.	.50
Health	.50	Health	.50
Fine Art	1.0	Financial Literacy	
Electives			
Total Credits	22	Total	22

**2023 GRADUATES AND BEYOND**

Students must accomplish the following three requirements:

1. Complete required 22 credits - Same requirements for 2021 and 2022.
2. Show Competency
  - a. Students must earn a passing score on Algebra I and English II End-of-Course Exams
  - b. Demonstrate two career-focused activities
    - i. Foundational
      1. Proficient scores on WebXams
      2. Earn 12 point Industry Credential
      3. Complete a pre-apprenticeship program
    - ii. Supporting
3. Show Readiness
  - a. Earn two of the following diploma seals:
    - i. Ohio-designed - more information on Ohio-designed seals can be found on Ohio Department of Education website
      1. OhioMeansJobs Readiness Seal
      2. Industry-Recognized Credential Seal
      3. College-Ready Seal
      4. Military Enlistment Seal
      5. Citizenship Seal
      6. Science Seal
      7. Honors Diploma Seal
      8. Seal of Biliteracy
      9. Technology Seal

- ii. Local-designed \*More information below
4. Complete minimum hours in a work-based learning program
  5. Earn required WorkKeys score to earn OhioMeansJobs Readiness Seal OR
    - a. Enlist in the Military OR
    - b. Earn credit for one college-level math and/or college-level English course

Community Service Seal  
 Fine and Performing Arts Seal  
 Student Engagement Seal

COMMUNITY SERVICE SEAL

Students must complete the following requirements to achieve the Community Service Seal:

1. Students must complete a total of 40 volunteer hours while enrolled in grades 9-12.
2. Students must choose to volunteer at a non-profit organization(s) (such as those listed on the Fairfield County United Way website) *or* have approval from their administrator/counselor prior to starting their hours.
3. Students will document their hours and have the hours verified by the volunteer coordinator/supervisor (no relatives can verify these activities).

FINE AND PERFORMING ARTS SEAL

Students must complete the following requirements to achieve the Fine and Performing Arts Seal:

1. Earn 1 credit of fine arts required for graduation.
2. Additionally, earn one of the following:
  - a. Participate in a public performance/presentation/exhibition.
  - b. Earn a 2 or higher on any Fine Arts AP exam.
  - c. Earn a second (full) credit in the area of Fine and Performing Arts.
  - d. Forty hours of documented time on Fine and Performing Arts activities outside of class time.

STUDENT ENGAGEMENT SEAL

Students must complete the following requirements to achieve the Student Engagement Seal:

Students must participate in and complete an activity that has a connection to the school district they are attending.

- a) Activities may include but are not limited to
  - i. Extra-curricular athletics
  - ii. Extra-curricular activities/clubs
  - iii. Mentoring/Tutoring in the school district
  - iv. Volunteering as a classroom, office, custodial, cafeteria, or other helper (during non-academic time)
  - v. Participating in Co-Curricular activities (such as clubs with weekly/monthly meetings).
- b) Activities will be categorized by hours involved.
  - i. Major activities will equal 40 hours or more (such as a team sport with a regular practice).
  - ii. Minor activities will equal less than 40 hours.
  - iii. Activity designations will be up to individual district determinations
  - iv. Students must earn 2 Majors or 4 Minors or 1 Major and 2 Minors.

### COLLEGE CREDIT PLUS ENROLLMENT OPTIONS PROGRAM

This program offers students, 9th through 12th grades, the chance to attend college classes for both high school and college credit while still in high school. There are counseling sessions held every year for prospective students who are interested in participating in the program the following year. Grades in the college course will affect a student's high school GPA and class standing. A semester college course of 3 or more credits counts as a one-year high school class. A letter of intent to participate in the CCP Program is due to the high school principal or high school counselor by April 1 of each school year.

Students who register for more than 30 credit hours per school year will be responsible to pay for the entire course that placed him/her over the 30-hour limit per school year. The higher regular tuition rate will be charged to the student. If the student is over the 30 hours, the school must inform the student of the option to drop the course before the census date or continue with the course as a "self-pay" student at the regular tuition rate. [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp)

### POLICY ON CAREER ADVISING

Ohio law requires all districts to adopt a local policy on career advising beginning the 2015-2016 school year. Please refer to the guidance document online at [www.amanda.k12.oh.us](http://www.amanda.k12.oh.us) to review the model that has been adopted by the Amanda-Clearcreek Board of Education to guide the development of the Career Development program. Ohio students must have access to a comprehensive menu of resources and support to prepare for their future success. Through relevant classroom instruction, career-related experiences, and consistent counseling and advising, students can discover their interests and explore academic and career pathway options.

### VALEDICTORIAN, SALUTATORIAN, AND RANK OF SENIORS

The selection of the Valedictorian and Salutatorian will be determined at the conclusion of the third-nine-weeks grading period of the 12 grade. For the classes of 2021, any student achieving a 4.0 GPA or higher at the conclusion of the third nine-week grading period of the 12<sup>th</sup> grade will be designated a Valedictorian. For class of 2022 and beyond, the student with the highest GPA after the third-nine-weeks grading period of the 12<sup>th</sup> grade will be designated a Valedictorian. For the classes of 2021, the Salutatorian will be designated to the student with the highest GPA below a 4.0. For the class of 2022 and beyond, the student with the second highest GPA will be designated the Salutatorian. A senior student's class position will also be determined at the conclusion of the third nine weeks of the 12<sup>th</sup> grade. For a senior to be eligible for Valedictorian or Salutatorian, they must have attended Amanda-Clearcreek High School for 6 semesters.

### CUM LAUDE STANDING

Students will be recognized for earning Cum Laude status. Cum Laude status will be determined after the third grading period of the students 12th grade year. The criteria for Cum Laude status is outlined below:

Cum Laude: Any student who achieves a cumulative GPA of 3.5 to 3.74.

Magna Cum Laude: Any student who achieves a cumulative GPA of 3.75 to 3.99.

Summa Cum Laude: Any student who achieves a cumulative GPA of 4.0 or higher.



Grading Scale

Letter Grade	Quality Points	Mid-Range Percent	GPA Scale	Percent Scale
A	4.00	98%	3.76 – 4.00	95 – 100%
A-	3.67	93%	3.51 – 3.75	92 – 94%
B+	3.33	90%	3.26 – 3.50	89 – 91%
B	3.00	87%	2.76 – 3.25	86 – 88%
B-	2.67	84%	2.51 – 2.75	83 – 85%
C+	2.33	81%	2.26 – 2.50	80 – 82%
C	2.00	76%	1.76 – 2.25	73 – 79%
C-	1.67	71%	1.51 – 1.75	70 – 72%
D+	1.33	68%	1.26 – 1.50	67 – 69%
D	1.00	65%	.76 – 1.25	63 – 66%
D-	0.67	61%	.51 - .75	60 - 62%
F	0.00	0%	00	0 – 59%

WEIGHTED GRADE POLICY

Grades earned in the following courses will be weighted:

Advanced Placement Courses

Credit Plus Courses

The classes above are considered Honors Courses. For transfer students, only courses with equivalent curriculum of these five courses will be given a 5-point weight. For Honors Courses, a 5-Point Grading Scale will be used. The 5-Point Scale is as follows:

A	(5.00)	B	(3.71)	C	(2.42)	D	(1.13)
A-	(4.75)	B-	(3.28)	C-	(1.99)	D-	(0.70)
B+	(4.14)	C+	(2.85)	D+	(1.56)	F	(0.00)

The following Advanced Courses will be weighted on a 4.25 scale:

Advanced Algebra I  
 Advanced Geometry  
 Advanced Algebra II  
 Advanced Math  
 Honors Math (Block)  
 Advanced ELA I  
 Advanced ELA II  
 Advanced ELA III  
 Advanced ELA IV

Advanced Physical Science  
Advanced Biology  
Advanced Chemistry  
Advanced World History  
Advanced American History  
Human Anatomy  
Psychology  
Sociology

The following 4.25-Point Scale will be used will be used:

A (4.25)	B (3.19)	C (2.13)	D (1.06)
A - (3.90)	B- (2.84)	C- (1.77)	D- (0.70)
B+ (3.54)	C+ (2.48)	D+ (1.41)	F (0.00)

#### AMANDA-CLEARCREEK MIDDLE SCHOOL / HIGH SCHOOL HONOR ROLL POLICY

Students in grades 6-12 shall be recognized for academic achievement if they meet the following criteria:

Highest Honor Roll - 4.0 or above

High Honor Roll - 3.50 - 3.99

Honor Roll - 3.00 - 3.49

Any student whose grades average 3.00—3.49 during a nine-weeks period will be on the Honor Roll; however, students with incompletes, any grade below a C or I's are not eligible for Honor Roll. Students must be enrolled in a minimum of 3 courses at Amanda Clearcreek High School to be considered for the Honor Roll.

Middle school year-long awards will be determined by the average of the 1-, 2-, & 3- nine weeks grades as well as the 4- interim.

All subjects in which a letter grade is given shall be included in the grade average.

Adopted 5/8/72 Revised 7/22/85 Revised 1/13/86 Revised 1994 Revised 1995.

#### SUMMER SCHOOL

Any student who fails a core academic course - English Language Arts, math, science, and social studies - will be considered for summer school at the end of the 2021-2022 school year.

#### GRADE CARDS

Grade cards are issued four times yearly at regular intervals. Students will receive the grade cards following the end of the nine-week grading period. The times tardy and the days absent as shown on report are official attendance records. Interim reports will be issued via progress book at the halfway point of the nine-week period, and no hard copies will be provided.

### **V. EMERGENCY PROCEDURES AND GUIDELINES**

#### FIRE DRILL PROCEDURES

1. Teachers should instruct the students in homeroom and all their classes as to the proper procedure on how to leave the building when the fire alarm is sounded. Each teacher should work out a plan for students to leave the room rapidly and into the corridors to the assigned exit. This should be done with a minimum amount of talking and confusion.
2. Students should stay at least one hundred feet from the building until an administrator releases them to re-enter the building.
3. Never question a fire alarm. Leave the building as quickly as possible regardless of when the bell rings.

### TORNADO DRILL INSTRUCTIONS

Teachers are expected to review the tornado drill instructions with each one of their classes. Each classroom will have the proper evacuation procedures posted in the front of the room by the door.

### EMERGENCY PLAN

In the event of an emergency where it is deemed necessary to evacuate the building in order to provide for the safety of the student body and staff, the procedure outlined below will be followed:

1. Immediately notify the principal or superintendent.
2. If demonstrators are involved, talk to them and ask politely that they leave. If they refuse, tell them they are trespassing and law enforcement will be notified.
- 3) If necessary, administration will notify all students and staff to leave the building by the nearest exit.
- 4) A comprehensive SCHOOL SAFETY PLAN has been developed to provide the staff with helpful strategies to implement in the event of a threat to the safety of the students. Various situations and procedures are dealt with in the plan. The SCHOOL SAFETY PLAN is reviewed by the staff at the beginning of each year and at various times throughout the course of the school year.

## **VI. EXTRACURRICULAR ACTIVITIES INFORMATION**

### STUDENT ACTIVITIES

Students are encouraged to participate in any extra-curricular activities in which they are interested, such as music, athletics, drama, clubs, or dances.

1. The code of student conduct is in force for all activities unless superseded by a more specific code adopted for that particular activity.
2. The advisor, director, or coach of any activity is responsible for making sure that students are informed of any other rules or expectations in that activity and has the authority to deny further participation in the scheduled activities.
3. Students may appeal any such decisions to the principal.
4. A student must have a 2.00 GPA to be eligible for a class office.
5. Activity treasurers shall deposit the money and balance the books each month.

### AMANDA-CLEARCREEK H.S. CLUBS AND ACTIVITIES

FFA  
Academic Challenge  
Yearbook  
Science Club  
National Honor Society  
Student Council  
Art Club  
Drama Club

### ELIGIBILITY FOR ALL EXTRA-CURRICULAR ACTIVITIES

#### **Grades 7-12**

1. At minimum, a student must be passing 5 credits and have a 2.0 grade point average on a 4.0 point scale during the immediately previous grading period (quarter) in order to be eligible to participate in any extra-curricular student activity in addition to meeting all eligibility standards as established by the OHSAA.

2. A student enrolling in the seventh grade or ninth grade for the first time is eligible for the first grading period regardless of previous academic achievement.
3. Failure to comply with the grading period eligibility requirements results in extra-curricular ineligibility for the succeeding grading period. If a student is ineligible, that student may not participate in any extra-curricular activities, including practices, performances, games, extra-curricular field trips, etc., during the next grading period.

#### AMANDA-CLEARCREEK NATIONAL HONOR SOCIETY INDUCTION

To be considered for induction into the Amanda-Clearcreek National Honor Society, a student must be a junior or senior and have a grade point average of 3.5 or above. The advisor of the National Honor Society will notify all eligible students. Should a student want to be considered for induction, he/she will complete an activities sheet at that time. High school staff will then be given an opportunity to evaluate all eligible students, but a faculty council of five members will make the final decision. Additional information is available from the National Honor Society Advisor.

#### SCHOOL DANCES

There are a variety of dances held throughout the year. Middle school students are not permitted to attend high school dances, and high school students are not permitted to attend Middle school dances. Only Amanda-Clearcreek middle school students may attend dances held within the district. Students must sign-in when arriving and document the time. If a student plans to leave the dance before the scheduled end time, a legal parent/guardian must sign the student out. If the student leaves, he/she cannot get back into the dance. Non-Amanda-Clearcreek high school students may not attend school dances unless they are guests of A-C students and are registered in advance.

### **VII. OTHER POLICIES AND PROCEDURES**

#### MAINTENANCE OF SCHOOL FACILITIES

Our goal is to keep the building clean and looking brand new for many years to come. All food and drinks are to be kept and consumed in the cafeteria. With prior approval from the principal, teachers may have special snacks and/or food in their rooms. Fundraisers that sell food, drinks, or candy during the school day will also not be permitted. Cooperation in this matter is expected and appreciated. Failure to comply with these rules will be dealt with under the discretion of the principals.

#### WORK PERMITS

The State of Ohio requires working permits for students under the age of 18 who have a job. Students seeking work permits must inquire with the high school secretary or the district office secretary.

#### COMMUNITY WORK EXPERIENCE

Students who have an IEP may be eligible for a program that would allow them to attend school part time and work part time. This program is arranged through the Fairfield County Educational Service Center. Students may ask the special education supervisor if interested in the program.

#### EIGHTEEN-YEAR-OLD STUDENTS

Students who have reached the age of eighteen prior to graduation continue to be subject to all school rules. Eighteen- year-old students who fail to attend school for 10 consecutive days with no contact may be unenrolled.

#### MARRIAGE, PREGNANCY, AND PARENTHOOD

The right of a student to attend school because of marriage, pregnancy, and parenthood shall not be denied. It shall be the student's responsibility to decide on continuing education through regular attendance or through a homebound program.

- 1) Married and/or pregnant students may continue to participate in extra-curricular activities so long as the health and welfare of the parent or child is not endangered.
- 2) No special privileges or restrictions are placed on married students while in attendance. Secretaries should be informed of any necessary record changes.
- 3) The school office should be notified, for obvious health reasons, as soon as a student is positive she is pregnant. Consultation regarding appropriate prenatal care and a conference to assure the student the best educational opportunities are necessary. Participation in physical education becomes a concern and frequently requires a medical evaluation. A counselor is available for personal problems. We encourage pregnant, teen mothers and fathers-to-be to enroll in our parenting classes and to avail themselves of the services of the Fairfield County Health Department at 740- 652-2800.

#### FIELD TRIP POLICY FOR STUDENTS

In order for students to be eligible to go on field trips, they are subject to the following restrictions:

- If a student is failing a class when the field trip student roster is submitted to the principal for review, they may not be permitted to go on the field trip.
- Students who have missed more than 5 days of school for the semester may not be permitted to go on the field trip.
- Students are responsible for getting their assignments and having them made up upon return to school the next day they are in class after the field trip. If they miss a test, it is their responsibility to make arrangements with the teacher to make it up within 2 days or at the teacher's discretion.
- The principal reserves the authority to make exceptions to the established policy in the best interest of the school and the students.
- There shall be restricted times during the year when field trips shall not be approved.
- Students shall not exceed 50 hours of field trips throughout the school year.

\*Please see the fees section of the handbook for additional criteria.

#### SENIOR PRIVILEGES

There are some privileges that may be extended to seniors at Amanda-Clearcreek High School. Early release allows seniors to get out of school early to work. Naturally, each of these privileges depends on the cooperation, good behavior, and support of each senior if it is to be continued. SEE THE COUNSELOR AND/OR PRINCIPAL FOR SENIOR PRIVILEGE REQUIREMENTS.

- a. Early release (requires application and principal approval)
- b. Late arrival (requires application and principal approval)
- c. Preferred Parking
- d. Senior Trip(s)
- e. Senior Breakfast
- f. Senior Committee

#### LATE ARRIVAL AND EARLY DISMISSAL

Early dismissal is a privilege granted only by approval from the building principal. *All decisions regarding early dismissal are final and not subject to appeal;* however, should the student's family situation change during the year, he/she may bring a new request to the principal.

In general, a student's current GPA, attendance record, discipline record, and special family circumstances (child care, employment, etc.) will weigh in the principal's deliberations.

The following guidelines must be followed:

1. The applying student must fill out a normal request for a full 8-period schedule.
2. The applying student must be in good standing in all graduation requirements.
3. GPA checks will be completed at midterm and the end of each grading period to determine eligibility in early release/late arrival.

4. The applying student must be in good standing (no fewer than 17 credits completed for seniors) and must be passing all second-semester credits of their current year. All mandatory credits (English, Math, etc.) must be in good standing for grade level.
5. The applying student must have parental approval for the request (signatures will be verified) and must release the school from any and all liability regarding the potential impact on their timely graduation from high school.
6. Any student who does not maintain passing grades in all classes will lose his/her early dismissal status and will be enrolled in a full schedule.
7. Any student who violates the attendance or discipline policies of the school will lose his/her early dismissal status and will be enrolled in a full schedule. If a student receives more than 3 discipline referrals for the year or accumulates more than 5 unexcused absences, he/she will be removed from the early release/late arrival programs.
8. Students with early dismissal status must immediately leave the ACHS campus after their final scheduled class of the day. Late arrival students may arrive no sooner than 10 minutes prior to their first scheduled class.
9. Eighteen-year-old students may not sign out from school without a reason acceptable to the principal and parent contact.

#### LOCKER VISITS

Students are not permitted to stop at their lockers between class periods. During class time, students must complete the hall pass form to be at their locker. No bookbags are permitted to be left unattended in any hallway.

#### SEARCH AND SEIZURE

A) Being “persons” under the Constitution of the United States, students are protected from unreasonable search and seizure by either state, federal, or school officials. A determination must be made of the point at which the student’s right to protection against unreasonable search and seizure is in conflict with the school official’s duty to maintain a safe, orderly, and efficient school building and system.

B) Personal Property — 1) When it appears necessary to prevent imminent harm or danger either to the student himself or others, any student may be detained and their belongings or person searched and the item(s) removed. 2) When there is reasonable suspicion to believe that a dangerous, illegal, or stolen item is secreted in such a container as a purse, satchel, briefcase, etc., and where there is imminent danger or harm either to the student himself/herself or to others if the student retains possession of the item, search or seizure of the container in which the item is believed to be secreted shall not be construed as being unreasonable or in violation of the student’s rights under the fourth and fourteenth amendments of the United States Constitution. When a search is conducted, contact will be made with parents/guardians after the conclusion of the search.

#### VEHICLE SEARCHES ON SCHOOL PROPERTY

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education. A search may be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination. Any damage done in consequences during a search is not the responsibility of the school.

#### LOCKERS AND OTHER SCHOOL PROPERTY

Student lockers, desks, cabinets, and similar property are the property of the Amanda-Clearcreek Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their

contents are subject to search by school authorities at any time and without warning. At the beginning of each school year, lockers are inspected to ensure they shut and lock properly. If at any point, it has been found that a student has altered the ability for the locker to shut or lock, the student may be assessed a fee of \$10.00.

### POLICY FOR ACADEMIC INTEGRITY

The staff and administration of the Amanda-Clearcreek Middle and High School have adopted this policy to prevent and better address incidents of academic dishonesty. Academic integrity is important to the student's overall success as a student and as a person. It is the goal of the school to promote our academic program while maintaining high standards and ethics. There are no shortcuts to academic success! The expectations, guidelines, and consequences for academic integrity are generally defined in this policy.

### DEFINITIONS

Academic Integrity - A high standard of academic honesty. The work that is submitted for classes must demonstrate authentic voice, the thoughts, and responses of the author.

Plagiarism – The appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one's original work.

Cheating – Any method used to utilize the thoughts of others while claiming these thoughts or this work to be original and one's own.

Source: *The Random House College Dictionary*. Random House, New York: 1980.

### CONSEQUENCES FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

The teacher will report the violation, complete a discipline referral, and turn it into the principal. The principal will make a recommendation to the teacher regarding the appropriate punishment for the student in the class. Such a recommendation may include, but is not limited to

1. A zero for that assignment, and/or the opportunity to redo the assignment (first referral), assignment to in-school discipline.
2. Loss of consideration for any local Amanda-Clearcreek Scholarship(s) (second or more offenses).
3. The principal shall then have the opportunity to issue further consequences for the violation which may include the prohibition of any staff member from writing a letter of recommendation for the student with multiple offenses.

### PARENT COMPONENT OF ACADEMIC INTEGRITY

It is vitally important that parents are involved in the process of academic integrity and understand that the goal of this policy is to ensure that students are provided with the best education possible - free of the negative influence of cheating and dishonesty.

### CLASS DUES

Class dues are voted upon by each class (freshmen, sophomores, juniors, and seniors). These dues are used for Junior/Senior proms and graduation expenses. As Career Center students are invited to participate in all class events, they are also subject to these class dues. Currently, these dues are \$20.00. Seniors have an additional \$5.00 dues charge for their composite picture for a total of \$25.00.

### STANDARDIZED TESTING PROGRAM

The Guidance Department will conduct/facilitate several standardized tests each year for every student at different grade levels. These will include some tests for which there are fees. These tests are used for career planning information and for appropriate placement of students into remedial or advanced classes. The tests include, but are not limited to, the PLAN Test (10<sup>th</sup> Grade - \$12.00 fee), the PSAT Exam (11<sup>th</sup> Grade - \$15.00 fee), and the ASVAB Test (11<sup>th</sup> Grade – No fee).

PARTICIPATION FEES

Current budget restraints have required the school to adopt a fee schedule for participation in most sports & activities. These funds defray most costs of the activities such as transportation, coaching stipends, and utility payments.

Class schedules vary and have different fees assessed. A fee schedule will be sent home with students at orientation.

HIGH SCHOOL PARTICIPATION FEES

Athletics \$100 per season with no cap      Cheerleading \$100 per season no cap

Band \$\$75

Clubs \$25

MIDDLE SCHOOL CLASS FEES

Class schedules vary and have different fees assessed. A fee schedule will be sent home with students at orientation.

Athletics \$100 per season with no cap

\* The amounts are dependent upon Board action and are therefore subject to change.

PAYMENT OF FEES

Section 3313-462. ORC gives the Board of Education authority to charge students fees for consumable supplies used in courses of instruction. A list is available upon request in the school office. To enforce payment of such fees, the school has the authority to withhold student credits, field trips, dances, and other incentives.

A schedule of payments can be established for fees. Any accumulation of unpaid K-12 fees, fines, and charges must be paid in full in order to receive a diploma and/or release final transcripts. The school will make several attempts throughout the school year to collect fines, fees, and charges which are overdue.

REPLACEMENT OF LOST, STOLEN, OR DAMAGED BOOKS

Any student who loses or damages a textbook to the extent that it cannot be issued again will be subject to the following fees:

1. If the book is less than two years old, the new book price must be paid.
2. If the book is more than two years old, a price equal to a used book price (from a used book company) will be charged.

All such monies collected will be immediately used to purchase replacement copies of the lost, stolen, or damaged book.

SUMMARY

The Amanda-Clearcreek Board of Education has approved the procedures and policies set forth in this handbook. Rules and regulations are necessary in order to provide a safe and appropriate learning environment in our school. The staff members at Amanda-Clearcreek are here to help students to be more prepared for the challenges that await them in their lives after high school as well as helping them while they are in school.



Students are responsible for following the rules set forth in this handbook. Not knowing the rules or not reading this handbook is not an excuse for violating a rule. Failure to comply with reasonable requests may result in disciplinary action as Ohio law gives the school the power of *in loco parentis* (in place of parents) while students are at school. Naturally, your cooperation is necessary and very much appreciated!

**Board Approved May 25, 2022**