

Allen East High School



**2023-2024
Student Handbook**

Allen East High School

9105 Harding Hwy

Harrod, OH 45850

419-648-3333

www.alleneastschools.org

2023-2024 Board Of Education

Brian Hershberger - President

Gerri Ewing - Vice President

Kevin Dues

Kyle Miller

Sara Jones

The Board of Education meets the third Tuesday of the month at 7:00 p.m. in the School Auditoria

High School Administrative Staff	
Mr. Jeff Amspoker	High School Principal
Mr. Allan King	Athletic Director
Mrs. Stephanie Miller	Guidance Counselor
Mrs. Samantha Meyer	High School Secretary
Mrs. Amanda Fetter	Special Education Director
Mr. Mel Rentschler	Superintendent
Mrs. Andrea Snyder	Treasurer

WELCOME

On behalf of the staff at Allen East High School, welcome to our school. This handbook was created to answer questions you might have concerning policy at the high school. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not create a contract between the school and the student and/or parent, but only reflects the current status of the Board's policies and the school's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, Allen East reserves the right to make changes at any time without prior notice. Copies of current Board policies and administrative guidelines are available on the District's website. This book should be kept for further reference throughout the school year. We hope you will take advantage of all that Allen East has to offer and that your activities will credit yourself, your family, and your community.

FIGHT SONG

Hail to the Blue and White;
Let's Fight Mustangs, Win Tonight.
So Hail, Hail to Allen East,
The Leaders and the Best, Rah, Rah, Rah.
Honor and Glory to Fair Play and Determination;
Hail, Hail to Allen East and on to Victory!

ALMA MATER SONG

We give to thee our loyalty,
Oh, Allen East, our school so dear;
All who pass through your great hall
Will always praise you gratefully.

Do not stray afar,
But always be our shining star;
Strive to hold her honor high.
All those who love you, Allen East.

2023-2024 AE HIGH SCHOOL CALENDAR

SEPTEMBER 5	FIRST DAY OF SCHOOL
SEPTEMBER 29	HOMECOMING GAME
SEPTEMBER 30	HOMECOMING DANCE
OCTOBER 26	END OF 1 ST QTR
OCTOBER 27	NO SCHOOL – TEACHER PD DAY
NOVEMBER 21-24	NO SCHOOL - THANKSGIVING VACATION
DECEMBER 21-JANUARY 2	WINTER BREAK
JANUARY 3	CLASSES RESUME
JANUARY 15	NO SCHOOL – MARTIN LUTHER KING DAY
JANUARY 17, 18-19	SEMESTER EXAMS
JANUARY 19	END OF 2 ND QTR / END OF 1 ST SEMESTER
FEBRUARY 19	NO SCHOOL - PRESIDENT'S DAY
MARCH 22	END OF 3 RD QTR
MARCH 29 - APRIL 5	NO SCHOOL – SPRING BREAK
APRIL 8	NO SCHOOL- TEACHER PD DAY
APRIL 9	SCHOOL RESUMES
APRIL 27	AEHS PROM 8PM-11PM
MAY 20-21	SENIOR EXAMS
MAY 26	GRADUATION 2PM
MAY 27	NO SCHOOL- MEMORIAL DAY
MAY 29, 30-31	SEMESTER EXAMS
MAY 31	STUDENT'S LAST DAY
MAY 31	END OF 4 TH QUARTER / END OF 2 ND SEMESTER

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Section I- Mustang Behavior & Building Rules

Bell Schedules

Regular Schedule

Warning Bell	8:10
1st Period	8:15-9:05
2 nd Period	9:10-9:55
3 rd Period	10:00-10:45
4 th Period	10:50-11:35
5 th (HS Class)	11:40-12:25
5 th (HS Lunch)	12:25-12:55
5 th (MS lunch)	11:40-12:10
5 th (MS Class)	12:10-12:55
6 th Period	1:00-1:45
AT	1:50-2:20
7 th Period	2:25-3:10

2-HR Delay Schedule

Warning Bell	10:10
1st Period	10:15-10:40
2 nd Period	10:45-11:10
3 rd Period	11:15-11:40
5 th (HS Class)	11:45-12:25
5 th (HS Lunch)	12:25-12:55
5 th (MS lunch)	11:45-12:15
5 th (MS Class)	12:15-12:55
4 th Period	1:00-1:30
6 th Period	1:35-2:05
AT	2:10-2:35
7 th Period	2:40-3:10

Early Release Schedule

Warning Bell	8:10
1st Period	8:15-8:45
2 nd Period	8:50-9:15
3 rd Period	9:20-9:45
4 th Period	9:50-10:15
6 th Period	10:20-10:45
AT	10:50-11:15
5 th (HS Class)	11:20-11:50
5 th (HS Lunch)	11:55-12:25
5 th (MS lunch)	11:20-11:50
5 th (MS Class)	11:55-12:25
7 th Period	12:30-1:00

Pep Rally Schedule

Warning Bell	8:10
1st Period	8:15-9:05
2 nd Period	9:10-9:55
3 rd Period	10:00-10:45
4 th Period	10:50-11:35
5 th (HS Class)	11:40-12:25
5 th (HS Lunch)	12:25-12:55
5 th (MS lunch)	11:40-12:10
5 th (MS Class)	12:10-12:55
6 th Period	1:00-1:45
7 th Period	1:50-2:35
PR	2:40-3:10

After School Expectations

Students are expected to exit the building and grounds at 3:10 pm in a safe and orderly manner, whether they drive, ride the bus, and/or get picked up by an adult. Students who stay at school after 3:10 pm are expected to be in one of the following areas no later than 3:30pm: detention; practice, rehearsal, or meeting; classroom (for academic makeup, tutoring, and/or support); the Library (for academic study and/or support); the Main Doors (waiting on rides); or the Commons (waiting on practice to begin or waiting on rides after practice). Students are expected to be in the designated areas where they will be under staff supervision.

Attendance Policy & Procedure

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The district's educational program is based upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Chronic absences, tardiness, or early release disrupts the learning process. Make-up work is not a sufficient substitute for physical attendance in school. It is critical that the school and home come together to ensure students achieve a high attendance rate. Allen East Local Schools is required to follow the State of Ohio law - House Bill 410.

The following is a brief description of the requirements of the law and the guidelines that Allen East Local Schools will follow when communicating with families concerning student absences.

Allen East School District Board Policy 5200

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 <i>without</i> legitimate excuse	42 <i>without</i> legitimate excuse	72 <i>without</i> legitimate excuse
Excessive Absences	---	38 <i>with</i> or <i>without</i> legitimate excuse	65 <i>with</i> or <i>without</i> legitimate excuse
Chronic Absenteeism	---	---	10% <i>with</i> or <i>without</i> legitimate excuse

Allen East Local Schools will take several steps to engage the student and family. As a last resort, a complaint with the juvenile court will be filed.

When a student is excessively absent or habitually truant, the following will occur:

- The parent/guardian will be notified within 7 days of the triggering absence.
- The school will attempt to secure the participation of the student's parent/guardian on an intervention attendance team.
- The Attendance Team will select interventions at a hearing held at the school.
- The student will follow the plan for the absence intervention.
- The student/family may be referred to community resources.

Examples of legitimate excuses (including but not limited to)

- Medical excuse (a written physician's statement will be required for the student)
- Death in the family
- Court Proceedings
- Good cause as may be acceptable to the Superintendent

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused and unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Absence Procedure

Attendance and promptness to school/class is the responsibility of each individual student and his/her parents or guardian. It is the Parent/Guardian responsibility to call **419-648-3333** each day to explain a student's absence, or the student must present an absentee note from their parent/guardian to the high school office on the day the student returns to school. A student will be considered unexcused until documentation is on file in the office. It is the school, not the parent or guardian that may determine whether an absence is excused or unexcused.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian.

If a student does not attend school due to illness, fever, or communicable disease; or has 45 minutes of unexcused absence at any time during the school day without a legitimate excuse approved by building administration, the student is not permitted to attend school/co-curricular/extra-curricular activities on that day.

In accordance with the "Missing Child Act," parents should notify the school the day a student is absent. If no communication is had by the end of the school day, we will send a card in the mail. The parents or guardian will be required to provide a written note verifying their student's absence. No contact from the parent or guardian will result in an unexcused absence.

Tardy To School / Unexcused Absence

All students entering school after 8:15 A.M will be considered tardy/unexcused and must report to the office to sign in, and receive a class admission slip. The teacher will not admit the student to class without a valid admission slip. **Any unexcused absence not accompanied by a note or parent/guardian phone call will accumulate towards discipline.** The discipline procedure for unexcused absences may be as follows:

- 4th and 5th tardy to school / unexcused absence in a semester may result in an Administrative Detention for each tardy.
- 6th through 10th tardy to school / unexcused absence in a semester may result in an After School Detention for each tardy.
- 11th or more tardies to school / unexcused absences in a semester may result in progressive suspension from school with possible recommendation for expulsion.

Tardy To Class

For the purpose of consistency, classroom tardiness is defined as a student not being in their “assigned location” at the conclusion of the tardy bell. A teacher may define “assigned location” in her/his classroom rules. Students have the responsibility to be familiar with individual teacher expectations and teacher-imposed penalties for classroom tardiness. Discipline for Tardy to Class may be as follows:

- 1st through 3rd tardy to class in a semester – Warning
- 4th & 6th tardy to class in a semester – After School Detention.
- 7th tardy to class and above in a semester – progressive Discipline.

Americans With Disabilities Act

The ADA compliance officials is the Superintendent. Any ADA compliance issues or concerns can be heard in the board office at (419) 648-3333.

Alert Notifications

We have an automated alert messenger system. In the event that we delay school, have an early dismissal and/or cancellation, you can receive an up-to-the minute notification Visit <https://www.alleneastschools.org>
=> Alert Notifications=> Following the instructions on the page.

Announcements

Announcements will be posted and read during the Mustang Bell 8:15-8:20. All announcements must be cleared by the building administration. Announcements are posted daily on the Allen East Schoolology Announcements page.

Assemblies

Periodically, assemblies will be held to benefit the students. Students are expected to behave properly. Please give the presenters your attention.

Bullying Policy

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the district, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the school’s control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education’s Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or mental wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand held device) that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member required, to report any student situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, the remedial action that has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of such finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

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

Privacy/Confidentiality

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

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site. The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

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

To the extent that State and Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

Civil Rights

Civil Rights compliance officer for the district is the Superintendent. All civil rights compliance questions and concerns can be handled through their offices at (419) 648-3333.

Closed Campus

No student, other than those students involved in Off Campus CCP, School to Work and JVS programs are permitted to leave the building and the school grounds area during the day. Permission to leave school must be obtained from the building administration.

Code Of Student Conduct

The items in the code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of the code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

The Apollo Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Allen East High School and/or the Apollo Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel, wherever the student's conduct may occur.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), including but not limited to student conference, warning, parental contact, Administrative Detention, After School Detention, Lunch Detention, Saturday school, In-School assignment, community service, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings. Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. The administration reserves the right to exercise flexibility in the assignment of all disciplinary action and **any step found in the student code of conduct may be waived by the administration.** A copy of the student discipline code is posted in the main office, the guidance office, and the library for students to review and read.

Each student must complete a yearly verification. The verification indicates the student has received, read and understands all of the contents in the student agenda/handbook. A parent signature is also required prior to submission and this will be completed on FinalForms.

1. **THREAT OR AGGRESSION TOWARDS SCHOOL PERSONNEL:** No student shall threaten or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to any school employee. A student shall neither make what may reasonably be interpreted as a threat to do bodily harm to a school employee or his/her family, nor threaten to damage personal property of an employee in or out of the school setting.
2. **THREATENING BEHAVIOR / INTIMIDATING ACTS:** No student shall verbally or virtually threaten, or behave in such a way as to attempt to threaten to cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property. An individual whose deliberate behavior directly leads to a fight or physical aggression between other parties may be considered a participant.
3. **PHYSICAL AGGRESSION:** No student shall be physically aggressive towards other students, teachers, student teachers, substitute teachers, educational aids, bus drivers, principals and other appropriate school personnel. Physical aggression is considered the act of touching, hitting or making a physical threat towards another individual while on school property or under the jurisdiction of the school.
4. **FIGHTING:** Fighting is considered mutual combat in which both parties have contributed to the conflict by provocation or physical action. No two or more students on school property, (including buses) or at any school sponsored activity shall engage in fighting. This shall include inciting and/or encouraging others to fight.
5. **USE/POSSESSION OF ALCOHOL:** No student shall use, possess, conceal, transmit, sell, be a spotter for others, or show evidence of consumption of alcoholic beverages. No student shall come to school, remain at school, or attend any School sponsored activity with the smell of alcohol on his/her breath/clothing or showing signs of consumption, regardless of when or where the alcohol was consumed. Students found in violation of this policy, may be suspended or expelled from school.
6. **USE/POSSESSION OF NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE:** No student shall use, possess, conceal, transmit, sell, be a spotter for others, or show evidence of consumption of any narcotic drug or other controlled substance, drug-of-abuse instrument/paraphernalia, any intoxicant, or any look-a-like substance of abuse. Including, but not limited to marijuana, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student. Students found in violation of this policy may be suspended and/or expelled from school. Additionally, depending upon the nature of the offense, the student may be referred to law enforcement where any potential criminal charges may be filed.

7. **USE POSSESSION OF TOBACCO/NICOTINE:** No student shall possess, use, transmit, sell, be a spotter for others, or conceal any tobacco/nicotine products, vapor devices, e-cigarettes, or other substitute forms of cigarettes whether they contain tobacco/nicotine or not on school premises, during school activities, or events off school grounds. Holding a lit or unlit tobacco/nicotine product may be interpreted as smoking. A tobacco/nicotine product is any product that is made from tobacco, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, or snuff, clove cigarettes, or hand-rolled cigarettes, e-cigarettes, vaporizers.
8. **DISRUPTION OF SCHOOL:** No student shall by use of violence, force, coercion, horseplay, fear, threat, harassment, noise, disorderly conduct, induce-panic, or prevent or attempt to prevent any school class, activity or function. This shall include use of same to incite others toward acts of disruption.
9. **DISRESPECTFUL BEHAVIOR:** No student shall behave in a disrespectful, belligerent, disruptive, or in an otherwise inappropriate manner towards other students, teachers, student teachers, substitute teachers, educational aids, bus drivers, principals and other appropriate school personnel. No student shall behave in any way that is indecent, profane, unreasonably loud, or other conduct that tends to cause or provoke a disturbance.
10. **DISOBEDIENCE/INSUBORDINATION/NON-COMPLIANCE:** A student shall comply with directives and reasonable requests of district staff and other appropriate school personnel, such as aides and substitute staff.
11. **DISHONESTY:** Any forms of dishonesty including but not limited to lying, forgery, plagiarism, cheating, altering or using school documents with the intent to defraud, or providing false information to school personnel may result in disciplinary action.
 - a) **Lying** – No student shall lie about, fabricate, distort or misrepresent in verbal or written form, information given to school employees.
 - b) **Forgery** - No student shall forge the writing of another or falsely use the name of another person. A student shall not falsify times, dates or their data on school forms or school related correspondence.
 - c) **Plagiarism**– No student shall deliberately or unknowingly use another’s work (author, critic, or peer) and pass it off as one’s own work.
 - d) **Cheating** – No student shall obtain or attempt to obtain, or aid another in obtaining credit for work, by any dishonest or deceptive means. Providing one’s own work to another student to copy is also plagiarism/cheating.
 - e) **Falsely Reporting Incidents**- No student shall falsely report, make accusations, or give false testimony to school personnel.
12. **DAMAGE, DESTRUCTION, DEFAACEMENT OR MISUSE:** No student shall damage, cause destruction, deface, or misuse school property, or any other property, either on the school grounds (including buses) or during a school activity, function, or event off school grounds. A student who accidentally defaces or damages school property or the property of another is obligated to notify the office of this damage and is liable to pay expenses. Failure to report such damage could be grounds for disciplinary action.
13. **DISPLAY OF AFFECTION VIOLATION:** No student shall violate the established expectations as detailed in the display of affection section of the handbook.
14. **DRESS CODE VIOLATION:** No student shall violate the established expectations as detailed in the dress code section of the handbook.
15. **FAILURE TO ATTEND OR SERVE ASSIGNED DISCIPLINE:** Failure to attend a detention on the assigned date(s), except in extreme emergency approved by a building administrator, may result in further disciplinary action. Failure to serve the entire session of a detention may result in further disciplinary action. If a student is in violation of the rules of the detention room, that student may be removed from the detention resulting in further disciplinary action.
16. **PROFANITY AND/OR OBSCENE LANGUAGE OR GESTURE:** No student shall use profane, indecent, or obscene language, either written or verbal, in communicating with any other person. This shall include use of obscene gestures, pictures, videos, publications, or signs.
17. **ARSON OR ATTEMPTED ARSON:** No student shall cause intentional or purposeful destruction or damage to school or district buildings or property by means of fire. This includes but is not limited to the striking of matches and/or the lighting of lighters on school premises, during school activities, functions, or events off the school grounds. Anything, such as fire, that endangers school property and its occupants.
18. **POSSESSING, USING, TRANSMITTING, CONCEALING, OR THREATENING TO USE WEAPONS:** A student who brings a knife or firearm to a school operated by the Board of Education or onto any other property owned or controlled by it or to an interscholastic competition, an extracurricular event or any other school program or activity regardless of its location or who possesses a knife or a firearm at a school, on any other property owned or controlled by the Board of Education, any interscholastic competition, extracurricular event, or any other school program or activity regardless of its location may be expelled by the superintendent for a period not to exceed one year.

The expulsion may be extended into the next school year. The superintendent may reduce, on a case-by-case basis, any expulsion imposed pursuant to the firearm provision based upon either:

- (a) Any other applicable legal requirements, including but not limited to circumstances subject to 20 U.S.C. 1400 et. seq. and/or R.C. Chapter 3323 in which the student is disabled and the incident giving rise to the one-year expulsion is a manifestation of that disability insofar as such an expulsion is precluded by said law(s), or
- (b) The superintendent's determination is his/her discretion that the interest of the expelled student is served, and the interests of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction.

"Firearm" is defined as in 18 U.S.C. 921. "Knife" is defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include but not be limited to straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

19. BOMB THREATS: A student who makes a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat, may be expelled by the superintendent for a period not exceeding one year, which expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.

20. HARASSMENT: No student shall harass, intimidate, bully, incite, provoke, or threaten any other student or school employee or otherwise disrupt the school environment. Sexual harassment includes but is not limited to, unwelcome sexual advances or any form of improper physical contact or sexual remark.

Harassment or intimidation includes slurs; profanity; written information (includes cyber bullying); denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, sexual orientation, handicap, age or sex that have the purpose of:

- 1. Causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety.
- 2. Causing or intending to cause a hostile, intimidating or offensive educational environment for any other student or school employee.
- 3. Causing or intending to cause material disruption of the educational process.
- 4. Unreasonable interfering with a student's co-curricular or extra-curricular performance, otherwise unreasonable impacting upon a student's educational opportunities.

*Allen East Local Schools and the Board of Education has adopted the Bullying Policy in accordance to the 3313 section of the Ohio Revised Code. This policy is located on the district website.

21. CRIMINAL OFFENSE A student may be expelled by the superintendent for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or serious physical harm to property as defined under R.C. 2901.01 while the student is at school, on any other property owned or controlled by the board, or at any interscholastic competition, an extracurricular event, or any other school program or activity. Such expulsion may be extended, as necessary, into the school year following that school year in which the incident that gives rise to the expulsion takes place.

22. TRUANCY / UNEXCUSED ABSENCES / TARDINESS / LEAVING SCHOOL PROPERTY- No student shall be truant, have an accumulation of unexcused absences from school that is not accompanied with parental/guardian notification, have an accumulation of tardies to school or classes, or leave school property without parental/guardian or administration approval.

- a) Truancy/Unexcused Absence from school or class- When a student is absent from school, or any portion of the day, without school authorization and parental/guardian consent. This includes skipping any part of a class but staying on school grounds.
- b) Tardy- All students entering school after 8:15 A.M will be considered tardy and classroom tardiness is defined as a student not being in their "assigned location" at the conclusion of the tardy bell.
- c) Leaving school property: While under the jurisdiction of school authorities, a student may not leave school premises without proper authorization of an administrator or the school nurse. When leaving school, students are **required to sign out in the Office with a Secretary**. Failure to do so may result in an unexcused absence from school for the period of time that was missed.

23. VIOLATIONS OF TECHNOLOGY

- a) No student shall abuse or damage the school district's hardware or software. Any non-compliance with the school's policies will result in disciplinary action that is in accordance with the offense up to and including expulsion from school. Violations include, but are not limited to, the following: unauthorized access; tampering with computer programs, data disks and hard drives; using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using school district computer facilities for purposes unrelated to the instructional program of the district, unless written permission from a school official has been obtained. Equipment must be replaced or repaired at user's expense to include time and material costs.
- b) **No student shall use the photography or video applications of their cell phones or other personal electronic devices during the school day** without permission from a supervising teacher or principal.
- c) No student shall "Sext": Sexting is defined as Students who "send, share, view or possess pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device." Students may also be subject to criminal charges as defined by the law. If content could be a violation of any Federal/State law, then the device must be seized and turned over to law enforcement.

24. THEFT / ATTEMPTED THEFT / EXTORTION: No student shall cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. In the event of theft, the student may be required to make full restitution. Criminal charges may be filed. No student shall receive, retain, or dispose of property of another knowing it to have been, or having reasonable cause to believe that it had been obtained through theft. No student shall obtain money, items of value, or special favors from anyone by implied force.

25. PORNOGRAPHIC PUBLICATIONS/PICTURES: No student shall possess, conceal, sell, or transmit pornography including but not limited to publications, images, or videos, in lockers, personal bags, on personal electronic devices, in possession of student, on a school issued technology account, or on the internet

26. LOITERING, LITTERING, OR CAUSING A DISTURBANCE: No student shall loiter, litter, or cause a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.

27. PARKING LOT / MOTOR VEHICLE VIOLATION: No student shall violate parking or motor vehicle guidelines as stated in the student handbook.

28. SCHOOL BUS VIOLATION: No student shall violate the School Bus Safety Guidelines as stated in the student handbook.

29. REPEATED OR FLAGRANT VIOLATIONS: No student shall have repeated or flagrant violations of any school rules or accepted standards of school behavior.

30. INDECENCY: No student shall knowingly or recklessly, under circumstances in which the person's conduct is likely to be viewed by and affront others engage in conduct that could be considered as indecent exposure or public indecency, Pursuant to R.C. 2907.09

31. VIOLATIONS OF TERMS OF SUSPENSION: No student shall violate the terms of suspension as stated in Board Policy 5610

32. THOSE ACTS OR VIOLATIONS: listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.

33. OTHER SITUATIONS The administration has made every attempt to develop rules and regulations in the Student Code of Conduct, which would address most of the situations that could occur. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled may be grounds for disciplinary action. It should be noted that other possible student conduct, not mentioned specifically in the "Code of Student Conduct", but reaching the gravity outlined by these rules, in terms of persistent disobedience or gross misconduct as elsewhere defined may also be grounds for disciplinary action. It is the responsibility of the building administration to take sensible and responsible action to protect the educational process from disruption and/or safety and welfare of students and staff in the school building.

Cafeteria/Commons/Lunch

Allen East High School has a closed lunch period. No student may leave the school property for lunch. Food should **not** be taken out of the cafeteria/commons. Students are expected to use appropriate manners and leave the cafeteria/commons in neat condition. Food from outside sources cannot be brought in without prior administrative approval.

Detention

It is a two-hour, after school program held on Thursdays from 3:15pm-5:15 pm in which students will be supervised while studying in a stringent study hall environment.

Display Of Affection

Students are expected to refrain from any type of physical affection while on school property or in attendance at any school event, with the exceptions of holding of hands or short embraces such as a brief hug.

District Technology

Student use of the district's computers, E-mail, Network and Internet services ("Network") will be governed by the Acceptable Use Policy, the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users shall have no right or expectation to privacy or confidentiality when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network). Authorized Administrators, District Personnel, or the Director of Technology may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files and may remove them, if warranted. Authorized Administrators, District Personnel, or the Director of Technology will report any violation of state or federal law or of district policy or regulation to the district administration or law enforcement officials as appropriate

General Email Guidelines for Students

- Email is to be used for school-related communication. Email can be a powerful communication tool for students to increase communication and collaboration.
- Students are encouraged to check their email at least once per day.
- Student may receive email from their teachers to communicate reminders, course content, pose questions related to class work, etc.
- Students may send email to their teachers with questions or comments regarding class
- Students may send emails to other students to collaborate on group projects and assist with school classes.
- Students shall not send harassing email messages or content.
- Students shall not send offensive email messages or content.
- Students shall not send email containing a virus or other malicious content.
- Students shall not send email to share test answers or promote cheating in any way.
- Students shall not use the account of another person.

Student Emails to Staff

- Students are encouraged to email staff concerning school-related content and questions.
- Teachers will not be expected to answer student email outside of their regular work day, although they certainly may do so. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

Dress Code

Students are expected to dress and groom in a respectable manner that is not disruptive to the business of education. In general, dress should be such that it ensures the health, sanitation, welfare, and safety of the members of the student body and staff. Dress should promote positive images of the students and the school. Dress and grooming may be regulated when it is bizarre, offensive, disruptive, or distracting to the educational environment. **It shall be the responsibility of the building administration to determine the appropriateness and acceptability of apparel. Exceptions to these rules may be made on designated days by the administration (Hat Day, Spirit Day, etc.)**

1. Dress and grooming will be clean and keeping with health, sanitation, welfare, and safety requirements and will not be such as to disrupt or interfere in the educational process.
2. No student shall wear a hat or any other type of headgear during the regular school day in the building (hair bands are permitted).
3. No student shall wear any type of clothing that has logos, print, or drawings that utilize symbols depicting drug, alcohol, tobacco messages, or include sexual innuendo, etc.
4. No student shall wear sunglasses or blankets inside the building.
5. Students must wear shoes of some type at all times.
6. Students must wear clothing that covers the midriff and lower back section of their body completely. Midriff is defined as the region of the body between the chest and the waist. (Tops and Bottoms must be touching or overlapping)
7. No student shall wear clothing that is considered an undergarment as outer apparel (i.e. boxer shorts) Undergarments may not be visible.
8. Dog collars, leashes, spiked bracelets, waist chains, chains (non-jewelry), chain wallets, exposed chains, spikes and other articles judged to be potentially harmful to students or a distraction to learning are not permitted.

Violations of the dress code may result in a warning, administrative detention, after school detention assignment, Saturday School assignment, or suspension. A student may be asked to call home for a change of clothes or asked to wear other clothes that the school may provide. **A student who is sent home for a change in dress will be considered unexcused during his/her absence.**

Drug-Free Schools

In accordance with Federal Law, the Allen East Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Drug Testing Policy

Pursuant to Board Policy 5530.01, recognizing that observed and suspected use of alcohol, tobacco and illicit drugs by the Allen East Local School District students participating in extra-curricular activities is increasing, a program of deterrence will be instituted as a pro-active approach to a truly drug free school. Likewise, through participation in extra-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold:

- A. To provide for the health and safety of all students participating in extra-curricular activities;
- B. To undermine the effects of peer pressure by providing a legitimate reason for students participating in extra-curricular activities to refuse to use illegal drugs; and
- C. To encourage students participating in extra-curricular activities who use drugs to participate in drug treatment programs.

The program is non-punitive. It is designed to create a safe, drug free, environment for students participating in extra-curricular activities and assist them in getting help when needed. At the beginning of the 7th grade year or at the beginning of a student's first school-sponsored extra-curricular activity involvement in the Allen East Local School system, the student and parent/guardian/custodian shall complete and sign the Allen East Extra-Curricular Code of Conduct and Expectations Informed Consent Agreement. **No student may participate in any extra-curricular activities until the code of conduct is properly executed and on file with the Athletic Director and/or high school office.**

At the beginning of the school year all students wishing to participate in extra-curricular activities that school year may be subject to testing for illicit or banned substances as specified in "ILLICIT OR BANNED SUBSTANCES" below. Following possible initial team testing, a set number of eligible students participating in extra-curricular activities may be randomly tested anytime during the year. **Any student who refuses to submit to drug testing will not be allowed to practice or participate in extra-curricular activities at Allen East Schools as the refusal shall count as a positive test and the applicable penalties described in this Policy shall apply.** A full list of penalties can be found in Board Policy 5530.01

Illicit Or Banned Substances

For the purpose of this Policy, the following drug classes, substances or their metabolites that can be tested for are considered illicit or banned substances for Allen East School District students participating in extra-curricular activities:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
Methaqualone	Nicotine/Cotinine	Opiates
Phencyclidine	Propoxyphene	MDMA (Ecstasy)

Emergency Drills

Fire and tornado drills are required by state law. Instructions are posted in each room. Your cooperation is expected and appreciated. Students are to remain quiet and proceed as directed by the staff.

Exterior Doors

The front entrance is the only entrance that is permitted to be used between the hours of 8:15 am and 3:10 pm. Once the front doors are locked at 8:15 am, all visitors must push the security bell to be permitted entry and are required to report directly to office.

Extra-Curricular Activities

Much of the enjoyment you will receive from attending Allen East High School will be the result of your involvement in the extra-curricular activities. These activities are designed to allow a student to pursue individual likes, and you are urged to take advantage of them. If a student does not attend school due to illness, fever, or communicable disease; or has 45 minutes of unexcused absence at any time during the school day without a legitimate excuse approved by building administration, the student is not permitted to attend school/co-curricular/extra-curricular activities on that day. Exceptions will be made with the approval of the administration. To participate in any extra-curricular activity a student must pass a minimum of five-one credit classes the preceding grading period and have a minimum 1.00 GPA.

Fees

All school fees must be paid in full on a yearly basis. A student must have all school fees paid in order to attend the Junior/Senior prom. Additionally, students will be denied participation in the Commencement ceremony and their diplomas will be held until the fees have been paid in full.

FERPA And Directory Information

Allen East Local Schools follows the guidelines of the Family Educational Rights and Privacy Act regarding all student records. The exception to disclosure of student information without consent is the release of “directory information.” The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the District on FinalForms each school year that he/she will not permit distribution of the following information. Under Ohio law directory information includes the following:

Student name	Participation in officially recognized activities and sports
Address	Weight and height of members of athletic teams
Telephone listing	Dates of attendance
Date and place of birth	Date of graduation
Major field of study	Awards received

Fire Safety Equipment

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency.

First Aid/Illness

If a student becomes injured or ill, report to the office. Do not stay in the restroom. If the student wishes to go home, **they must report to the office so school officials can contact the student’s parent/guardian to secure permission for the student to leave school.** No one may leave the building without permission from the office.

Library Services

Any material taken out of the library must first be checked out at the circulation desk. Circulation time for books is two weeks although there are some situations where they will be checked out for a longer or shorter period of time. Books may be renewed as many times as necessary unless someone else has requested a particular book. Books should be renewed rather than left to become overdue.

Lockers

Students’ right to privacy with regard to hall lockers and gym lockers is limited to the concept that these lockers provide a secure place for students to store articles of personal clothing and scholastic materials. Hall and gym lockers are owned by the school district. They are provided to students for the aforementioned purposes. Students will be held responsible for the condition of their lockers. The school expects students to maintain their lockers in a manner befitting any school property. Graffiti, either inside or outside the lockers, is not allowed. Do not glue any objects to the lockers. Valuables are not to be stored in lockers. The school cannot be held responsible for loss of valuables stored in lockers. Valuables should be checked into the main office. Students should not share lockers or locker combinations. Such actions compromise the security of the student’s lockers. If you have problems with your locker, see an administrator or the custodian.

Student lockers, desks, cabinets, and similar items are the property of the Allen East Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the student who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Lost And Found

All items found will be sent to the office. The school is not responsible for stolen personal belongings. Please check with the secretary for an item before you report it missing.

Medications

State law requires that schools have instructions on file when it is necessary for students to receive any prescribed or non-prescribed (over the counter) medication at school. A prescribed medication form must be completed and signed by the physician and the parent or guardian. A parent must sign the non-prescribed medication form. These forms are available in the office. The medication must be received in the original container in which it was dispensed/purchased by the prescribing physician, licensed pharmacist or pharmacy. Medication must be given to the office staff on arrival at school.

Parking Lot / Motor Vehicles

No student shall be in the parking lot during school hours (8:15am-3:10pm) without the permission of Administration. No student shall operate a vehicle in such a way as could cause physical injury to himself/herself, students, school employees, or other persons on school grounds. All vehicles are subject to random searches. Driving to school and using the parking lot of the school is a privilege and can be revoked at any time.

Personal Belongings

Students are responsible for all belongings brought to school. The school is not responsible for stolen personal belongings. Valuable items should not be brought to school. In the event it is necessary to bring valuables to school, take them to the office for safekeeping.

Personal Electronic Devices & Headphones/Earbuds

Allen East High School does not assume responsibility for any personal electronic devices, at any time, brought onto school property, permitted or otherwise, that become lost, confiscated, damaged or stolen. Allen East High School reserves the right to review and revoke this policy at any time. A student's privilege of having a cell phone or electronic device may be revoked for an amount of time if the student violates this Personal Electronic Device Policy. Students may use cell phones and other portable electronic devices in the building as long as the teacher permits their use in class and they do not cause a distraction.

Headphones/Earbuds are permitted in the hallways but if they have to be continuously asked by staff to remove them, then they will be confiscated and taken to the office. In addition, Administrative Discipline may be issued.

The staff of Allen East High School recognizes the cell phone and other electronic devices as valuable learning tools when used appropriately in the classroom. Teachers may choose to incorporate the use of cell phones and electronic devices in their lesson plans. Teachers may grant permission for the use of headphones/earbuds during their regular class period. **Students who use their cell phones for reasons other than educational purposes during class time may lose the privilege and may have their phones confiscated by the teacher.** The classroom teacher has the right to set his/her policy for the usage of electronic devices in their classroom. The teacher will display a Green, Yellow, or Red sign to communicate the expectation for his/her classroom.

Green – The teacher is allowing the use of an Electronic Device and/or Headphones, Earbuds. Students are expected to follow all expectations as to what they can and cannot do with their devices during this time. Students should be aware that when they leave a “Green” zone in the building, that their devices must be put away and not visible.

Yellow – At an appropriate time in class, the teacher is going to allow use of an Electronic Device and/or Headphones/Earbuds. No Electronic Device or Headphones Earbuds are to be visible in the classroom until the teacher states that the students may get the device out for use.

Red – No Electronic Device or Headphones/Earbuds are to be used or out in the classroom at any time.

In addition, students who violate acceptable standards when using a cell phone or electronic device for class work may have their network access denied or withdrawn, and they may be subject to additional disciplinary action. **Students are not permitted to use the photography or video applications of their cell phones during the school day** without permission from a supervising teacher or principal. Students are not permitted to use cell phones or other portable electronic devices as speakers for music in the building without permission from a supervising teacher or administrator. Students are not permitted to charge their devices unless they ask for and are granted permission by the classroom teacher.

If a student fails to follow the classroom policy of the teacher or the building wide expectations in the hallway, the discipline procedure may be:

- 1. Warning by the Classroom Teacher**
- 2. Device is confiscated and returned at end of the day**
- 3. Any Additional Infraction(s) for the School Year – device is confiscated, taken to the office where a parent or guardian shall pick it up. Administrative discipline may be issued**

Notice: The use of electronic devices to record or share recorded inappropriate acts including but not limited to fighting, theft, harassment, and bullying beyond the intent of aiding authorities and administration in the identification of perpetrators while in school will result in disciplinary action. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Prom

The Allen East High School Junior and Senior Prom is a privilege. This privilege can be taken away if you do not follow and abide by Allen East policy and procedures at any time by administration. Freshmen and Sophomore students are not permitted to attend the Allen East Prom. Class status is determined by credits not by years in school. All school fees must be paid prior to purchasing a prom ticket. For a total list of prom rules, please get a form in the high school office.

Safety Equipment

Students are not to handle any fire equipment such as hoses or fire extinguishers at any time. It is imperative that all fire equipment be in working condition in the event of an emergency. Students are also not permitted to use or deploy the anchorman door jamb device unless an emergency warrants its use.

School Bus Expectations

Controlled and reasonably quiet behavior is required. Any misbehavior, which distracts the driver, is a very serious violation and jeopardizes the safety of everyone on the bus. Remember, riding the bus is a privilege which can be denied. Misbehavior on the bus may result in a denial of bus privileges.

Responsibility of Parents and Pupils:

1. Parents are responsible for the safety and actions of students while going to and from pick-up points and while waiting for buses.
2. Parents are responsible for any damage done to a bus by their children. Assessments will be made to reimburse the school district for damages.
3. Students and parents must consider the school bus as an extension of the classroom. Therefore, students must conduct themselves in a manner consistent with established standards for classroom teachers.
4. Students should go directly from home to pick-up points and return directly home from drop-off points.

Regulations for Students:

1. Students shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stops. Students should respect the rights of property owners in the area.
3. Students must cross the street ten feet in front of the bus, in full view of the driver, and at the driver's signal indicating it is safe to cross.
4. Behavior at school bus stops must not threaten life, limb or property of an individual.
5. Students must go to their assigned seat so the bus may safely resume motion.
6. Students must remain seated keeping aisles and exits clear.
7. Students must observe classroom conduct and obey the driver promptly and respectfully.
8. Students must not use profane language.
9. Students must refrain from eating and drinking on the bus except as required for medical reasons.
10. Students must not use tobacco on the bus.
11. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student while on the bus.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may not bring glass containers or balloons on the bus.
14. Students may carry on the bus only objects that can be held in their laps.

15. Students must exit or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
16. Students must not put head or arms out of the bus windows.
17. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped students.
18. Proper steps will be taken to collect, store and use medical information related to students known to have medical problems which may require driver attention.

School Cancellation/Delays

When school or any school related activity is in jeopardy of cancellation due to inclement weather or other circumstances, the Alert Now program will be activated and the phone number on file will be used to contact each family and the local radio and TV stations will be contacted. The Allen East School website will also have information regarding school delays/closings at www.alleneastschools.org.

School Resource Officer (SRO)

When in use, the mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers and staff. SROs will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. SROs will serve as positive role models to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, deputies, school administrators, and the community in order to promote overall student achievement and success.

Search And Seizure

In order to ensure the safety and well-being of all students, teachers, other school employees and guests, it is the policy of Allen East Local School District to authorize its administrators to search the clothing and personal effects of students where such a search is reasonably necessary under all of the surrounding circumstances. In order to conduct such a search, it is not necessary that the administrator have probable cause to believe that a crime or violation of a school rule has occurred. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a law or school rule. If such reasonable grounds exist, an administrator may conduct a search of a student's person or personal effects. The search shall be reasonably intrusive in light of the age and sex of the student, and the nature of the possible infraction that may have or may be occurring. Unannounced and random canine searches may also be conducted.

Notice Of Policy On Searching Lockers

Section 3313.20 O.R.C. authorizes a school board of education to adopt a policy, which authorizes the administrative staff to search any pupil's locker and the contents thereof. All lockers made available for pupil use are the property of Allen East Local Schools. All such lockers and the contents thereof are subject to random search at any time by appropriate school officials without regard to whether there is reasonable suspicion that any locker or the contents thereof contain evidence of a violation of a criminal statute or school rule. K-9 units from local law enforcement agency may be used in conducting searches.

Notice Of Policy On Searching Motor Vehicles On School Property

Students have been granted a revocable privilege of using school property for parking vehicles. Search of a student and his/her possessions, including motor vehicles may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also 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. Unannounced and random canine searches may also be conducted.

Sign In/Sign Out Procedure

Students arriving late or leaving the building for any reason must go to the office and sign in or out. Students may only be excused during the day if they have a written excuse or phone call/contact from the parents. Notes to leave must be signed by an administrator. This does not pertain to students on the work program.

Smart Sensors

For students' safety and welfare, Smart Sensors are placed throughout the building. Actions recorded on these devices may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

Student Hazing

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Substitute Teachers

Students are to show any substitute teacher the same respect shown a regular staff member. This is a difficult task for the substitute, and your cooperation is expected.

Surveillance Cameras

For students' safety and welfare, video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

Textbooks

Textbooks are the property of the school, and are furnished for student use. Reasonable wear is expected through daily use. Unreasonable wear or damage will result in the student making appropriate payment for damages. Lost books must be replaced at the student's expense.

Transportation

Due to bus capacity, regular resident students of an assigned route will have priority; babysitting stops and open enrollment ridership will only be authorized on a space available basis. If a student has a change in pick up or delivery sites, a written note from a parent or guardian must be received ahead of time by the Transportation Director.

Vacation Policy

Parents are encouraged to plan vacations in conjunction with school vacations. Although students have the opportunity to make up work missed, it is never possible to regain the information and learning experience provided by daily classroom instruction. Whenever a proposed absence for vacation is requested, a vacation form must be filled out. After the form is filled out, it must be returned to the office at least one day before the student leaves. Administrators will determine whether the absence will be excused or unexcused. The Board permits 10 vacation days and no more than 7 can be during one semester.

Visitors

A visitor must register at the office before visiting a student, teacher, the commons, or a classroom. Those who do not register will be asked to leave. Those who refuse to register or continually reappear will be charged with trespassing. Visitors for students must be prior approved and is limited to lunch time only. Teachers may have approved visitors during their individual conference time.

Work Permits

Applications for work permits are available in the office. The application consists of (1) Student Application form, (2) Pledge of Employer, (3) and Physician's Certificate. After all parts are completed, the application must be returned to the high school office.

Work Related Early Release

Except for students enrolled in a state approved work-study program, no student shall be released early to work unless previously approved by the administration.

Section II- Mustang Academics

Allen East Academic Honors

Honor Roll: Quarterly 3.0 to 3.9 grade point averages and a 4.0 and above will be recognized as an honor roll student for the quarter.

Academic Letters: In May of each year, AE will host an Academic and Scholarship Night. Allen East and Apollo Students are recognized yearly for a 1st, 2nd, and 3rd quarter GPA for the year of a 3.5 or higher. Failure to meet this requirement in any of the three quarters will eliminate students until the following school year.

College Credit Plus

College Credit Plus (CCP) allows high school students to earn college credit and apply that credit toward their high school graduation requirements. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course (either online, on-campus, or at Allen East High School) from a public college or university is free (no cost for tuition, books, and/or fees) for those involved in the CCP program. Those students interested in taking advantage of this opportunity should review the following timeline and important notes:

- Talk with your school counselor! Discuss your interest in taking college courses and how it fits in with your overall academic plan and career goals.
- Prior to February 15th, the district will hold an informational session about the CCP program for all students in grades 9-12. If you cannot attend, schedule an appointment with your school counselor.
- By April 1st, notify your school counselor if you intend to participate in CCP the following academic year. After April 1st, you will need permission from the school district superintendent to participate.
- It is important to note, financial responsibility (tuition, books, and/or fees) for failed coursework will be passed along to students' class fees.
- For courses completed online or offsite at a college or university campus, students will be responsible for gathering information, completing an admission application, any additional criteria/testing for acceptance into the CCP program. Once accepted, students will be responsible for registration as well.
- For courses completed through established university partnerships (Rhoades State College, Ohio Northern University, BGSU) the application and registration process will differ slightly. The School counselor will supply students with admission applications and assist any necessary college-ready testing. School counselors will also assist with the registration process.

College Requirements

The standardized college entrance tests, SAT (Scholastic Aptitude Test) or ACT (American College Test), are given to help you find a college that fits your needs academically. These tests may point out areas of strengths and weaknesses that might not show on your school record. These tests are helpful in your selection of college courses and programs. Please check with the Guidance Office for dates and places for these tests.

Recommended high school courses for college admission are as follows: 4-English, 4-Math, (Algebra I, II, Geometry), 3-Science, 3-Social Studies, 2-World Language, and 1-Visual Art. Each college sets its own entry requirements. Check the college catalog to determine those requirements.

College Visitations

Juniors and Seniors are permitted two campus visits per school year. This will be considered a school activity as long as the permission slip signed by a parent and the Campus Visitation Verification form is returned to the Guidance Office. **No college visitations will be granted the first and last week of each semester. Additional days or exceptions may be granted with Administrative approval.**

Commencement

Attendance at graduation is requested but not mandated. Participation at graduation is a privilege, not a right. Students may be prohibited from attending graduation for violating the student code of conduct, for failure to comply with the district dress code, and/or for failure to attend any graduation practices. Additionally, failure to adhere to the graduation ceremony dress code and acceptable expectations of behavior may result in a delay of receiving the graduate’s diploma. If for some reason a student cannot or chooses not to attend, their diploma may be picked up in the high school office the week following graduation.

Early Graduation

Pursuant to Board Policy 5464, The Board of Education acknowledges that some students seek to pursue educational goals that include graduation from high school at an earlier date than their designated class.

For Early Graduation a student must:

- A. Meet the graduation course and testing requirements that were effective the year the student entered ninth grade for the first time.
- B. Show a need for early graduation.
- C. Complete steps 1 & 2 of the procedures by April 30th of their Sophomore year.

Procedures for early Graduation:

- 1. The parent/guardian and student must meet with the Guidance Counselor to determine the possibility of such an action. The meeting should determine if all state and local requirements will be met as well as all required testing. The counselor will list and sign what requirements must still be met before early graduation. The meeting shall occur prior to the submission of the application.
- 2. The student shall fill out the Request For Early Graduation Application form and return to the High School Principal.
- 3. The High School Principal will consider the request and approve or deny the graduation prior to one’s class on an individual case-by-case basis.
- 4. If approved, diplomas will be issued at the end of the school year or following the spring graduation ceremony.

Grade Level Determination

To be considered Grade 10—5 credits. To be considered Grade 11—10 credits. To be considered Grade 12—15 credits

Grading System

Below is the grading scale to be used at Allen East High School along with the weight attached to those scales.

High School		GPA Weight	Advanced/CCP Weight
A+	97-100	4.33	4.5
A	93-96	4.0	4.5
A-	90-92	3.667	4.2
B+	87-89	3.333	3.8
B	83-86	3.0	3.5
B-	80-82	2.667	3.2
C+	77-79	2.333	2.8
C	73-76	2.0	2.5
C-	70-72	1.667	2.2
D+	67-69	1.333	1.8
D	63-66	1.0	1.5
D-	60-62	.667	1.2
F	0-59	0	0

Determination of Final Grades

Semester Long Course = Quarter (45%) + Quarter (45%) + Exam (10%)

Year Long Course= Quarter 1 (22.5%) + Quarter 2 (22.5%) + Exam (5%) + Quarter 3 (22.5%) + Quarter 4 (22.5%) + Exam (5%)

MINIMUM ACADEMIC GRADUATION REQUIREMENTS GRADUATING



OHIO'S GRADUATION REQUIREMENTS

CLASS OF 2023 AND BEYOND

Ohio's long-term graduation requirements take effect for the class of 2023. As students entering ninth grade on or after **July 1, 2019**, Ohio's new high school graduation requirements provide more flexibility to choose a graduation pathway that builds on a student's strengths and passions – one that ensures students are ready for their next steps after high school. Students in the classes of 2018 through 2022 may also use these requirements as a pathway to graduation.

As a part of this pathway to graduation, students must show that they have completed all three parts of these requirements.

1. Credit Requirements:

Students must earn a **minimum total of 20 credits** in specified subjects and take your required tests. Schools can locally require more than 20 credits. Students also still need to take all the high school end-of-course assessments. These are: English language arts I, Algebra I (or Integrated Math I), Geometry (or Integrated Math II), Biology, American History, and American Government. Beginning with the class of 2023, English language arts I is no longer required.

2. Competency:

Students can demonstrate competency by earning a passing score on Ohio's high school Algebra I (or Integrated Math I) and English language arts II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If students have not met the competency score on these tests, there are four additional ways to show competency. Students must have taken Ohio's state tests twice, with remediation, before using Options 2-5.

Option 1	Option 2	Option 3	Option 4	Option 5
Ohio's State Tests	Career Readiness	College Credit Plus	Military Enlistment	ACT or SAT

Option 1. To demonstrate competency using Ohio’s state tests, students must earn a score of 684 or above on both the Algebra I (or Integrated Math I) and English II end-of-course exams.

Option 2. To demonstrate competency by Career Readiness, students must demonstrate two career-focused activities, at least one must be a foundational option.

- Foundational options: 1. Cumulative score of proficient on Webxams. 2. A 12-point industry credential. 3. A apprenticeship or acceptance into an approved apprenticeship. 4. State-issued license for a practice in a vocation.
- Supporting options: 1. Work-Based Learning. 2. Earn the workforce readiness score on the Workkeys. 3. Earn the OhioMeansJobs Readiness Seal

Option 3. To demonstrate competency through the College Credit Plus, students must earn credit in a non-remedial math or English course for the subject area not passed.

Option 4. To demonstrate competency through Military Enlistment, students must provide evidence of enlistment in a branch of the armed forces to demonstrate competency.

Option 5. To demonstrate competency using the ACT or SAT, students must obtain a remediation-free score in the math and/ or English subject area on the ACT or SAT. To demonstrate competency in English, a student must be remediation-free in the subjects of English and reading on the ACT or SAT.

3. Readiness:

Students can meet the readiness requirement by earning two diploma seals. In alignment with their graduation plan, students should be choosing seals that align with their goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align to their passions, interests and their post-high school pathway.

Of the two seals students are required to earn, at least one of the two must be Ohio-designed. Ohio’s 12 diploma seals are:

- OhioMeansJobs Readiness Seal (State-Defined)
- Industry-Recognized Credential Seal (State-Defined)
- College-Ready Seal (State-Defined)
- Military Enlistment Seal (State-Defined)
- Citizenship Seal (State-Defined)
- Science Seal (State-Defined)
- Honors Diploma Seal (State-Defined)
- Seal of Biliteracy (State-Defined)
- Technology Seal (State-Defined)
- Community Service Seal (Locally-Defined)
- Fine and Performing Arts Seal (Locally-Defined)
- Student Engagement Seal (Locally-Defined)

Want to learn more?

Contact your school counselor or visit education.ohio.gov/graduation



Allen East High School Graduation Readiness Seals

Students in the Class of 2023 and Beyond are required by the Ohio Department of Education to earn a minimum of two graduation seals. At least one of these seals must be a state seal (Ohio) and any additional may be state (Ohio) or local (AEHS). Completion of these activities must be by April 1 of the student’s senior year.

OhioMeansJobs Readiness Seal (Ohio)

- To earn the OhioMeansJobs-Readiness Seal, motivated high school students must demonstrate specific professional skills required for success in the workplace. Students must work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community.

Industry Credential Seal (Ohio)

- An industry-recognized credential is a qualification of a specific set of competencies related to an industry or occupation. These credentials can take many different forms, including certificates, certifications and licenses.
 - To earn Ohio’s Industry-Recognized Credential Seal, students must do one of the following:
 - Earn a 12-point industry-recognized credential; or
 - Earn a group of credentials totaling 12 points in a single career field; or
 - Obtain a state-issued license for a practice in a vocation that requires an examination

College-Ready Seal (Ohio)

- To earn the College and Career Readiness Seal, students must earn remediation-free scores on the ACT or SAT.
 - ACT: English 18 Reading 22 Math 22
 - SAT: Evidence-Based Reading and Writing 480 Math 530

Military Enlistment Seal (Ohio)

- A student can earn the Military Enlistment Seal when they provide evidence of enlistment in a branch of the United States Armed Forces. Students also may receive this seal if they participate in a Junior Reserve Officer Training Corps (JROTC) program.

Technology Seal (Ohio)

- Students can earn the Technology Seal by demonstrating knowledge and skills on Advanced Placement and International Baccalaureate courses and tests, through College Credit Plus coursework or by completing a qualifying technology course.

Citizenship Seal (Ohio)

- To earn Ohio’s Citizenship Seal, students must satisfy one of the listed American History options **and** one of the listed American Government options:

American History options:

1. Earn a final course grade that is equivalent to a “B” or higher in an American History course
2. Earn a score of proficient or higher on Ohio’s State Test in American History
3. Earn a score equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate test in US History
4. Earn a “B” or higher in appropriate American History College Credit Plus course.

American Government options:

1. Earn a final course grade that is equivalent to a “B” or higher in an American Government course
2. Earn a score of proficient or higher on Ohio’s State Test in American Government
3. Earn a score equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate test in US Government
4. Earn a “B” or higher in appropriate American Government College Credit Plus course

Science Seal (Ohio)

- To earn Ohio’s Science Seal, students must satisfy at least one of the following:
 1. Earn a final course grade that is equivalent to a “B” or higher in an Advanced Science course;
 2. Earn a score of proficient on Ohio’s State Test in Biology;
 3. Earn a score equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate science test; or
 4. Earn a “B” or higher in a College Credit Plus science course.

Honors Diploma Seal (Ohio)

To receive an Academic Honors Diploma:

- 4 credits of English
- 4 credits of math (college preparatory program)
- 4 credits of science (1 life, 1 physical, 2 advanced)
- 4 credits of social studies
- 3 credits of foreign language (or two credits of two languages for a total of four)
- 1 credit of a fine art
- 3.5 or higher GPA
- 27 or above ACT Composite
 - One of the above requirements can be waived.

Seal of Biliteracy (Ohio)

- Earned a proficient level or higher on Ohio's required state tests for high school English Language Arts II or earned a remediation-free score on the English and reading sections of the ACT or SAT
- AND
- Passed an Advanced Placement (AP) foreign language examination with a score of 4 or higher or attained a score of Intermediate High or higher in comprehension, speaking, reading and writing the foreign language based on the American Council on the Teaching of Foreign Languages Proficiency Guidelines found at actfl.org/, using assessments approved by the Ohio Department of Education or qualified for proficiency-based credits through Ohio's credit flexibility program and attained a score of Intermediate High or higher in comprehension, speaking, reading and writing based on the American Council on the Teaching of Foreign Languages Proficiency Guidelines using assessments approved by the Ohio Department of Education or attained a score equivalent to Intermediate High or higher on the American Council on the Teaching of Foreign Languages Proficiency Guidelines in interpretive reading and presentational writing on a classical language assessment approved by the Ohio Department of Education.

Community Service Seal (AEHS)

- 10 hours of volunteer work documented and signed by an adult, other than family while in high school before April 1 of their senior year.
- An administrator or school counselor has the authority to deny community service projects if necessary. The form necessary can be obtained in the guidance office and must be completed by the student for each community service project and signed by the appropriate supervisor.

Fine & Performing Arts Seal (AEHS)

- 3 Credits in art, band, or choir; must maintain a grade of B or higher in each course. Can be a combination of the previously mentioned.
- Must show validation on a form from the guidance office including principal or counselor signature as evidence of grade.

Student Engagement Seal (AEHS)

- Participation of 3 years/seasons
- Students must be involved and attend practices, meetings, performances or other events associated with the specific group. The groups must be school sponsored or school recognized.
 - Examples may include but are not limited to the following:
Athletic teams, Student Council, SADD, French Club, Esports, Art Club, etc.
- The advisor, coach, and/or athletic director must sign the form from the guidance office for student participation for the entire year/season. Can be a combination of the previously mentioned.

Make-Up Work

Students who cannot contact the teacher via Email or connect on Schoology and have been absent for two or more days may call the school at 419-648-3333 to obtain assignments. Parents or students are asked to call before 9:00 a.m. to make sure assignments are ready to be picked up by 3:10 p.m. Students will be allowed to make up work when absent. It is the responsibility of the student to check for make-up work on his/her first day of return. The students will be given one day to make arrangements with the teacher for make-up work. Any work not made up will receive a "0".

Allen East Honor Society

In order to be accepted in the Allen East Honor Society, Allen East Juniors and new Senior applicants **MUST**:

1. Maintain a cumulative GPA of 3.5 or above
2. Receive no documented disciplinary action
3. Participate in a minimum of 25 hours of volunteer work from June 2023 - January 31, 2024
4. Submit 2 teacher recommendation letters
5. Complete the Honor Society application prior to the deadline. Applications will be available by October 2023.
6. A (500 word) double-spaced essay explaining why you should be recognized for your academic achievements, school responsibilities, and extracurricular activities inside and outside of Allen East
7. Request transcript from school counselor be attached to application packet when turning in.
8. Applications with all information submitted on time will be reviewed by a committee and students will be notified of acceptance before the Honor Society Banquet.
9. Current Honor Society members in the Class of 2024 will still be AE Honor Society members pending they still meet the GPA and disciplinary requirements above.

Physical Education Option

Students who participate in interscholastic athletics, marching band, cheerleading, or Mustang Silks for at least two full seasons while enrolled in grades 9-12, and as documented by the principal, may be excused from the high school physical education class. Intent forms must be on file in the guidance office. Seasons are defined as Fall, Winter, and Spring.

Repeating A Failed Class

Students who fail a course will retake that course one time. After the second failure, the student will have to take the course in summer school or via a school-approved correspondence course.

Schedule Adjustments

It should be understood by parents and students that when registering for courses, students place an obligation upon the school administration to accommodate the courses requested, to staff them with qualified and certified teachers, and to provide adequate textbooks and materials. It is impossible to maintain acceptable class size balances when many requests for schedule changes occur. Students are encouraged to make realistic course selections based upon prerequisite requirements, teacher recommendations, and prior classroom performance.

A student may request to drop or add a full-year course only within the first ten days of the school year. A full-year course **cannot** be dropped for half credit at the semester. A semester-only course change request can be made within the first ten days of the beginning of the semester. Any dropped courses after that time will result in a "WF" withdrawal/failing on the student transcript. Not all requests will be honored.

It is the student and guardian(s) responsibility to request the best possible courses for the student in the early spring before the school year begins. Changing your mind does not institute an approved course adjustment. Take the scheduling process seriously so this does not occur.

Students are only allowed one study hall period per semester; this includes one teacher aide period only as approved by the supervising teacher.

Approved Schedule Adjustments:

Courses will only be dropped or added due to

- Failure to meet prerequisites
- Enrolling in an equivalent CCP course
- Taking or failing to take a summer school course
- Graduation requirements not being met

Transcripts

Copies of transcripts are available to students online through Parchment which is located on the main page of the school webpage.

Valedictorian And Salutatorian

GPA is weighted and the highest cumulative GPA in the graduating class after the 1st semester of senior year will be valedictorian. The second highest cumulative GPA in the graduating class will be salutatorian. Ties for either will result in two or more valedictorians or salutatorians. Only cumulative GPA is used to determine the top of the class. Both will speak at graduation.

Section III- Mustang Athletics

The full Allen East Athletic Handbook can be found on the school website, FinalForms, or in the Athletic Office.

Message to Student/Athletes and Their Parents

This handbook is being presented to you because your son/daughter has a desire to participate in interscholastic athletics at Allen East High School. The school is very pleased that they have made this decision and we hope that the experience will be positive as well as educational. Participation in athletics provides the student the opportunity to learn leadership skills, gain confidence, self-discipline, organization, decision-making skills, and to set goals. Once the decision is made to participate in athletics, there are often many questions, which both you and your son or daughter may have regarding the Allen East High School Athletic Program. In order to assist in making the athletic experience a positive one, this handbook has been assembled to answer questions about the guidelines and philosophy of the Allen East High School Athletic Program. We hope this will be of assistance, and we encourage you to use it as a reference throughout the year. If you have additional questions, please feel free to contact the Allen East Athletic Office at 419-648-3333 X 2013.

Philosophy

It shall be the purpose of Allen East High School to provide a well-planned and well-balanced program of interscholastic athletics for our students. Competitive sports are an important part of the total education program for students in our school. Student-Athletes develop physically, mentally, socially, and emotionally, while participating in athletics. The Athletic Department will offer athletic programs that will instill pride and reinforce a sound value structure that helps promote an individual's self-image, as well as the image of the school district and the community. Athletic activities will provide educational experiences not otherwise provided in the curriculum. Emphasis will be upon teaching through activities in addition to teaching the skills of activities. Every attempt will be made to provide numerous opportunities for students to participate in activities, which promote growth and development, teach social and recreational skills, and develop leadership qualities. It is the mission of the Allen East High School Athletic Department to offer as many of these educational opportunities as possible so students can compete in a manner that will help them develop personally, foster teamwork, and teach important life skills necessary for becoming a valued member of society. The interscholastic athletic program will operate and be managed under the policies and guidelines set forth by the Allen East Board of Education, the Ohio High School Athletic Association, and the North West Conference. The athletic program shall be based on the following premises:

1. That interscholastic athletics are an integral part of the overall educational program.
2. That the total development of the student is our main concern.
3. That the fundamental functions of the school are academics and that extracurricular work should supplement, not interfere with the basic functions for which schools are established and maintained.
4. That the contest rules, regulations and supervision of the programs should insure the maximum protection of the health and safety of the participants.

Junior High/High School Athletic Teams

Fall

Boys/Girls Cross Country (JH, Var) Football (JH, JV, Var) Girls Volleyball (JH, JV, Var) Boys/Girls Golf (Var) Cheerleading (JH, JV, Var), Boys/Girls Soccer (JV/Var)

Winter/ Spring

Boys Basketball (JH, 9, JV, Var) Boys Baseball (JV, Var) Girls Basketball (JH, 9, JV, Var) Girls Softball (JV, Var) Wrestling (JH, JV, Var) Boys Track (JH, JV, Var) Cheerleading (JH, JV, Var) Girls Track (JH, JV, Var)

*All teams listed above are dependent upon roster numbers.

Levels of Competition

Freshman

The emphasis at the freshman level is on participation, success and further development of their skill development. If the program supports a freshman squad, squad limitations may occur at this level and attempts will be made to play as many students as possible during each contest, while striving for victory for the entire team.

Junior Varsity

The emphasis at this level of competition begins to focus on skill refinement. Squad limitations may occur at this level and it is possible that not every player will play in every game.

Varsity

The perfection of skill, putting the best players in the game, and winning is the emphasis at this level. While winning at all costs is not a part of the athletic department's philosophy, no apology should be necessary if the varsity team does all it can to win each contest within the bounds of ethics, integrity and sportsmanship. In certain sports, squad limitation may be used at this level and it is extremely likely that not every player will play in every contest.

Participation/Doubling

All junior high/high school students at Allen East High School who qualify under OHSAA rules and the policies of the Allen East Board of Education will be given the opportunity to participate in the athletic program. Permitting an athlete to participate in more than one sport in a season is based on the philosophy that we need to allow the athlete to fully develop his/her interests and talents. Coaches must place the good of the individual and the total athletic program ahead of any feeling of needing "to win" a single contest. Coaches are expected not to discourage students from broadening their athletic interests and abilities by participating in more than one sport. A student will be permitted to participate in two sports in one season provided that:

1. The participant must declare to the coaches of the involved sports his/her intention to participate in two sports and must declare in final forms which sport is to be their priority sport.
2. The participant must attend practices in both sports.

In all cases of schedule conflicts, the participant will be expected to participate in his/her declared priority sport. The only exception to this will be if a major sport non-league or non-tournament contest conflicts with a secondary sport's league contest (in sports where each contest counts toward league title) or an OHSAA tourney contest. The participant will be expected to miss a practice of his/her major sport to compete in a contest in the secondary sport.

Eligibility

In order for a student to be eligible to participate in athletics, a student must be currently enrolled and must have been enrolled the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation as well as 1.0 GPA. (5-credit rule) All coaches should remind athletes to be taking at least 6 credits each grading period. Per OHSAA Junior High Eligibility Guidelines: Passing grades must have been received in a minimum of five subjects in which the student was enrolled in the immediately preceding grading period. All courses in which a student receives a grade count toward this eligibility requirement.

1. Junior High/High School athletes that are ineligible may practice at the coaches discretion. Dressing for a game is prohibited.

Facility Usage

No student is to use any facility (gym, weight room, etc.) without a staff member being present.

Missing Practice

Practice is an integral part of the athletic processes where coaches determine the abilities and capabilities of their athletes as well as building team cohesiveness. It is very important that athletes do not miss practice. If an athlete has to miss practice, he/she must directly consult his/her head coach before missing practice. Never rely on a teammate to deliver this message! Missing practice or a game without good reason will be dealt with according to specific team rules. Head coaches will state penalties for missing practice in their rules specific to their sport.

Cancellation of Athletic Contests

In the event that school should be canceled due to inclement weather, the decision to cancel any scheduled contest will be determined by the principal and the AD. The decision to cancel will be made as early as possible so that all concerned can be given notice. It is usually the visiting or traveling team that will make the final decision on whether or not the contest will be held. Practices on inclement weather days may only be held with AD's permission. The safety of the athlete is to be given prime consideration in making the decision to hold practice. At no time will an athlete be required to attend a practice, if in the mind of the student/parent; the safety of the student (due to road conditions) is in question. Practice sessions on inclement weather days will not be announced via the team app. The head coach will already have a prearranged schedule or a telephone calling system developed in case of no school. When a contest is canceled, the AD will notify the transportation director to cancel transportation. Also, the AD and/or the head coach will notify the through school messenger.

Transportation of Teams

1. Bus transportation will be provided to transport all participating school personnel to contests. Coaches need to turn in transportation sheets to the Transportation Supervisor for each away contest prior to the start of their season or a minimum of 10 days prior to the contest.
2. Coaches are to remind athletes that they will travel on the bus both to and from contests. The only exception is when the parent/guardian gives the coach written permission signed by the principal releasing the athlete to their custody. The coach may deny this request due to team considerations. The athlete may not travel home with anyone other than the parent/guardian. Student athletes will not be permitted to be transported in a private vehicle other than with their parent or guardian.
3. Coaches that drive their respective teams will develop and enforce a seating chart. This will tell who is on the bus and where they are seated.
4. Coaches are responsible for the conduct of their players while on the bus. Conduct must be in a manner befitting a representative of Allen East High School.

Absence from School

1. Student/Athletes must attend school regularly to demonstrate the responsibility and dedication that are rewarded by the privilege of interscholastic competition. Regular attendance is also important in maintaining scholastic eligibility.
2. If a student does not attend school due to illness, fever, or communicable disease; or has 45 minutes of unexcused absence at any time during the school day without a legitimate excuse approved by building administration, the student is not permitted to attend school/co-curricular/extra-curricular activities on that day. Exceptions will be made with the approval of the administration.

Dress Code

School wide dress code policies apply to all athletic contests. Coaches may require guidelines that exceed this policy. Exceptions or deviations to this policy may be permitted by teams that dress at home or do not appear publicly; only with the express permission of the Athletic Director.

Drug Testing Policy

Refer to Board Policy for Full Up-to-date Policy

The Allen East Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by students at Allen East. The Allen East Board of Education desires to implement a policy, which will attempt to provide this district with a safe and healthful student program. This policy reflects the Allen East Board of Education and the community's strong commitment to establish a truly drug and alcohol-free school program. Because of the pervasive nature of drug use in our society, Allen East have selected student athletes, students who participate in extracurricular activities, and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all athletes, volunteers and extracurricular activities from grades 7-12.

PURPOSE OF THIS POLICY SHALL BE:

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

DEFINITIONS

1. STUDENT ATHLETE

Any person participating in the Allen East High School (Grades 7-12) athletic program and/or contests/activities under the control and jurisdiction of the Allen East Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders and wrestlerettes.

2. EXTRACURRICULAR

Any activity that does not involve a grade.

3. ATHLETIC SEASON

In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for the Allen East Schools. There are three athletic seasons: Fall, Winter, Spring. The policy is a year around policy enforced during non-participation seasons and summer.

4. RANDOM SELECTION

A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.

5. ILLEGAL/ILLICIT DRUGS

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids.

6. ALCOHOL

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term “alcoholic beverage” includes any liquid or substance, such as “near beer” which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student’s name and directions for use or b) an over-the-counter medicine.

7. TOBACCO

Athletes shall not use or have in their possession tobacco products including, but not limited to, cigarettes, e-cigarettes, smokeless tobacco or items that use vapor products or alternative nicotine products. This provision shall include tobacco imitation products such as mint chew.

8. ALLEN EAST HIGH SCHOOL.

This encompasses grades 7-12.

TYPES OF TESTING

1. TEAM TESTING

At the beginning of each season, all eligible students will submit to urine drug and alcohol testing. This testing will be completed within the first two weeks of the season on a specified date and time. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach/Advisor is responsible for ensuring that all students and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student moving into the District shall be tested prior to the time he/she joins the team. No student will be permitted to compete in a scrimmage, contest or approved activity until the informed consent agreement is signed.

2. RANDOM TESTING

In-session random testing shall be done throughout the season. Each team or extracurricular group may have up to 20% of its eligible students tested per random selection. A student may be tested more than once per season. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

a. Random selection of students involved in extracurricular activities: The vendor will have a list of students to test. They will randomly select the test group.

b. Scheduling of random testing: Random testing will be unannounced. The Athletic Director and/or building administrator will select the day and date. The athletic director cannot call for random testing without first consulting with a building administrator. Random testing may be done weekly.

3. RANDOM TESTING ONLY

If only the random testing process is used, students in all extracurricular activities for all seasons (Fall, Winter and Spring) must declare their intent to participate in August, prior to the start, to be included in the list for random sampling throughout the year. If a student does not declare their intent to participate in August and decides to try out or participate in an extracurricular activity they will be subject to a mandatory drug test during the month prior to the start of the season. They will then be included in the random sampling list for the remainder of the year.

1. DRUGS FOR WHICH ATHLETES MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

2. COLLECTION PROCESS (Urine Screens)

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

All students must have a picture ID or be identified by the Athletic Director/Student Advisor or Principal. No exceptions will be allowed. Drug testing area must be secured during the testing. Only lab technicians and students will be witness to the test. Privacy must be kept for all students. The Athletic Director/Student Advisor is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms, money and proper ID are completed. When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.

No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site. Only pants and t-shirts or dresses may be worn

in the collection area. Any infringement of the rules will result in the student taking the test over. Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area, they will not be allowed to test. They are not to have contact with anyone until after the sample is given. Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination. Any and all adulteration of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. A retest will be required within 24 hours. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be sent to the lab for immediate confirmation of tampering.

The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician. Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid. With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency. When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test. Any student that tests positive will be subjected to testing every time the school conducts testing with drug counseling and testing at the expense of the student and or parent. Testing will be done by a Board approved licensed company.

3. RESULTS OF A POSITIVE TEST

Any positive urine drug test results will be made known to the school counselor, who in turn will notify the parents/guardians/custodians and student. Parents at their own expense can appeal the result of the drug screenings lab. Parents can have the questioned specimen sent to another approved lab as long as the chain of custody is not jeopardized. All positive specimens will be frozen and kept by the drug screening company up to

one year. If a test result comes back positive for a banned substance for a student and the parent can verify the student has a valid, active prescription for the substance that can be legally used for medical purposes in the state of Ohio and the United States, the positive result will be changed to a negative result.

4. IF A POSITIVE TEST OCCURS:

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

- A) Having a mandatory meeting with the school social worker with at least one parent/guardian being present. The social worker may determine if an assessment must be conducted by an outside agency. If determined by the social worker that the student does not need an assessment, the student must participate with in-house drug and alcohol educational meetings with the social worker. The social worker will set the meetings and activities. If it is determined that the student must receive an assessment from an outside agency, the parent must sign a waiver to allow the social worker access to the results. The recommendations from the assessment must be followed. The parent/guardian is responsible for all expenses associated with the assessment and/or drug/alcohol program prescribed by the outside agency.
- B) If the student/parents choose option A, there will be no missed games/contests or extra-curricular activities. The student may NOT participate in any contests/activities until the meeting is complete with the school social worker. The student will not miss any games/activities after the initial meeting with the social worker as long as he/she follows through with the program recommended by the school social worker and/or the health care facility. Any missed timelines or failure to follow through with any aspect of a drug/alcohol program will result in missed contests/games or activities as determined by the building administrator. The student will also be required to submit to testing every time a random test is administered at school for the remainder of the school year.
- C) For a first time tobacco offense, the student will have to participate in a school sponsored anti-tobacco program. The student will miss no games, contests or activities as long as the student agrees to participate in the program. Failure to follow through with the program will result in missed games, contests and/or activities as determined by the building administrator. The student will also be required to submit to testing every time a random test is administered at school for the remainder of the school year.
- D) Denial of participation in interscholastic athletics and/or extracurricular activities for one calendar year if the student refuses to be tested or refuses to participate in a drug, alcohol, or tobacco assessment/program.

The second violation

- A) Student and parent must participate in a mandatory meeting with the school social worker. The school social worker will refer the student/ parents to the appropriate agency to get the student help. Parents must give the social worker permission to talk to the drug/alcohol agency. The student will be held out of all games/contests until the student completes a drug/alcohol assessment and attends the first session of the program. If the student misses subsequent sessions of the drug/alcohol program without an excuse approved by the principal or fails to follow through with the entire drug/alcohol program, the student will be denied participation in all extra-curricular activities for 12 months from the date of discovery of the violation. The parent/guardian is responsible for costs associated with the assessment and drug/alcohol program.
- B) The student will also be required to submit to testing every time a random test is administered at school for the remainder of the student's junior high/high school career.
- C) A second tobacco offense will result in the student having to complete a tobacco program offered by an outside agency at the parent's expense. The student will be withheld from all extracurricular events until he/she goes to the first session. Failure to complete the program or missing subsequent sessions without approval from the principal will result in a 12 month suspension from extracurricular activities from date of discovery of the violation. The student will also be subjected to testing every time a random test is administered at the school for the rest of the student's junior high/high school career. Parents must give the social worker permission to talk to the agency providing the tobacco education program.
- D) Denial of participation in interscholastic athletics and/or extracurricular activities for one calendar year if the student refuses to be tested or refuses to participate in a drug, alcohol, or tobacco assessment/program.

The third violation

- A) Student and parent must participate in a mandatory meeting with the school social worker. The school social worker will refer the student/ parents to the appropriate agency to get the student help. Parents must give the social worker permission to talk to the drug/alcohol agency. The athlete will be held out of all games/contests until the athlete completes a drug/alcohol assessment and completes a drug/alcohol program approved by the school. If the student fails to follow through with any portion of the drug/alcohol program, they will be denied participation in all extra-curricular activities for the remainder of their school career (Grades 7-12). The parent/guardian is responsible for the costs of the assessment and drug/alcohol program.
- B) Third tobacco offense will result in the athlete being held out of all extracurricular activities until the student completes a tobacco treatment program at the parent's expense. Parents must give the social worker permission to talk to the agency providing the tobacco education program.
- C) Denial of participation in interscholastic athletics and/or extracurricular activities for the remainder of the student's time at Allen East High School (Grades 7-12) if the student refuses to be tested or refuses to participate in a drug, alcohol, or tobacco assessment/program.
- D) The student will also be required to submit to testing every time a random test is administered at the school for the remainder of the student's junior high/high school career.

The fourth violation:

- A) The student will be denied participation from extracurricular activities for 12 months from discovery of the violation. The student will not be considered for re-instatement until all the following conditions are met:
 - Student completes a certified drug/alcohol program at the parent's expense.
 - Student during the 12-month suspension agrees to be tested every time a random test is administered at the school at the parent's expense.
 - Student will be required to be tested every time a random test is administered at the school for the rest of the student's junior high/high school career.
 - No further violations occur.
- B) Denial of participation in interscholastic athletics and/or extra-curricular activities for the remainder of the student's time at Allen East High School (Grades 7-12) if the student refuses to be tested or refuses to participate in a drug, alcohol, or tobacco assessment/program.

The fifth violation:

The student will be permanently excluded from all extracurricular activities at Allen East High School (Grades 7-12).

- A. Violations are accumulative throughout the student's secondary school career (Grades 9-12). The policy is in effect year around including summer months and vacations when the school is not in session.
- B. If a student refuses to be tested, he/she will be held out of all extracurricular activities for at least a 12 month period depending on previous violations to the extracurricular code of conduct. Students are free to self-refer before any test is administered with the understanding that the student is now subjected to the violation phase of the code of conduct corresponding to the appropriate violation level.
- C. Drug testing may occur when a district administrator, coach or activity advisor has reasonable suspicion that a student is using a controlled or banned substance.