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FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal or School Counselor. The policies in this handbook are in effect until the board adopts the new policies.

EASTWOOD HIGH SCHOOL MISSION STATEMENT

The mission of the Eastwood High School, proudly dedicated to its tradition of quality education, is to empower individuals to successfully meet life's challenges through the united efforts of the students, staff, and community.

OUR CORE VALUES

The Eagle Way defines our core beliefs, and we feel learning and practicing the skills that go along with the Eagle Way will lead to positive behaviors and produce elite outcomes. We try our best to...

- Do What's Right
- Do the Best We Can
- Treat Others the Way We Want to Be Treated

DISTRICT MISSION STATEMENT

The Mission of Eastwood Local School District, a traditional, rural community dedicated to progressive educational leadership, is to produce individuals who are prepared to address the challenges that shape their destiny, through a combination of diversified curriculum, effective teaching and positive community support.

STUDENTS RIGHTS & RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of their behavior(s).

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

SECTION I - GENERAL INFORMATION

ADMISSIONS

Board of Education Policies specifically detail the admissions procedures of Eastwood Local Schools. Essentially, tuition free admission is provided to students who reside in the district with a parent or with someone who has legal custody of them. These policies specifically address the issues of married students, adult students, other extenuating circumstances, and enrollment by tuition. Moreover, in accordance with Board of Education Policy, all students of the district will have equal educational opportunities.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

ANNOUNCEMENTS

In order to prevent activity conflicts and to enable all organizations to schedule their respective events, a master calendar is kept by the School Administration. The High School Office Staff will work to publish school events to students and staff through appropriate channels. Announcements will be provided through a common district calendar, via weekly email updates and other communication methods. Daily announcements will also be published and available to all students at Eastwood High School and Penta Career Center.

BACKPACKS

Backpacks will be permitted to be brought to school, but can be very cumbersome and take up a great deal of space. Therefore, students are required to leave the backpacks in their lockers during the school day and take the necessary books and materials with them to classes. Keep in mind that once a backpack is brought into the school, it falls under the rules and regulations of search and seizure in a school. Exceptions may be made for students on crutches or middle school students that end their day at the High School.

CREDIT RECOVERY COURSES

Eastwood High School will accept credit toward EHS graduation from approved Correspondence Schools if the following conditions are agreed upon and met:

1. Prior approval from the Guidance Counselor or Principal is obtained.
2. Credit is being earned for make-up remediation only.
3. All assignments, course work, exams, etc. must be completed and verified by April 15. Failure to meet this deadline may result in a student not being able to participate in graduation ceremonies. No credit will be assigned and no diploma will be awarded until EHS receives verification that the work has been completed and passed.
4. Correspondence courses are to be used only by permission of the Principal.
5. All courses must be paid in full before credit is given.

EMERGENCY CLOSINGS & DELAYS

When the weather or other circumstances dictate that it would be inadvisable to conduct classes, students and their parents will be contacted through local radio and television stations and the Remind 101 alert system. Since these stations are notified as soon as the decision is made, calling the school personnel or the Superintendent is unnecessary. All attempts are made to notify the public as soon as possible so individual arrangements can be made at home. In addition, this information may also be accessed via social media accounts established by the District.

EMERGENCY PROCEDURES

Fire Drills

The alarm for fire is a continuous blast from the fire alarm. When the fire alarm sounds, follow these directions:

1. Follow directions to the nearest exit as posted in each room.
2. Leave work materials in the classroom.
3. WALK out of the building quickly, quietly and in an orderly fashion.
4. Move at least 150 feet from the building.

5. Students will remain outside until the all-clear signal is given.
6. If you are out of a classroom when the fire alarm is sounded, move outside through the nearest exit and report to your classroom teacher.
7. WINDOWS SHOULD BE CLOSED AND LIGHTS TURNED OFF.
8. Teachers will check to see that no students are left in the building.

Tornado Drills

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. Maps in each room identify tornado safety stations.

TORNADO DRILLS WILL BE ANNOUNCED OVER THE PUBLIC ADDRESS SYSTEM. Should this fail, administrators and office personnel will move about the building to notify students and teachers. All students should proceed to the designated area (directions are posted in each classroom). When the drill begins, the following procedures will be in effect:

1. ALL WINDOWS SHOULD BE LEFT OPEN IN THE ROOM, IF POSSIBLE.
2. Students and teachers will proceed to the SAFE areas and maintain ABSOLUTE SILENCE!
3. CLASSROOM AND EXIT DOORS SHOULD BE KEPT OPEN.
4. Students should sit on the floors with their backs against the wall.
5. ATTENDANCE SHOULD BE TAKEN BY EACH CLASSROOM TEACHER AND REPORT ANY ABSENCES.
6. NO STUDENT WILL LEAVE THE BUILDING FOR ANY REASON UNTIL THE ALL CLEAR.

FEES, FINES, & CHARGES

Eastwood High School charges specific fees for various courses and activities. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship. Families are to contact the High School office for information on waivers. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Failure to pay fines, fees or charges may result in the withholding of grades, credits, or diplomas.

FOOD DELIVERY

Students are not permitted to order or accept food deliveries during school hours. Any items delivered to school will be discarded.

HANDBOOK/HALL PASSES

Each student will be given a student organizer/student handbook at the beginning of the school year. This organizer/handbook will have multiple uses and is considered the student's hall pass when the student requests permission to leave the classroom. Students will be permitted to ask for a hall pass from a class 3 times per semester/per class and no more than one time per day. The procedure that the student will use is they will bring their handbook/organizer to the teacher to be signed if they want to leave the class for reasons such as but not limited to: use of the rest room or to go to their locker to get their book. The teacher will sign their handbook/organizer on the hall pass page and log the time and date that the student left class. When the student returns to class the teacher will log the time that they returned. If a student has already used their one pass for the day they will not be permitted another that day unless it is an extreme emergency. **If the student does not bring their organizer/handbook to class they will not be permitted to leave the room.** If a student loses their organizer/handbook they can replace it for a fee of \$5.00 per book.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

The Eastwood Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Act.

A student can access Special Education services through the proper evaluation and placement procedures. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact a guidance counselor.

Parents, who believe their child may have a disability that substantially limits major life activities of their child, should contact the Special Ed Director at 419-833-6411.

The Eastwood Local School District receives notification of their entitlement of federal funds allocated in accordance with the Title I/Individuals with Disabilities Act (IDEA), Public Law 92-142. Utilization of the funds is designated to provide services and programs for disabled students. Persons who wish to comment on how to utilize these designated funds are welcome and encouraged to contact Melissa Wagoner, Director of Student Services, at 419-833-6411 ext. 1172.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

STUDY HALL

A student is assigned to a study hall when he/she does not have a scheduled class meeting during that time period. A study hall is to be used by the student to complete assignments. All students are asked to have some type of study material or leisure reading material with them when they report to their study halls. It is important to remember that a study hall is similar to an assigned class, and appropriate classroom behavior is expected. Phones are to be off and put away. If used productively, study halls can significantly decrease the amount of schoolwork that has to be completed in the evening or on the weekend.

TELEPHONE USE

Students may use the office telephone with permission for essential calls related to school. Students are not to be dismissed from class to use the phone. Any dismissal from study hall shall be limited to only necessary calls.

VISITORS

Visitors, particularly parents, are welcome at school. In order to properly monitor the safety of students and staff, each visitor must first buzz into the office from the front doors and state the intent of their business to school personnel. Then, upon entering, visitors must report directly to the office and present a valid Ohio Driver's License or State ID. Once the visitor's identity has been established and cleared a visitor's pass will be issued. This pass must be worn at all times on school property. Any visitor found in the building without permission shall be escorted to the office. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school in order to prevent any inconvenience.

If the visitor is another student from another school, permission must be obtained from the principal at least one week prior to the visit. If the visit is approved, the student visitor must obtain a Visitor's Pass. Only high school students will be permitted to visit. Individuals who have graduated from high school will not be permitted to visit Eastwood High School unless cleared in advance.

SECTION II - ACADEMICS

CAREER ADVISING

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore career pathway options. This will include grade-level examples that link students' schoolwork to one or more career fields, and career advising, which includes age-appropriate activities and creating and maintaining a Student Success Plan.

For a student who is identified as at risk of dropping out of school, a Student Success Plan will be developed that addresses the student's academic and career pathway to a successful graduation and the role of the career-technical education, competency-based education, and experiential learning when appropriate. Before this plan is developed, the student's parent/guardian will be invited to assist. If the adult does not participate in the plan development, he or she will be provided with a copy of the plan, along with a statement of the importance of a high school diploma and a listing of the pathways to graduation available to the student.

COLLEGE CREDIT PLUS

College Credit Plus is a state funded opportunity to earn college credit in grades seven through twelve. College readiness is determined by the college. Public colleges are tuition/books free and private colleges may include a small cost for tuition. Parents and students are strongly encouraged to attend a College Credit Plus informational session. Students must notify their high school guidance counselor by April 1st of their intent to participate.

Students who elect to take the college courses for college credit under Option A will have the financial responsibility for tuition, books, materials, and fees. The Board of Education accepts no financial responsibility for those students who will be paying for their own tuition, fees, or books. At the time of enrollment, the student can elect to receive only college credit or high school and college credit for the course. Those arrangements are between the college and the student and/or his/her parents. If a student wishes to take more than the approved 30 hours per school year, the parent/student will be responsible for the outstanding balance.

Eastwood Local School District may seek reimbursement from students/families under the following two circumstances: 1) If the student receives a failing grade at the end of the college course; or 2) If the student withdraws from or drops the college course subsequent to the 14th calendar day after the particular course began, unless the student is identified as being economically disadvantaged in accordance with the Ohio Administrative Code 333-1-65.6(B) (2).

The following guidelines are in place to assist staff and CCP students:

- CCP students must make every effort to attend their high school classes when the high school is on an adjusted schedule.
- CCP students must not roam the halls or visit other classrooms while waiting for their high school class to start.
- If a CCP student will be absent from their high school class; it is their responsibility to inform the high school office and their Eastwood teachers.
- When scheduling for CCP classes, students must not use their high school class time. They must schedule these classes on their own time.
- CCP students are required to provide the Guidance Department with a copy of their CCP classes.

COMMUNITY SERVICE

Eastwood High School promotes student community involvement and service. Not only is it important for each of us to give back, we also believe community service helps build character and ethical development. As a result, the following board-approved requirements for community service have been adopted.

- Sixteen (16) hours of community service are required for graduation.
- A special certificate will be awarded to those students who accumulate 50 hours or more of community service.

CRITERIA FOR COMMUNITY SERVICE

1. All time must be verified by a form signed by an official from the service organization.
2. All forms must be submitted to the student's guidance counselor.
3. All service activities must be non-school related. This refers to the idea of "double-dipping." For example, Band students will not be able to count their recycling service hours both as Band points and service credit.
4. All students attending 6th grade camp for the entire week will receive 30 hours of community service. Students completing other overnight service opportunities will receive a maximum of 10 hours per day up to 30 hours.
5. **All volunteer hours should be completed by March of the student's senior year. Diplomas will be withheld for those students failing to meet the Community Service deadlines.**

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the High School Principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

GRADES & ELIGIBILITY

Eastwood High School has a standard grading procedure, as well as notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, grades will be determined by many different factors such as tests, quizzes, homework, projects, and participation in class. If a student is not sure how their grade will be determined, they should ask their teacher.

Grades will be given every nine weeks. Quarterly grade cards will be sent home. Grades are also available on Schoology. Relative to district policy, grades are given in order to inform:

- Students of their progress based on the expectations at a given grade level,
- Parents/guardians of each student's progress,
- Teachers where areas of intervention may be needed, and
- Administrators where areas of curriculum are weakest and need to be strengthened.

The following grade scale is the one required by the Board of Education in the district policy noted above:

General Classes

98 - 100 = A+	87 - 89 = B+	77 - 79 = C+	67- 69 = D+
93 - 97 = A	83- 86 = B	73 - 76 = C	63 - 66 = D
90 - 92 = A-	80- 82 = B-	70 - 72 = C-	60 - 62 = D-
			00 - 59 = F

Honors Classes

96 - 100 = A+	83 - 86 = B+	73 - 76 = C+	64 - 66 = D+
90 - 95 = A	80 - 82 = B	70 - 72 = C	62 - 63 = D
87 - 89 = A-	77 - 79 = B-	67 - 69 = C-	60 - 61 = D-
			00 - 59 = F

All grades (i.e., homework, assignments, quizzes, exams, projects, and reports) including quarter, semester, and final grades will be scored as a percentage and converted to a letter grade. Quarter grades comprise 40% or 2/5 of a semester grade; exams or final quarterly assessment may comprise 20% or 1/5 of a semester grade. If exams are not taken, quarter grades will comprise 50% of the semester grade.

Passing a yearlong course is contingent upon the student earning a passing percentage (60% or better) for the year **AND passing two or more quarters with at least one of them being in the second semester**; similarly, passing a semester course is conditioned upon the student passing at least one quarter. The procedure for calculating semester and final grades is listed below:

To calculate each semester grade:

The percentages for each quarter are doubled and added to the percent score for the semester exam. The total is then divided by "5" and compared to the scale above. When dividing, all decimal numbers .5 may round up prior to being converted to a letter grade.

To calculate a year grade, including both exams:

The percentages for each quarter are doubled and added to the percent scores for each semester exam. The total is then divided by "10" and compared to the scale above. When dividing, all decimal numbers .5 may round up prior to being converted to a letter grade.

To calculate a year grade, using only one exam:

The percentages for each quarter are doubled and added to the percent score for the semester exam. The total is then divided by "9" and compared to the scale above. When dividing, all decimal numbers .5 may round up prior to being converted to a letter grade.

Graduation requirements and Participation in Graduation Ceremony

Graduation requirements for Eastwood High School include:

A. Credit Requirements - 21 ½ total credits required for graduation. Penta graduates will need 21 credits.

Specific course requirements are:

- English 4 units
- Mathematics 4 units
- Science 3 units
- Social Studies 3 units
- Health 1/2 unit
- Phys Ed 1/2 unit
- Fine Arts (college prep) 1 unit
- Electives 5 units
- Financial Literacy 1/2 unit (not required for Penta students)

- B. Completion of a minimum of 16 hours of community service. Community service details are explained elsewhere in this handbook.
- C. Students will take seven end of course exams over four years of high school – English 1 and 2, Geometry, Algebra 1, Biology, American History and American Government. The State Board of Education has created a system where students earn points towards graduation, based on their performance on these tests. See chart below for point details. If a student takes American Government, American History, or Biology I as College Credit Plus, the student will earn points based upon final grade. See Counselor for details.

Freshman Year	Sophomore Year	Junior Year	Total Points Needed = 18
English Language Arts 1	English Language Arts II		At least four points
Algebra 1 or Foundations of Algebra	Geometry or Foundations of Geometry		At least four points
	Biology		At least six points on science and social studies tests
	American History	American Government	

- D. Students who attend Penta Career Center have the option of taking the Industry Credential and Workforce test to fulfill the state test requirements. See Guidance Counselors for details.
- E. All students must receive instruction in economics and financial literacy during Grades 9 -12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9 – 12, unless the student is exempted from such training due to disability or by written request of the parent.

Participation in graduation ceremonies will be based upon provisions in the Board of Education Policy which include but are not limited to completion of community service hours and payment of all school fees.

Participation in graduation ceremonies is a privilege.

In addition to the above requirements, students must attend a **mandatory graduation rehearsal**. Finally, because graduation is a privilege and the ceremony is intended to be both a festive and formal occasion, students may be denied the opportunity to participate, as a consequence of misbehavior or violation of Student Behavior Code, for reasons relating to behavior prior to or during the ceremony, and/or refusal to conform to expected standards of dress required for the ceremony.

HONOR ROLL

To be considered for the honor roll, a high school student’s grade point average must range between 3.0 and 4.0. Grades are calculated on the standard point (4.0) scale. A grade below a “C” in any subject or incompletes excludes a student from the Honor Roll. The Honor Roll is published at the end of each nine-week grading period. *In order for students to be considered for the honor roll they must be enrolled in at least 4 credits worth of classes.*

INTERIM REPORTS

Since a goal of the school is to aid students in attaining academic success, the fifth week of each nine weeks grading period is designated as the time when interim reports will be posted on Schoology. A paper copy of these can be provided as requested.

PENTA CAREER CENTER

Students are introduced to Penta Career Center's curriculum options during the freshman and sophomore year. Penta is a valuable extension of Eastwood High School. Through this cooperative venture, Eastwood students may choose to pursue one of numerous vocational programs housed at Penta. Interested students and their parents are requested to visit the campus as part of the application process.

Students interested in applying to Penta Career Center must meet with their Guidance Counselor for further details.

Those students who attend Penta may continue to participate in the activities of their home school. These activities include: athletic teams, class and club activities, student council membership, school-sponsored activities such as dances, sales, assemblies, honor roll, etc.

SCHOLASTIC LETTERS

Another technique employed to reward academic achievements is the scholastic script letter. In order to receive this award, a student must maintain a 3.5 cumulative grade point average for 3 consecutive semesters, beginning in their sophomore year, and must carry five or more academic credits each year. Only one letter will be issued per student. As is evident, a scholastic letter truly symbolizes high academic achievements.

SENIOR ACADEMIC RECOGNITION

Eastwood High School does not recognize a Valedictorian or Salutatorian. Traditionally all students who have earned a weighted 4.0 GPA or better have been recognized through the Top Ten designation. Students must attend Eastwood for four semesters to be considered for Top Ten honors.

There are several end of year recognition opportunities for seniors. Numbers may be limited for some of the recognition opportunities. The administration will make those designations. All students who receive a 4.0 and above will be featured in the Sentinel, and other media outlets provided to the school district.

SECTION III - STUDENT ACTIVITIES

Eastwood Schools offer students a variety of extracurricular and athletic activities from which to choose. All rules, regulations, and policies that apply to students in school also apply to students during participation in activities, whether at school, at other schools, or in the community. School dances are held only on evenings when there is no school the following day.

Extracurricular activities may be held on days when the school scheduling the activity is closed due to an emergency or hazardous weather, if the Superintendent/Board of Education determines that it is appropriate. No school activities will last beyond 7:00 p.m. on Wednesday evenings except athletic contests scheduled under Northern Buckeye Conference rules or tournament play scheduled by the OHSAA.

AFTER SCHOOL EVENTS

Students are encouraged to attend after school events. It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

ATHLETICS

Athletics play a primary role in complementing the educational program of the school. Through participation in athletic events, students vividly learn the importance of teamwork, sportsmanship, individual responsibility, and dedication. Eastwood High School offers a well-rounded athletic program, which provides every student with a wide range of participation opportunities.

In order to assure that the total athletic program functions properly the Athletic Council -- comprised of the Superintendent, High School Principal, Middle School Principal, High School Athletic Director, Middle School Athletic Director, Assistant Athletic Director, and two members from the Board of Education -- meets to revise, evaluate, and develop procedures. Comments, questions, or concerns regarding the athletic program are always welcome, and should be initially directed to the Athletic Director.

ATHLETIC ELIGIBILITY

All Eastwood students have the privilege to try out for any team unless prohibited by the O.H.S.A.A rules. The Ohio High School Athletic Association and the Eastwood Board of Education determine athletic eligibility. A student shall be deemed eligible to represent Eastwood High School in an athletic or extra-curricular activity if the student meets the following specific requirements:

1. The student is a legal member of the school as deemed appropriate by the OHSAA.
2. In the judgment of the Principal, the student is representative of the school's ideals in matters of conduct and sportsmanship.
3. Eastwood students must maintain a 1.5 GPA at the end of each grading period to remain eligible to participate. Students will be allowed a probation period if they should fall below the 1.5 GPA. Students will be permitted three probation periods in grades 7 - 12 (see athletic policy). The student must also be enrolled in, and passing, five one-credit, classes or the equivalent.
4. Students receiving more than one failing grade in the preceding grading period will be ineligible during the following grading period.
5. Student participants are expected to maintain a high standard of conduct at all times. All school rules are in effect during any school activity.

DANCES

1. Student requests for dances must be completed two weeks prior to the event.
2. Petitions must identify the sponsoring organization and contain the signatures of three faculty members and two parents who agree to act as chaperones. Chaperones are obligated to attend the dance from the time it starts until students have left the school grounds.
3. Proper dress will be that which is appropriate to the dance and the school dress code.
4. Any student leaving the dance is NOT permitted to return.
5. Dances normally will begin at 8:00 p.m. and end at 11:00 p.m. Post game dances will begin immediately after the contest and end no later than 11:30 p.m.
6. Students not attending dances are not permitted to loiter or be on school grounds.
7. Dances are for only Eastwood High School students and their dates. Students under the grade of nine (9) will not be permitted to attend high school dances.
8. "Club dancing", bumping, grinding, or other forms of sexually suggestive dancing are explicitly prohibited.
9. All guests must complete a visitor request form.
10. Penta students must read and sign the Dance Acknowledgement Form in order to attend a dance. One form on file for the year will suffice for all dances.
11. Students will receive a wristband when they purchase their dance tickets. These wristbands must be worn at the dance. If a student loses their wristband, it will cost \$2.00 to replace it.
12. If a student is observed dancing inappropriately, one of the school personnel/staff persons will pull the student aside, tell them what was observed and remove their wristband, thus serving as a warning. If inappropriate dancing is observed again, they will be asked to leave the dance and parents will be contacted and informed of the incidents.

FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should enrich the classroom, arouse new interest among students, help students relate school to real world experiences, afford students the opportunity to study real things and real processes in their actual environment, and bring the resources of the community within the student's learning experience. School sponsored field trips will not count as absences. It is the student's responsibility to obtain and turn-in the work they will be missing.

NATIONAL HONOR SOCIETY (NHS)

Membership in NHS, an honorary organization, is based upon four criteria:

- scholarship (a grade point average, GPA, of 3.65)
- demonstrated evidence of good character
- documented service to one's community
- demonstrated leadership skill

Members are selected upon review of candidate application material. Membership criteria and procedures are posted in the High School and available in the High School office. Additionally, an effort is made to provide every student who meets the criteria with an NHS pamphlet that describes the criteria and membership selection process. Pamphlets are also available from the principal and NHS advisors upon request.

The board-approved selection procedure for NHS includes the advisors meeting with those students who meet the minimum GPA requirements and presenting them with a packet of information relating to NHS membership requirements. The students then complete an essay and an application for membership. Additionally, the student and his/her parent(s) sign-off indicating that they understand the requirements for selection. Once the application packet is returned to the advisors by the due date, all names of the candidates are blocked-out in order that a five-person faculty review committee can review them anonymously based solely upon their credentials. This committee also considers review sheets that have been completed for each student by the EHS faculty (and which have also been coded by the advisors for student anonymity). The names of the members of the faculty committee are also kept confidential. These procedures are in accord with the charter and by-laws of the National Honor Society and are recommended by the Ohio Association of Secondary School Administrators that sponsors annual NHS advisor updates in which Eastwood participates.

SECTION IV - ATTENDANCE POLICY

ATTENDANCE

Attending school is both necessary and the law (ORC 3321.04). State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have themselves and/or parents taken to court.

When a student is absent the parent must notify the school by telephone that morning. The high school office is open at 7:00am and calls may be received beginning at 7:15am. Voicemail is available for parents/guardians to call in for absences from 5pm to 7:15am. Students may not call themselves in sick and be excused. The Ohio Revised Code mandates the contact be made with the parent or legal guardian of the absent student. Students must bring a written statement of the cause of the absence with them upon their return to school. If a physician has seen a student, they should bring a note from the physician's office. A note or phone call from the parent/guardians is required.

The Ohio Revised Code mandates the contact be made with the parent or legal guardian of the absent student within 120 minutes after the start of the school day. If we are on an online calamity day after 5 school closings, students are expected to be in attendance in all of their courses unless called in sick by a parent. If they do not log in and participate in an online class, parents/guardians will receive a call the first period the student is not in attendance.

EXCUSED ABSENCES

The ORC lists the following as the only legal excuses for absence from school:

1. Personal illness: the school may require a certificate from a physician upon return to school after four (4) consecutive days.

2. Illness in the immediate family.
3. Quarantine in the home: absences arising from this condition are limited to three days, depending on what is recommended by the appropriate health officials.
4. Death of a relative: absences arising from this condition are limited to three days, unless the parent/guardian can show reasonable cause for a longer period.
5. Observance of a religious holiday: a student may be excused for observance of a religious holiday consistent with their creed.
6. Farm work at home - Must be excused by the Principal prior to the absence (limited to 3 days per year).
7. Any other absence approved by the school prior to the absence.

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

GENERAL ATTENDANCE INFORMATION

1. A student absent from school for four or more class periods will be charged with one day of absence.
2. Students must be in attendance at least four (4) periods to participate in extracurricular activities and it must be the last 4 periods of the day. This means the student must be in the office to sign-in by 10:10am. Students leaving the second half of the day will not be permitted to participate in any extracurricular activities that day unless covered by a doctor's note for the absence.
3. ("Excused" or "Unexcused"), the student may, upon teacher initiation, be forced to forfeit credit for that course or courses for that particular grading period. An official letter from the Principal will be used to notify the student and his/her parent/guardian of this situation, should it occur. The Principal or his designee may waive this forfeiture of credit pending a parent/guardian requested Administrative Review of the situation. Those included in the Review shall be the Principal, Counselor, involved teacher(s), student, and his/her parent/guardian.
4. All attendance records will be kept in the high school office.
5. All teachers will keep accurate daily attendance records.
6. Office Personnel will attempt to phone students whose parents/guardians have not notified the school of their child's absence.

UNEXCUSED ABSENCE

Unexcused absences are those not approved by the school or the state code. Unexcused absences usually consist of but are not limited to; oversleeping, missing a ride, shopping, car trouble, non-medical appointments, non-approved vacations, trips with friends, "**Senior Skip-day**", unverified absences, absences over and above the excessive absences outlined below, and jobs. Unexcused absences may result in disciplinary action or a grade of zero for all missed schoolwork.

TARDY POLICY

Students must be in their assigned class by 7:45 a.m. Students arriving at school after 7:45 a.m. and up to the end of first period will be marked as being tardy to school. Unexcused tardies usually consist of but are not limited to; oversleeping, missing a ride, shopping, car trouble, non-medical appointments, trains and jobs.

Tardy to school and tardy to class will be cumulative. Students arriving to class tardy will be recorded tardy in the office. Students who accumulate a fourth (4th), fifth (5th) or sixth (6th) tardy for the nine weeks (either to school, to class, or combination of both) will be issued a detention. Students accumulating a seventh tardy will be issued a one day In-School Reassignment. Additional tardies could result in additional In-School Reassignments.

CLASS ATTENDANCE - FREQUENT OR EXCESSIVE ABSENCES

Students and/or parents/guardians may be required to present verification or explanation if absences for a reason listed above become frequent or extended. Additionally, in order to assert the importance of regular, daily attendance - and as a matter of procedure - the following steps are taken when students begin to display a possible pattern of poor or questionable attendance.

- A. When a student reaches five (5) absences or 30-38 hours of missed school during the course of the year, the school administration will send a letter to the parent/guardian explaining our attendance policy.
- B. When a student reaches ten (10) absences/ 60-65 hours during the course of the year, the school administration will send a letter explaining that any further absences will be considered "Unexcused" unless accompanied by a Doctor's Certificate verifying the need for the absence. Future steps regarding our attendance policy will also be explained. Additionally, an Administrative Review of the absences will be scheduled with the parent/guardian.
- C. It should be noted that this ten (10) absence limit during a year for unverified excused absences also pertains to individual classes. For example, due to tardiness, partial absences, leaving early, etc., it may be possible for a student to compile more absences in one class than another. Consequently, an individual teacher from whom a student has missed more than 10 days may expect that student to have medical verification with a doctor's certification for future excused absences. Parents/guardians will be notified by writing if this situation occurs.
- D. If a student reaches the classification of Habitual Truancy, Excessive Absences, or Chronic Absenteeism as outlined below, the student may not be permitted to attend field trips or other events during the school day that may require them to miss additional class time. Students who have reached these classification thresholds will have such events reviewed on a case by case basis by the administration.
- E. A parent may be required to attend an attendance intervention meeting with school personnel if the student reaches an attendance threshold as defined in Ohio Revised Code Section 3321.191. Each school day is 6 hours long, and the thresholds are as follows:

	Consecutive Hours	Hours per school MONTH	Hours per school YEAR
Habitual Truancy	30 hours <i>without</i> legitimate excuse	42 hours <i>without</i> legitimate excuse	72 hours <i>without</i> legitimate excuse
Excessive Absences	--- -- ---	hours <i>excused</i> or <i>unexcused</i> unless the absence is medically excused	65 hours <i>excused</i> or <i>unexcused</i> unless the absence is medically excused
Chronic Absenteeism	--- -- ---	--- -- ---	10% of total hours <i>excused</i> or <i>unexcused</i>

- F. Students with a history of habitual absences (more than 10 per year) may be notified in advance of an exception to the guidelines in this section.

CLASS ATTENDANCE: Calamity Day Attendance and On-line Expectations

On the 6th day of missed classes due to bad weather (calamity days), or during other emergencies, the district may switch to on-line learning. In the event that your child is receiving their instruction on-line, the expectation is that the student:

1. Logs on to Schoology and completes their school work daily.
2. Deadlines need to be adhered to as assigned.
3. If a teacher requests a Google meet session with the student, the student must attend as requested.
4. Attendance will be monitored and counted towards overall attendance. Attendance will be recorded through various means, such as Schoology, an assigned Formative Assessment question, an online Schoology assignment (analytics), time on Aleks, gizmo, ixl, etc. The tool used to take attendance may be different day to day and class to class, but attendance will be taken each period. If your child has an appointment or is sick, please call the office as you would any other absence. All other attendance policies as listed in the handbook are in effect.

COLLEGE VISITS AND JOB SHADOWING

Students may request up to three (3) excused absences while in high school. Completed applications must be returned to the office at least three (3) days before the requested date of visit. The student must also bring verification from the college/job they have visited when they return to school. The counselor may also arrange career-related visits to further enhance students' knowledge of the world of work.

LEAVING SCHOOL GROUNDS

Students are not to leave school grounds after their arrival without permission of the school and/or parent/guardian. If it is necessary for a student to leave they must sign out in the office. The student must also have a note from a parent/guardian or a phone call from a parent/guardian in order to be excused. Students who leave school grounds without proper permission and without signing out in the office are subject to disciplinary action and may be charged with truancy. Likewise, permission from the office must be granted for a student to leave the building to go to the parking lot. The student may be accompanied by an adult if a camera visual cannot be maintained.

Students riding a school bus must remain on school grounds after arrival and prior to departure. Failure to do so may result in the student being denied their bus privilege.

UNAUTHORIZED ABSENCE FROM SCHOOL OR A SCHEDULED PERIOD

An example of an unauthorized absence would be when a student is absent from school without the parent/guardian's permission or knowledge (Truancy). Other examples include but are not limited to: cutting or skipping a scheduled period or portion thereof, leaving a classroom without permission, or leaving school grounds without permission in any way. THIS POLICY APPLIES TO THE ENTIRE SCHOOL DAY INCLUDING SCHEDULED STUDY HALL PERIODS AND LUNCH PERIODS.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absences as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

EARLY DISMISSAL

Students may obtain permission to be released from school for doctor or dentist appointments by presenting the appointment card to the office or by bringing a note from a parent/guardian. This request must be presented before school

starts at 7:45 a.m. Needed at home or personal business is not sufficient reasons for an early release. Parents are encouraged to make every effort to schedule appointments outside school hours. Students released are expected to return to school after the appointment whenever possible. A student leaving school more than one (1) hour before dismissal time will be credited with one-half (1/2) day of absence.

MAKE UP WORK

When a student is absent from school, it is their responsibility to contact their teachers to get assignments they have missed. When a student is absent they will have the number of days absent to complete the assignments. Assignments should be turned into the teacher during the regular class period.

Students who do not turn in work on time may receive a "0" or an "F" for the assignments. Students are required to turn in all assignments, which were made prior to the absence, on their original due date or upon return to school, whichever is the latter.

Students should be familiar with each individual teacher's procedure for making up tests and quizzes, which were missed due to absence. In the case where a student is absent for one (1) or more days, a request can be made to the office to get assignments for the student. The request must be made before lunch.

In the case of an extended or recurring medical problem, the student and their parent/guardian are encouraged to make arrangements for turning in assignments with each individual teacher.

HALL PASSES

Students are to be in their assigned classes at all times. Students in the hallway during class time must have a pass from the teacher. Failure to have a pass from the teacher may result in disciplinary action against the student.

PHONE CALL/NOTE POLICY

The Ohio Revised Code requires that contact must be made between the school and the parent/guardian whenever a student is absent. If the parent/guardian does not contact the school by telephone, the school will attempt to call the parent at home, to a cell phone or at work.

VACATION POLICY

We understand the value of spending family time together and traveling to new place, however, there are some parameters on taking vacations during the school year:

1. Missing school for vacations or other outside events is **limited to FIVE (5) days of school per academic year**. Special exceptions may be made for those traveling to another continent.
2. **Students who have excessive absences (9 or more parent notes) may not be excused for vacations; therefore losing credit for any missed work.**
3. At least one parent or guardian must accompany the student.
4. All make-up work **MUST** be completed **prior** to the vacation or **turned in the day the student returns**. The student will also be required to complete any tests the day he/she returns, unless prior arrangements have been made with the teacher(s).

Such an absence requires that the student obtain an Advance Request for Assignments form from the school counselor and supply a note from the parent/guardian at least 5 (five) days prior to the absence. Arrangements for missed assignments are the responsibility of the student and they must contact each of their teachers. It is the teacher's option to set the due date for the assignments, which may be prior to the absence. Failure to submit this request will result in the absence being considered unexcused, unless school officials determine that extenuating circumstances prevented such a request. A written statement from the parent/guardian is required for this determination of why proper procedures were not followed. These vacation days will be considered absences and will count as such in the student's attendance record.

Per Board of Education Policy, students will be permitted out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity.

If the student will be absent for twenty-four (24) or more consecutive hours when the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

SECTION V - DISCIPLINE CODE

The Board of Education acknowledges that conduct is closely related to learning – an effective instructional program requires an orderly school environment and the effectiveness of the educational programming is, in part, reflected in the behavior of students. The Board shall require each student to adhere to the Student Code of Conduct adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students conform to reasonable standards of socially-acceptable behavior; respect the person and property of others; preserve the degree of order necessary to the educational program in which they are engaged; respect the rights of others; obey constituted authority and respond to those who hold that authority.

EXPECTED BEHAVIORS

A major component of the educational program at Eastwood High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student shall be expected to:

1. abide by national, state, and local laws as well as the rules of the school.
2. respect the civil rights of others.
3. act courteously to adults and fellow students.
4. be prompt to school and attentive in class.
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
6. complete assigned tasks on time as directed.
7. help maintain a school environment that is safe, friendly, and productive.
8. act at all times in a manner that reflects pride in self, family, and in the school.

DRESS CODE

It is important that students dress appropriately for school. Eastwood High School's Dress Code conforms to Board of Education Policy which states, in part, that style of dress "should ensure the health, welfare, and safety of the members of the student body and enhance a positive image of our students and the schools. Any form of dress or grooming which attracts undue attention or violates the previous statement is obviously unacceptable."

Students whose style of dress or inattention to hygiene is deemed inappropriate for school will be sent home to change clothes or will be sent to the office to await an arrival of appropriate clothing from a parent/guardian. **If a student does not have a change of clothing available, the student will be required to wear an article of clothing provided by the school.** Absence from class due to this action will be regarded as "Unexcused". Repeated violation of Eastwood High School's Dress Code will be handled in compliance with Board Policy pertaining to Student Discipline and could, therefore, result in suspension.

Students who have violated the dress code will be identified during their *first period class* and required to correct the violation. Teachers will be notified of the violation and asked to monitor the student during the course of the day. If the violation occurs a second time during the day, the student will be issued a detention. Additional violations of the dress code will result in further disciplinary consequences.

Considering both the above and the fact that clothing and style of dress are personal in nature, many times a situation results in a “judgment call” by the school administration that shall remain the final arbiter. There are, however, several types of clothing which are specifically prohibited:

- Hats, ball caps, “dew rags,” hoods, and any other type of head covering,
- Clothing of any kind, including pins and jewelry, which advertises or promotes the use of tobacco, alcohol, and/or drug related substances. Also prohibited is clothing that contains or promotes hate, violence, profanity, vulgar or negative messages.
- Any type of emblem, symbol, tattoo, article of clothing, or style of dress (e.g., color of shoe strings in sneakers, “sagging” of pants, etc.) that portrays or connotes membership in a gang or depicts gang “colors.”
- Clothing which contains language or pictures which are sexual or suggestive in nature or which contains language that is offensive or, in the view of the staff, is inappropriate for school.
- “Bare midriff tops” and “muscle-type” shirts are not permitted.
- Sleeveless tops are permitted for girls provided the width of the strap is a minimum of “2 inches”.
- Excessively worn or torn clothing is permitted but must cover undergarments and still meet other requirements of the dress code.
- Pajamas, lounge pants, and slippers are not permitted to be worn to school unless this is part of a school activity.
- Shorts may be worn to school as long as they are an appropriate length. Not permitted cutoffs, skin tight shorts, and bathing suits.
- Winter coats or bulky coats are not permitted to be worn during the school day and must be kept in the student locker.
- Chains which hang from the pants as well as dog-type choker chains worn as necklaces including chain or stud wrist bands are also prohibited.
- That style of dress which permits undergarments to be seen. In this regard, “sagging” of pants is not permitted.
- Headphones/Earbuds are not permitted unless permission from a teacher has been granted during that specific class period.

GANG ACTIVITY/MEMBERSHIP

Eastwood High School discourages student interest, association and participation with gangs, does not tolerate evidence of such activity, and works with the Wood County Gang Task Force, a division of the Wood County Prosecutor’s Office, to identify gang members and curtail gang activity. Should a student display an obvious interest in or allegiance to a gang - as demonstrated by behavior, style of dress as noted above pertaining to the dress code, or by exhibiting or producing gang graffiti - both parents/guardians and the Wood County Gang Task Force will be contacted. Further action by the school, pending the severity of the behavior or incident, is predicated by a student’s continued display of interest or involvement in gang activity.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student’s parents.

Damage to or loss of school equipment and facilities wastes taxpayers’ money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parent/guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Code of Conduct.

CODE OF CONDUCT

This Code of Conduct is in effect while students are under the authority of school personnel or involved in a school sponsored activity. This includes but it is not limited to school buses and property under the control of school authorities

and while at interscholastic competitions, extracurricular activities, or other school activities. In addition, this Code of Conduct includes:

1. *misconduct by a student that occurs off school district property but is connected to activities that have occurred on school district property*
2. *misconduct by a student that regardless of where it occurs is directed at a district official or employee or the property of an official or employee.*

Violation of the Code of Conduct may result in verbal or written warnings or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, Saturday School, community service, emergency removal, referral to law enforcement agencies, suspension, or expulsion.

The following is written to comply with Sections 3313.66 and 3313.661 of the Ohio Revised Code, which became effective September 1, 1976. It is also written to make clear to students those things for which they may be removed, suspended, expelled, permanently excluded, or otherwise disciplined. Finally, it is intended to clearly state what constitutional rights the student and his/her parent/ guardian have when the student is disciplined.

Please recall that Eastwood High School's policy regarding appropriate student behavior is premised upon the notion that all students have a right to learn in a school that is safe, conducive to learning, and free of distraction or interference from others.

Thus, a violation of any one or more of the following rules or behavior in a manner inconsistent with the above assertion may result in disciplinary action, including (but not limited to), detention, removal, suspension, expulsion, permanent exclusion, or other action deemed appropriate by the school administration.

1. **ASSAULT**: a student while under the jurisdiction of the school, shall not cause physical injury or behave in such a way which could threaten or cause physical injury to school staff, other students, or visitors. Jurisdiction includes the school day and any activity.
2. **BEHAVIOR THAT COULD RESULT IN HARM OR INJURY**: When a student engages in horseplay or behaves in a way that could harm another. May result in detention, Saturday School, or suspension.
3. **CARELESS OR RECKLESS DRIVING**: Driving on school property in such a manner as to endanger persons or property is not permitted.
4. **COLLUSION**: no student shall assist or aid in any way another student in violating either school rules or any law or ordinance when either student is properly under the authority of school personnel.
5. **DISRUPTION OF SCHOOL**: a student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated violations of the code of conduct, cause disruption or obstruction to the educational process, including lunch periods, as well as all curricular and extracurricular activities. Examples of disruption would include unusual dress and appearance, bomb threats, the setting of fire alarms, strikes or walkouts, impeding free traffic to or within the school, etc. Any student sent to the principal's office for disruption must proceed directly to the office. The student will report to the secretary, who will arrange for the student to see the Principal. A teacher who sends a student to the office must report, in writing, the reason for sending the student to the office. A conference may be arranged between the student and the teacher.
6. **DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY**: a student shall not cause or attempt damage to school property or private property as it affects the good order and welfare of the school. Such examples of school property are landscaping, athletic facilities, buildings, and contents. Such examples of private property are vehicles, buildings, landscaping, clothing or other possessions.
7. **DANGEROUS WEAPONS OR INSTRUMENTS**: a student shall not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or instrument of violence such as guns, rifles, knives, ice picks, switchblades, brass knuckles, etc. Included in this provision would be the use of chemicals, gases, look-alike weapons, and/or explosives or explosive devices. This prohibition shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. A complete

investigation will be made and proper law enforcement agencies will be notified. If the student's guilt is established, the student may receive a ten-day out of school suspension and recommendation for expulsion.

8. **EXTRACURRICULAR ACTIVITIES:** the code of conduct applies equally to situations involving school-sponsored clubs, organizations or sporting activities. Members of these groups who violate the code of conduct may be denied participation from the club, organization or activity in which they participate as well as being suspended from school.
9. **FORGERY:** Any kind of forgery is prohibited. Students shall not fraudulently affix or have affixed parents' or other authorities' signatures on notes or official neither school forms; nor shall students use passes, school forms, or notes in an improper manner.
10. **FRIGHTENING, DEGRADING OR DISGRACEFUL ACTS:** a student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade or disgrace a teacher, student, employee of the district or visitor by written, verbal or gesture means. Public display of affection is not permitted. *This includes the use of profanity in any form whether directed at students or staff.*
11. **HARASSMENT/BULLYING:** harassment comes in many forms. Students have the right to expect that they will not be physically or sexually harassed or bullied. In addition, students should not be harassed or bullied because of their ethnicity, religious beliefs, or gender. Cyber bullying is also prohibited.
12. **INSUBORDINATION:** a student shall not disregard or refuse to follow reasonable directives given by school personnel.
13. **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS:** failure to comply with Board of Education policy regarding physical examinations and in accordance with the Revised Code regarding immunizations may result in exclusion from school.
14. **CHEATING /PLAGIARISM /USE OF ARTIFICIAL INTELLIGENCE WITHOUT PERMISSION:** Our high school is committed to upholding academic integrity and promoting intellectual honesty among our students. Any act of academic dishonesty by a student, such as cheating in a class on a test or assignment, plagiarizing, or utilizing AI technology on homework or assessments, shall be cause for disciplinary action.
 - A. **Plagiarism:** Plagiarism is defined as copying or imitating the language, ideas and thoughts of another and passing off the same as one's original work.
 - B. **Cheating:** Cheating is defined as copying or imitating the language, ideas and thoughts of another and passing off the same as one's original work.
 - C. **Use of Artificial Technology:** AI technology refers to any software or tool that can generate text, research, or other academic work based on input provided by the user. Students are strictly prohibited from using AI technology, such as Chat GPT and others, to complete homework or represent ideas on homework, essays, research papers, etc. All work submitted by students must be their original work, created by the student without the use of AI technology.

In each case, parent/guardians may be notified. The penalty for cheating / plagiarism/use of AI shall be a detention, and/or receiving a failing grade for the work being done for the first offense. A second violation will result in a failing grade on the assignment, one day in-school- reassignment, and a parent meeting. A third violation could result in a zero on the assignment, Out-of-School Suspension and additional academic consequences.

Any violations of Cheating/Plagiarism/ Use of Artificial Intelligence Without Permission could also impact membership in clubs, activities, and organizations.

15. **POWER OF SCHOOL AUTHORITIES:** the power of school authorities over students does not cease absolutely when students leave the school premises. Conduct outside of school hours and school property shall subject the student to school discipline if it creates a material or substantial disruption.

16. **PUBLICATIONS AND ORGANIZATIONS:** publishing or distributing any printed material or promoting organizations or joining any club or organization, which has not been approved by the building administration, is prohibited.
17. **THEFT:** (UNAUTHORIZED POSSESSION): a student shall not cause or attempt to take into possession the public property or equipment of the district or the personal property of another student, teacher, visitor or employee of the district during or at school sponsored activities. No student shall knowingly receive, retain or dispose of property of another knowing to have been, or having reasonable cause to believe that it had been obtained through the commission of a theft offense. No student shall knowingly attempt to obtain or exert control over property of another, which, if successful, would have constituted the offense of theft.
18. **TOBACCO/ DRUGS/ ALCOHOL:** the possession, use or abuse of tobacco, alcohol, drugs and/or paraphernalia while at school or a school activity will result in immediate suspension. It is unlawful to deliver, attempt to deliver or cause to be delivered any form of tobacco, alcohol, drugs, narcotics, non-controlled substances, or substance which resembles a controlled or non- controlled substance which may be considered to be harmful to the health or morals of oneself or others. This includes counterfeit controlled substances or "look alike" drugs. This includes counterfeit controlled substances or "look alike" drugs, any substance containing tobacco, including smokeless tobacco, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor", or other substitute form of cigarettes, clove cigarettes or other smoking devices for tobacco or any other substance.

A student shall not appear at school or school related events after having consumed any of the above.
19. **TRUANCY AND TARDINESS:** Truancy is prohibited. Truancy is declared when a student is absent from school or any portion thereof without school authorization and parental consent. Tardiness to school and between classes is also prohibited.
20. **UNAUTHORIZED SALES:** no student shall sell or cause to sell anything during school hours, anytime on school property or at school sponsored events without the prior approval of the building administration.
21. **VANDALISM:** Any damage to school property - intentional or not. This may also include the school computers if done in a malicious or repetitive manner.
22. **VIOLATIONS OF THE DISCIPLINE CODE AGAINST SCHOOL PERSONNEL:** Generally, students are under the provisions of the Student Handbook while in school or at a school related activity. Students are also prohibited from carrying out acts against school personnel after school hours.
23. **VIOLATIONS OF THE LAW:** a student shall not violate any law or ordinance when the student is properly under the authority of school personnel.
24. **TAMPERING WITH SAFETY EQUIPMENT:** a student shall not tamper with any school safety procedures or equipment - including but not limited to door magnets, fire extinguishers, propping doors open, AED's, emergency lights, talking during safety drills, etc.

STUDENT CONDUCT (ZERO TOLERANCE)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behaviors by its students.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, against school personnel, or at a school activity, event or program.

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

ARTICLES PROHIBITED

We are concerned about the safety of our students. Devices that are hazardous or interfere with learning, such as electronic games, ipods, laser pointers, etc, and other unapproved toys like slime, spinners, toy guns, etc., are not to be brought to school and could result in the confiscation of the item. The school cannot be held responsible for the damage or theft of such items. Students are not allowed to sell candy or other products unless they have permission from the principal.

CELLULAR PHONES

Due to the disruption that cellular phone use causes during the course of the school day from 7:45am to 2:25pm, the following specific guidelines have been developed for cellular phones. Due to the increasing use of technology in the classroom there are times in which the use of a cell phone may be permitted in the classroom as designated by the classroom teacher. This use would be for educational purposes and each teacher will have guidelines to specify this use of the cell phone and any Wireless Communication Device (WCD).

Students will not be permitted to be in possession of cellular phones / smartwatches or any electronic device during classroom or state assessments. Devices including wearable tracking devices capable of receiving information will be collected during testing. Teachers may also require students to put their cell phone in a designated spot/pocket during daily classroom lessons. The personal use of a cell phone during school hours (7:45am to 2:25pm) is only permissible during a student's lunch unless specific permission from a teacher has been granted. If a student uses a cell phone during the school day any other time other than what has been previously listed, the following consequences will be in effect:

- **1st Violation** - Student will have their cellular phone confiscated and will meet with the principal or assistant principal. Student can pick up the cellular phone after the school day.
- **2nd Violation** - Student will have their cellular phone confiscated and student will be assigned detention. Student can pick up the cellular phone after the school day.
- **3rd Violation and beyond** - Student will have their cellular phone confiscated and be assigned to detention or In-School-Reassignment Parents can pick up the cellular phone after the school day.

***For additional violations multiple OSS assignments will occur as well as barring the student from bringing it to school for the remainder of the school year.

*****Cellular phone use and possession before school and after school is not affected by these guidelines.**

*****Cellular phones will not be checked by administrators unless it is done in the presence of the student and there are allegations it was used for the reasons of taking inappropriate pictures in school, school safety or for cheating purposes. A follow-up communication will be made to a student's parent/legal guardian to further discuss why the cell phone was viewed by an administrator.**

CRIMINAL ACTS

Any criminal acts taken at or related to the school will be reported to the law enforcement officials as well as disciplined at the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion from school or extra-curricular activities.

DANGEROUS WEAPONS IN THE SCHOOLS

The Board has adopted a resolution authorizing the Superintendent to expel a student from school for a period not to exceed one year for bringing a firearm or knife to a school operated by the Board or onto any other property owned or controlled by the Board for possessing a firearm or knife at a school or any other property owned or controlled by the Board which firearm or knife was initially brought onto school property by another person.

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

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

DIGITAL CITIZENSHIP

Eastwood Local Schools is committed to providing our students with a technology rich learning environment. We want our students to use technology as a tool for accessing information and sharing what they have learned both locally and globally.

Eastwood classrooms incorporate technology as a natural part of education to ensure all students have the opportunity to develop the 21st century skills necessary to be responsible, productive citizens in an information-driven global society.

This effort rests upon the tenets of Digital Citizenship – the ability to think critically, behave safely, and participate responsibly in the digital world. It is this concept of Digital Citizenship, which is integrated into the curriculum across all grades, that helps teachers, administrators and parents to understand what students should know to use technology appropriately, effectively, and as a vital tool for learning.

FIGHTING

Student fights are defined as mutual combat where two parties engage and punches are thrown. While infrequent, they have profound effects on both participants and on the total school atmosphere. A fight between individuals over a personal grievance between them and not directly involving other students is typical of most fights occurring in school. This type of fight nearly always has some type of provocation or prior personal grievance between the parties. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant. Varying punishments may be given if one student assaults another in an unprovoked manner.

GAMBLING

Students shall not engage in or promote games of chance, placing of bets, or risk anything of value. Failure to comply will be due cause for punishment.

HARASSMENT

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individual is not permitted. This includes speech or action that creates a hostile, intimidating, or offensive learning environment. Students committing acts of harassment are subject to disciplinary action. Such action may include warnings, detentions, suspensions, or notification of the law. Conduct constituting harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

1. **Verbal:** the making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
2. **Non-Verbal:** causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
3. **Physical Contact:** threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse (rape), with fellow student, staff member, or other person associated with the district.

OTHER TYPES OF HARASSMENT (ETHNIC - RELIGIOUS - DISABILITY HARASSMENT)

1. **Verbal:** written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.
2. **Non-Verbal:** placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

3. **Physical:** any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Any student who believes that they are the victim of any of the above situations or has observed such actions taken by another student, staff member, or other person associated with the school district should contact an administrator immediately.

The student may submit a report in writing, by telephone, or in person to the Principal or Assistant Principal. The reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another person may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

HAZING

It is the policy of the Board of Education that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member or other employee of the district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing codes does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the district shall be alert to possible situations, which might include hazing. If hazing is discovered, involved students shall be informed by the discovering employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported to the Principal and Superintendent immediately. No person shall recklessly participate in the hazing of another. No administrator, employee, or other faculty member of any primary, secondary or post-secondary school or of any other educational institution, public or private shall recklessly permit the hazing of any person. Whoever violates this section is guilty of hazing, a misdemeanor in the fourth degree (ORC 2307.444; 2903.31).

INTERNET USE POLICY

EHS students will have the opportunity to use the school internet in some of their classes and in the media center. Students who choose to take advantage of this learning opportunity are obligated to abide by the terms of an "Acceptable Use Policy" in accordance with Eastwood Local Schools. The policy deals with students using the Internet for appropriate, school-related purposes and not abusing the system. A copy of the policy itself is on Final Forms.

INTERROGATION OF A STUDENT

The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and child welfare agencies. If law enforcement request to talk to a student, the school will attempt to contact the parent/guardian of the student to seek their permission. Please see Board Policy 5540 for more detailed information.

PHYSICAL ALTERCATIONS

Occasionally, physical altercations occur between two individuals which are not really fights but which involve pushing and shoving between the two individuals. The Principal shall make the decision as to whether a confrontation between two individuals was a fight or a physical altercation after gathering all the available information.

PHOTOGRAPHY/ VIDEOGRAPHY/ AUDIO RECORDINGS

Taking pictures, video recordings, or audio recordings during school hours or on the buses is prohibited. Permission may be given by teachers for educational purposes, such as a yearbook, journalism, etc. Also, this prohibition does not include taking pictures or video recordings at public events such as performances, athletic contests, or award recognition programs

PROCEDURE FOR 18-YEAR-OLD STUDENTS

While school membership is no longer mandated by law, the student 18 years old or older who fails to assume the responsibility of attending school and who defies the school attendance rules is subject to expulsion for non-attendance. The student who is 18 years old or older who violates the Student Code of Conduct or other school rules in such a manner that may result in suspension may be subject to OSS in consideration of their age.

Only those students, who have reached the age of 18 and are emancipated, no longer residing with their parents or legal guardian, may write their own notes in regard to absences from school. The school reserves the right to contact the parent/guardian for any student regardless of their residence. Eighteen-year-old students who still reside with a parent/guardian MAY NOT write their own excuses. It is the responsibility of the eighteen-year-old student to inform the school administration, and show proof of residence, if they are not residing with a parent/guardian.

PUBLIC DISPLAYS OF AFFECTION

Public display of affection, which includes kissing, necking, petting and hugging on school grounds is considered in poor taste. Students engaged in PDA are subject to disciplinary action. Refusal to comply is considered insubordination. Holding hands is permissible.

SEARCH AND SEIZURE

The District has custody of the students during the school day and hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed District regulations to be followed in the case of interrogations.

The right of inspection of students' school lockers, articles carried upon their persons, and their personal vehicles and interrogation of individual students is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school, in exercising its in "loco parentis" relationship with their children, will employ every safeguard to protect the well-being of those children; nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. That authority therefore, is to be exercised sparingly and only when such inspection search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order or promote the safety and security of persons and their property within the area of the school's responsibility.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the board to permit the building administrator to search any locker and its contents that the administrator believes there is reasonable suspicion for the search. The administration, at any time without prior notification, may implement a "Dog Search" of student lockers or cars. The local police department will conduct the search. The school is not liable for damages to a car as a result of a dog search.

TOBACCO, DRUGS & ALCOHOL

The Eastwood Board of Education acknowledges that student use of alcohol and/or drugs may result in dependency. The Board desires to aid in preventing the development of dependency and in avoiding the accompanying disruption of a student's educational program. To promote an alcohol and drug-free school, the Board supports the adoption and enforcement of regulations, which prohibit student contact with alcoholic beverages, intoxicants, and drugs prior to (during the same calendar day) and during times when the student is subject to the authority of school officials.

If a student violates the school regulation regarding drugs and alcohol or if it appears that chemical dependency exists, the Board of Education recognizes that it must share these concerns with the family and student involved.

The Board's intention is to create an atmosphere of openness and understanding. It is then the parent's and the student's responsibility to seek qualified counsel and inform the school of what corrective action is being taken. It is the school's responsibility to encourage the family in this endeavor. The appropriate school administrator according to guidelines set forth in Board-adopted policy shall determine disciplinary action resulting from the violation of a drug or alcohol-related regulation. Thus, it is affirmed that:

1. Students shall not possess, use, transmit, sell, conceal or consume any alcoholic beverage or intoxicant or any drugs of abuse. This provision shall be applicable to any conduct on school grounds, during and prior to or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school-sponsored activity, function or event; on a school bus; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs of abuse at any time before arrival at school or at school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue or other inhalants, cocaine, as well as look-alike, synthetics, or other substances that could modify behavior which include over-the-counter medications.
 - a. Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered a violation. However, all such drugs must be maintained in their original container.
2. Students shall not possess, use, transmit, sell or conceal any drug-of-abuse, instrument or paraphernalia (example - hypodermic needle, pipe, roach clip, etc.).
3. Students shall not possess, use, transmit, sell, conceal or consume tobacco or vapors. For purposes of this policy, "use of tobacco or vapors" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor", or other substitute form of cigarettes, clove cigarettes or other smoking devices for tobacco or any other substance.

Students who wish to refer themselves to the On-Site Counselor are not subject to discipline by school authorities provided that the student has not been previously identified as having committed an alcohol/drug offense. This policy concerns alcohol/drugs on school property as well as school sponsored events off school property. Unless specifically agreed to by the Superintendent and/or Board of Education, the student and their family must assume any cost of outside referral for diagnosis or treatment.

VIDEO RECORDINGS

The use of video cameras on school buses and in school hallways are utilized to ensure the safety of our students. If a student misbehaves, a school administrator may use the recording as evidence of misbehavior.

WIRELESS COMMUNICATION DEVICES (WCDS)

Students are permitted to possess the following types of wireless communication devices: laptop, cell phone, iPod, MP3 player, pagers, or other portable electronic devices for reading (i.e., Nook, Kindle, etc). The students are personally and solely responsible for the care and security of their electronic devices. **The Board and the school assume no responsibility for theft, loss, damage, or vandalism to devices** brought onto its property, or the unauthorized use of such devices. Students are encouraged not to let others use their devices, and to put locks on their lockers if storing such devices. The policies in this section also apply to smart watches.

Possession of a WCD by a student is a privilege. A student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege may lose his/her privilege to bring a WCD to school for a designated length of time or

on a permanent basis. The building Principal or his/her designee may also refer the matter to law enforcement if the violation involves an illegal activity.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use office phones to contact parents/guardians during the school day with permission of office personnel.

USAGE GUIDELINES:

1. All devices that emit a sound must be turned off from 7:15am until 2:25pm on school grounds unless permitted by the instructor for educational purposes in his/her classroom. Individual teachers are responsible to establish and enforce a policy to address electronic devices in his/her classroom. Teachers may require students to put such devices in a box, pouch or other area during class. Students are not permitted to possess a laser pointer or similar device. If an electronic device is used in an inappropriate manner or emits a sound, the student will be subject to disciplinary action. Consequences may range from detention to confiscation of the device. Repeated or blatant violations will result in the device being confiscated and given to an administrator. The administrator may assign additional consequences, and/or requiring a parent/guardian to pick up the device.
2. Taking pictures, audio recordings, or videos during school hours is prohibited. Likewise, taking pictures, videos or audio recordings without the subject's permission is prohibited at all hours, however, this prohibition does not include taking pictures or video recordings at public events such as performances, athletic contests, or award recognition programs.
3. Taking pictures or videos in a restroom, locker room, or similar setting is strictly prohibited and violation may result in suspension or expulsion.
4. Headphones/Ear buds are not permitted in the hallways or in the classroom unless permission from a teacher has been granted to be utilized during that specific class period only.
5. No expectation of confidentiality will exist in the use of WCDs on school premises/property. Any search will be conducted in accordance with Search and Seizure Policy.
6. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
7. Students are also prohibited from using an electronic device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.
8. Sexting: Sexting is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.
9. A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the-School Administration.
10. Students may be asked to remove smart watches while taking tests or other assessments.

CAFETERIA GUIDELINES

Each day a nutritious "Grade A" lunch is served in the school's cafeteria. Besides this well-balanced meal, students may purchase a variety of items, e.g., hamburgers, french fries, tossed salads, and desserts, on an a la carte basis. The food service personnel are open to suggestions regarding menu items, and they attempt to provide a selection that has considerable variety and which reflects, as much as possible, "home-cooking".

Students should behave courteously while waiting in line: there is no cutting in line; similarly, students should not "cross-over" from one line to another. Students are asked to use appropriate dining habits and are expected to place their trays and silverware in the proper location when exiting the cafeteria. Students should always eat during the lunch hour that they are assigned unless they have permission and a note from their instructor. All food and drink should be consumed

in the cafeteria. No food or beverage items should leave the cafeteria. Lunch meetings are the exception. All students may purchase items from the food line in the Eagle's Nest. Students may sit in the cafeteria or Eagles Nest during lunch.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In some cases, a student can be denied school transportation for infractions of school bus rules. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

There are several different types of discipline that takes place within the school. Depending on the severity of the incident, the type of discipline administered will be determined by the Principal. The different types of discipline available are:

DENIAL OF PRIVILEGES

Students may be denied the privilege of participation in certain activities. Denial may be issued for such privileges as athletic participation, activity participation, graduation, etc. The type of denial and the length of denial will be determined by the principal.

DETENTIONS

Detention period is a time when the student is assigned to stay after school for any infraction of school or teacher rules. Students should fully understand that any employee in the building has the authority and responsibility to correct misconduct at any time. Therefore, it is conceivable that any employee might assign a detention or refer a student to the principal.

1. All detentions to be served are 45 minutes in length.
2. Teachers must give students twenty-four hours notice before they serve a detention.
3. Teachers should notify students when they have been referred to the office.
4. Students must show up for an assigned detention on the assigned date with school work.
5. Students will be removed from detentions if they are disruptive and required to serve on another date and assigned an additional detention.
6. All un-served detentions will be reported to the Principal.
7. Students assigned will be responsible for arranging for their own transportation and must leave the building following detention.
8. Detentions will be served beginning at 2:30 and lasting until 3:15. The date will be assigned when the detention is issued. Students arriving late will not be permitted to serve.

SATURDAY SCHOOL

This program permits the disciplined student to remain in academic classes during the school week with full privileges.

- Saturday School twice per month.
- It will meet from 8:00 AM - 11:00 AM in the middle school.
- **A student may only be assigned *three* Saturday Schools during a semester. Should disciplinary measures be required after this point, they will be more severe, e.g., in the form of in-school or out-of-school suspension or a recommendation for expulsion.**

IN-SCHOOL REASSIGNMENT (ISR)

The purpose of In-School Reassignment (ISR) is to provide a structured and supervised environment for students who have violated school policies or rules. ISR serves as an alternative to out-of-school suspension, ensuring that students continue their education while addressing behavioral issues. Students receive full credit for work completed in ISR. Per the Athletic Code of Conduct, students assigned to ISR may practice but cannot participate in games or contests on that day.

EMERGENCY REMOVAL

If a student's presence poses continuing danger to persons or property, or is an ongoing threat of disrupting the academic process- taking place either within a classroom or elsewhere on the school premises, the Principal or Superintendent may remove the student from the curricular or extracurricular activity or from the school premises entirely. A teacher may remove a student from a curricular or extracurricular activity under his/her supervision.

SUSPENSION (OSS)

Suspension is defined as the denial to a student of permission to attend school. While under suspension, a student may not attend school, be on school properties, or attend classes, extracurricular activities or school functions. The Superintendent or the Principal may suspend a student from school for disciplinary reasons outlined in the *Code of Conduct*. No period of suspension will be for more than 10 school days. Suspensions shall not extend beyond the current school year if at the time a suspension is imposed fewer than 10 days remain in the school year. The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board of Education may adopt guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year. The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions. The suspension hearing may take place immediately.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
 - a. Superintendent
 - b. Treasurer
 - c. Student's school record (not for inclusion in the permanent record)
6. Students must make up all work while serving an OSS. A student who is suspended may be permitted to complete any classroom assignments missed because of the suspension. The assignments must be turned in the day the student returns from his/her suspension. A second Out of School Suspension may result in receiving zeros for all schoolwork.

APPEAL PROCEDURE

Should a student who is 18 or older or a student's parents or guardians choose to appeal the suspension, he/she must do so within 10 days of the notice of suspension. The procedure for such will be provided in regulations approved by the Board. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parents or guardians. The procedure to pursue such appeal will be as provided in regulations approved by the Board. Notice of appeal must be filed with the Treasurer within three days of the Superintendent's decision.

APPEAL TO THE COURT

Under Ohio law, appeal of the Board's or its designees decision may be made to the Court of Common Pleas.

EXPULSION

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the Code of Conduct. Only the Superintendent may expel a student. Expulsion is defined as the removal of a student from school for more than 10 days, but not more than 80 days duration. The Superintendent may expel students for up to one calendar year for offenses in accordance with Ohio Revised Code and Board Policy. An expulsion can extend beyond the end of the school year. If there are fewer school days than expulsion days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board of Education has adopted guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

The Superintendent will give the student and parents or guardians written notice of the intended expulsion, including reasons for the intended expulsion. The student and parents or representatives have the opportunity to appear on request before the Superintendent or his designee to challenge the action or to otherwise explain the student's actions. This notice will state the time and place to appear which must not be less than three days and no later than five days after the notice is given.

Within 24 hours of expulsion, the Superintendent will notify the parents or guardians of the student and Treasurer of the Board. This notice will include the reasons for the expulsion and the right of the student, parents or guardians to appeal to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.

APPEAL PROCEDURE

A student who is 18 or older or a student's parents or guardians may appeal the expulsion by the Superintendent to the Board of Education or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing, which may be held in executive session at the request of the student, parents or guardians. The procedure to pursue such appeal will be as provided in regulations approved by the Board. Notice must be filed within 10 days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office. Notice of intent to appeal must be made within 10 days of the Superintendent's decision to expel.

PERMANENT EXCLUSION

Board Policy outlines all provisions for the Permanent Exclusion of a student.

RE-ADMISSION

If, in the opinion of the Superintendent, a permanently excluded student no longer represents either a danger to the health and safety of other students or staff, the District may, in some instances, seek the readmission of the student.

On the recommendation of the Superintendent, the Board will consider a resolution requesting the State Superintendent to revoke the permanent exclusion. If the Board adopts the resolution it will be forwarded to the State Superintendent, along with the reasons for the resolution and all relevant information.

Probationary Admission Following Permanent Exclusion

Under Ohio law, a student permanently excluded from school may request probationary admission for 90 days in any public school district.

- If a student requests consideration of probationary admission into this District, the Superintendent may enter into discussions with the student and his/her parents, guardians or their designee to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the District.
- If a satisfactory plan is developed, then the Superintendent will recommend the Board allow the student to attend classes within the District. The Board will act on the recommendation within 14 days.
- If a student violates the terms of the readmission plan, then the Superintendent may immediately remove the student pending action by the Board. The Board's action must take place within five days from receipt of the Superintendent's recommendation to revoke the re-admission.

A student in compliance with his/her probationary readmission plan may request either an extension of the plan for an additional 90 days or for the superintendent to recommend that the permanent exclusion be revoked.

OTHER SITUATIONS

The administration has made every attempt to develop rules and regulations, which would address most of the situations occurring at Eastwood High School. If a situation occurs which is not addressed in the *Code of Conduct* it is the responsibility of the administration to take prudent and responsible action to protect the educational process from

disruption and/or the safety and welfare of students and staff in the school building. *This includes acts against school personnel outside of the school day.*

LEVELS OF MISBEHAVIOR

The following guidelines may be used by the administration in dealing with various levels of misbehavior. Administrators will use their best judgment when examining the consequences students may receive for their conduct. Students may be warned before receiving consequences outlined below.

Section I	First offense	Second offense	Third offense
● Public Display Of Affection	Warning	Detention	Administrative Decision
● Out Of Class Without Pass/Loitering	Warning	Detention	Administrative Decision
● Swearing/Profanity/Vulgarity	Warning	Detention	Administrative Decision
● Failure To Sign In Or Out Of The Office	Warning	Detention	Administrative Decision
● Driving Infractions	Warning	Detention	Administrative Decision
● Possession Of Electronic Device	Warning	Detention	Administrative Decision
● Non-Productive Behavior Within Class	Warning	Detention	Administrative Decision
● Violations Of The Dress Code	Warning	Detention	Administrative Decision
Section II	First offense	Second offense	Third offense
● Being Sent To The Office - By Substitute	Detention	ISR	OSS
● Physical Altercation	Detention	ISR	OSS
● Minor Vandalism (NonpermanentDamage/Replacement)	Detention	ISR	OSS
● Skipping Class/Leaving School (Without Permission)	Detention	ISR	OSS
● Truancy	Detention	ISR	OSS
● Disruptive Behavior	Detention	ISR	OSS
● Failure To Serve An Assigned Detention	Detention	ISR	OSS
● Possession Of Obscene/ Pornographic Material	Detention	ISR	OSS
● Failure To Follow The Directives Of School Personnel	Detention	ISR	OSS
● Ridicule/Harassment/ Intimidation Of Anyone	Detention	ISR	OSS
● Profanity Directed At Anyone	Detention	ISR	OSS
● Non-Physical Disrespect Personnel/ Insubordination	Detention	ISR	OSS
● Lying to an Adult or Forgery	Detention	ISR	OSS
● Gambling	Detention	ISR	OSS
● Plagiarism/Cheating	Detention	ISR	OSS
Section III	First offense		
● Theft	Committing any of the behaviors		

● Fighting Or The Promotion Of A Fight	in section III will result in the student being assigned to an out of School Suspension with a potential recommendation for expulsion. Because of the severity/seriousness of the infractions listed within section III police authorities may be contacted. Please note: all proper legal procedures for students on IEP's and 504's will be followed.
● Chronic Misbehavior	
● Sale, Delivery, Or Possession Of Stolen Goods	
● Sexual/Racial/Ethnic Harassment	
● Indecent Behavior	
● Extortion, Blackmail, Coercion	
● Vandalism-Major Damage/Replacement	
● Possession Or Use Of Tobacco Product	
● Arson, Bomb Threat, Use or Possession Of Fireworks	
● Possession Of A Weapon, Includes A Pocket Knife	
● Tampering With/Setting Off A Fire Alarm, Or Making A False Alarm	
● Threat To Do Bodily Harm To Another Student/Staff	
● Assault On School Personnel	
● Unprovoked Student Attack	
● In Possession Of Or Under The Influence Of Controlled Substances (Drugs, Alcohol)	
● Distribution Or Misuse Of Prescription Drugs	
● Sale Or Delivery Of Controlled Or Non Controlled Substances Or Look-A-likes	
● Possession Of Drug Paraphernalia	

COMMITTING ANY OF THE BEHAVIORS IN SECTION III MAY RESULT IN THE STUDENT BEING ASSIGNED TO AN OUT OF SCHOOL SUSPENSION, AND/OR A RECOMMENDED FOR EXPULSION. BECAUSE OF THE SEVERITY/SERIOUSNESS OF THE INFRACTIONS LISTED WITHIN SECTION III POLICE AUTHORITIES MAY BE CONTACTED. PLEASE NOTE: ALL PROPER LEGAL PROCEDURES FOR STUDENTS ON IEP'S AND 504'S WILL BE FOLLOWED.

SECTION VI - STUDENT SERVICES

COUNSELING AND GUIDANCE

Comprehensive guidance services are available to all EHS students consisting of a planned and coordinated program designated to serve students from kindergarten through post-graduation years. These services may be classified in the following manner:

1. Counseling - helpful assistance to the individual relative to personal, education and career options.
2. Occupational - information concerning fields of work, professional growth and work opportunities through career conferences, field trips, and recent instruments of research.
3. Education - information regarding course selection, school and college information, scholarships and loans.
4. Follow-up assistance to meet the requirements of post high school education and employment and military service.
5. Individual study - test scores, grades, activities, autobiography, questionnaires and other subjective information.

DRIVING AND PARKING REGULATIONS

Driving to school is a privilege, not a right. Driving is approved for high school students who do not abuse the privilege and who agree to abide by the following procedures and regulations.

Students who need to drive to school must complete an application to the office on Final Forms. Bus transportation is provided, therefore, only students who can demonstrate a real need to drive will be granted permission for the following reasons:

1. Student involvement in a job, which requires their presence right after school.
2. Students involved in after-school activities.
3. Other extenuating circumstances approved by the administration.
4. The permit fee for the school year is \$5.00.
5. If a parking permit is not purchased and it is found that the student continues to park on school grounds, a \$10 parking permit fee will be automatically assessed to the student's fees.

Parking privileges may be revoked or detentions issued for failure to comply with driving rules and school rules. The following rules accompany the privilege of driving to school:

1. Speed limit on school property is 10 MPH.
2. Student cars must yield to buses at all times.
3. Cars must be parked in designated areas in a neat, orderly fashion.
4. There will be no loitering in or near cars during the school day. Park them, lock them, and leave them.
5. Any form of improper operation of the motor vehicle will not be tolerated.
6. Parking is at the student's own risk.
7. Drivers are advised that the school accepts no responsibility for property lost from vehicles or theft or damage to vehicles while on school property.

EMERGENCY MEDICAL PROCEDURES

All students are required by law to have an Emergency Medical Form on file in the office. Parents need to fill out the form, sign it, and have their child return it to school. Failure to submit this form may result in the student being excluded from school until such time as they comply with this rule.

When a student is injured or seriously ill, every attempt will be made to contact the parent/guardian. If the school cannot reach the parent/guardian, we will follow the instructions on the emergency medical authorization if appropriate. Parents/guardians should note that unless an injury or illness is life threatening, most emergency rooms would not treat a minor without parent/guardian permission. The emergency medical form will enable your child to be treated if you are unavailable or cannot be reached.

Any student with a chronic medical problem should check with the school office to see if their name is on a list, which is distributed to all teachers as a special precaution.

LOCKS AND LOCKERS

Each student is assigned a locker for storage of books and equipment. It is the student's responsibility to see that their locker is locked at all times. The school is not responsible for the loss or theft of items from lockers. Students should not bring items of great value to school. Lockers are not a safe place to protect valuables, even if the locker is locked. Students must use the locker that is assigned to them and should not switch or share lockers with other students. Lockers are the property of the school and may be searched for the safety and protection of our students and staff. The contents of the lockers may also be searched. This would include lockers in the locker rooms.

Tampering with the installed combination locks or with the lockers or locker handles in either the hall or locker rooms in such a way as to bypass the combination lock is prohibited. Students will be subject to disciplinary action and will be held financially responsible for damages and/or repairs to the lock or locker.

SCHOOL RECORDS

The teachers, counselors and administrators keep many records. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act and Ohio law. This information can only be released with the written consent of the parents/guardians, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on a former student also falls into confidential categories and will be made available on the same basis as enrolled students.

TEXTBOOKS

Books are the property of the Eastwood Board of Education and are loaned at the beginning of the school year. The condition of the book is recorded. Students sign books out and verify the condition on the first day of school. Students are not charged for normal wear of textbooks. Fines are based on abuse to the cover and pages. Other fines vary according to damage. The teacher will keep a record of the condition of the book as issued to the student. A lost or stolen book must be replaced at full cost by the student.

SECTION VII – TRANSPORTATION

BUS TRANSPORTATION

The goal of the Eastwood Transportation Department is to provide safe and efficient transportation for all students who ride the bus. Therefore, it is necessary to have rules and regulations regarding the conduct of bus riders. Anything, which distracts the attention of the bus driver, endangers the lives of all students on the bus. The bus is a classroom on wheels and the driver must be respected the same as a teacher. Failure to abide by these rules will result in disciplinary action. Disciplinary action may include detentions, assignment to Saturday School, suspension and/or expulsion, or denial of transportation. Additionally, this action will become part of a student's school discipline record. For example, detentions earned as a result of bus misbehavior will count toward a student's detention cap.

Bus drivers, or their substitutes, employed by the Board of Education shall have full and complete authority in the bus while transporting pupils to and from school.

The bus driver is charged with the duty to see that pupils are properly seated while the bus is in motion, and to allow a reasonable time for pupils to enter and leave the bus. All students will be assigned a seat and are required to use the assigned seat and will be responsible for the condition of the seat. Bus drivers will examine seats after every run and report any misuse of seats.

The following is a list of rules and regulations all students must obey:

1. Loud and boisterous talking and laughing or other noises interfering with safe transportation are prohibited.
2. Pupils are prohibited from possessing squirt guns, laser pointers or playing and trading cards while being transported.
3. Pupils will not engage in physical combat, fighting or scuffling and wrestling.
4. Pupils will arrive at the bus stop before the bus is scheduled to arrive and wait in a location clear of traffic and the bus.
5. Pupil behavior at the bus stop must not threaten life, limb, or property of any individual.
6. Pupils will go directly to an available or assigned seat and remain seated at all times.
7. Pupils will observe classroom conduct and obey the driver promptly and respectfully. Profanity will not be tolerated.
8. Pupils will not be permitted to eat or drink on the bus.
9. Pupils will not possess alcohol, tobacco or drugs while on the bus except for prescription medication required for a student.

10. Pupils will not throw or pass objects on, from, or into the bus.
11. Pupils may carry on the bus only objects that can be held in their laps.
12. Pupils will leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
13. Pupils will not put their heads or arms out of the bus windows.
14. Pupils will not experiment or tamper with the bus or any of its equipment and will treat the bus equipment as fine furniture should be treated at home.
15. Pupils will assist in keeping the bus safe and sanitary at all times.
16. Pupils will not possess or transport weapons of any nature (knives, guns, bow and arrows or martial arts weapons) while being transported on a bus. This includes lookalike or "toy" weapons.
18. Pupils will remain quiet and seated when the bus is approaching and crossing railroad tracks.
19. Pupils may expect to lose the privilege of riding the bus if they find it impossible to behave in accordance with the School Bus Conduct Policy.

The building principal, and/or his designee, shall have the right to deny transportation to a child for violation of any of the listed rules and regulations. Generally, the following procedure will be used to deny a student bus transportation for a specific period of time:

Step 1 On the first offense, the driver of the bus may verbally warn the student, also stating that future misbehavior may result in a misconduct referral to the respective building Principal. Major violations may result in immediate removal from the bus.

Step 2 On the second offense, the school bus driver will submit a misconduct report to the building Principal who will then have a conference with the student discussing the problem and stating that the next referral will result in a detention, Saturday School, Suspension or denial of bus privileges. A copy of this referral will be sent home to the parents. If the second offense is constituted as a major offense, immediate denial of bus privileges will be invoked.

Step 3 On the third offense of misbehavior a misconduct report will be provided to the Principal by the driver. The Principal will then call or write the parents stating that the student will be receiving detention, Saturday School, suspension or denial of bus privileges for up to five days. The Principal shall also inform the parent that any other misbehavior will result in longer denials.

Step 4 Same procedure as above except students may be denied bus privileges from ten (10) days to the entire semester or year. Major offenses may result in the Principal making a decision to immediately remove a student from a bus. Examples of reasons for immediate denial of bus privileges include but are not limited to the following:

- Physical assault by a student upon another student or employee.
- Flagrant vandalism of school bus property.
- Throwing of any object that would endanger the safety of passengers on the bus or throwing of objects out of windows.
- Possession of or use of marijuana, alcohol, and other drug substitutes, tobacco, or tobacco substitutes.

When enforcing a denial of bus riding privileges, the building Principal will notify the student and parents that the denial will take effect the following day and will be in effect for consecutive days thereafter.