Amanda-Clearcreek
High School
Middle School
2025-2026 Student Handbook

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A MESSAGE FROM YOUR PRINCIPALS

Students,

Our handbook sets forth the minimum expectations for a successful school experience at Amanda-Clearcreek Middle and High School. It is up to you to take advantage of the education offered to you and set expectations for yourself that will lead to future success. Working together, let's make 2025-2026 a great year for the Aces!

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

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

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

Go Aces!

Billy Dennis
High School Principal

Aimee Cochran
Middle School Principal

Ashley Kelley
Assistant Principal

Tony Willliams
Athletic Director

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VISION STATEMENT

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

MISSION STATEMENT

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

OUR BELIEFS STATEMENTS

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

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

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

I. GENERAL INFORMATION

RATIONALE FOR THE HANDBOOK

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

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

In addition to the policies outlined in this handbook, students and families may refer to board policies from which this handbook is derived. Those policies may be found at the following link:

Active Policies - Amanda-Clearcreek Local Schools BoardDocs® PL

Students, families, and visitors are expected to comply with the policies outlined in this handbook. In the event that there are any policy changes at the Board of Education level, Board of Education policies supersede any conflicting handbook language.

To help make you a good school citizen, some good school guidelines are listed below:

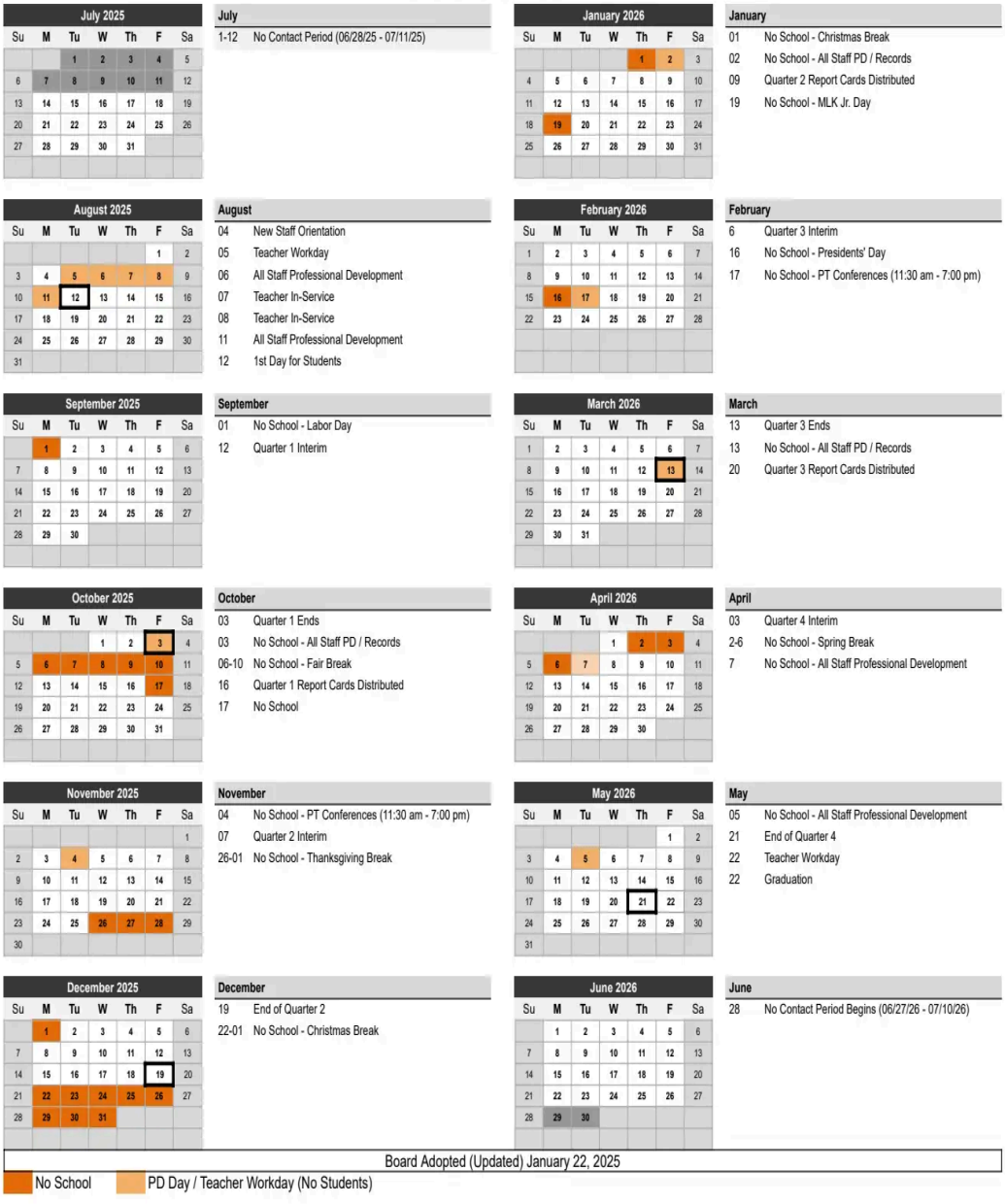
1. Arrive at school and each class on time.
2. Assume the responsibility for your materials and supplies for class.
3. Make up your work promptly after an absence; see your teacher immediately upon your return to school.
4. If you are having trouble understanding something, ask your teacher for help. You can also seek the help of a school counselor or administrator.
5. Respect the rights and property of others and the school.
6. Take pride in your personal appearance.
7. Bring a lock for the boys and girls locker room lockers when using one for gym class.
8. Be in class during class time and only leave when absolutely necessary after completing the digital hall pass.
9. Be sure to fill out the appropriate forms and turn them in to the office prior to or immediately following an absence. Failure to do this may result in an unexcused absence.

SCHOOL CALENDAR

[Academic Calendars - Amanda-Clearcreek Local School District]

Amanda-Clearcreek Local School District

2025-2026 Academic Calendar



BELL SCHEDULES

2025-2026 School Year

			2 Hour Early Dismissal Schedule		
HR*	7:25:00 AM	7:35:00 AM	**HR***	7:25:00 AM	7:35:00 AM
1st	7:35:00 AM	8:20:00 AM	**1st**	7:35:00 AM	8:05:00 AM
2nd	8:24:00 AM	9:08:00 AM	**2nd**	8:08:00 AM	8:35:00 AM
3rd	9:12:00 AM	9:56:00 AM	**3rd**	8:38:00 AM	9:05:00 AM
4th	10:00:00 AM	10:44:00 AM	**4th**	9:08:00 AM	9:35:00 AM
5A MS Lunch	10:44:00 AM	11:14:00 AM	**6th**	9:38:00 AM	10:05:00 AM
5A Class	11:18:00 AM	12:01:00 PM	**5A MS Lunch**	10:05:00 AM	10:35:00 AM
5B Class	10:48:00 AM	11:31:00 AM	**5A Class**	10:40:00 AM	11:24:00 AM
5B HS Lunch	11:31:00 AM	12:01:00 PM	**5B Class**	10:10:00 AM	10:54:00 AM
6th	12:05:00 PM	12:49:00 PM	**5B HS Lunch**	10:54:00 AM	11:24:00 AM
7th	12:53:00 PM	1:37:00 PM	**7th**	11:28:00 AM	11:55:00 AM
8th	1:41:00 PM	2:25:00 PM	**8th**	11:58:00 AM	12:25:00 PM
2 Hour Delay Schedule			1 Hour AM Assembly Schedule		
HR*	9:25:00 AM	9:35:00 AM	**HR***	7:25:00 AM	7:35:00 AM
1st	9:35:00 AM	10:05:00 AM	**1st**	7:35:00 AM	8:10:00 AM
2nd	10:08:00 AM	10:35:00 AM	**Assembly**	8:10:00 AM	9:20:00 AM
5A MS Lunch	10:35:00 AM	11:05:00 AM	**2nd**	9:30:00 AM	10:05:00 AM
5A Class	11:10:00 AM	11:54:00 AM	**3rd**	10:08:00 AM	10:43:00 AM
5B Class	10:39:00 AM	11:24:00 AM	**5A MS Lunch**	10:43:00 AM	11:13:00 AM
5B HS Lunch	11:24:00 AM	11:54:00 AM	**5A Class**	11:18:00 AM	11:52:00 AM
3rd	11:58:00 AM	12:25:00 PM	**5B Class**	10:48:00 AM	11:22:00 AM
4th	12:28:00 PM	12:55:00 PM	**5B HS Lunch**	11:22:00 AM	11:52:00 AM
6th	12:58:00 PM	1:25:00 PM	**4th**	11:56:00 AM	12:31:00 PM
7th	1:28:00 PM	1:55:00 PM	**6th**	12:34:00 PM	1:09:00 PM
8th	1:58:00 PM	2:25:00 PM	**7th****	1:12:00 PM	1:47:00 PM
			8th	1:50:00 PM	2:25:00 PM

BOOSTERS

If a parent or guardian would like to become more involved in the ACHS/ACMS Booster organization, please visit the following link for more information: Athletic Boosters

CAFETERIA PROCEDURES

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

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

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

For more information related to food service, including information on lunch charges, free/reduced lunches, the school wellness policy and menus, please visit the following link: Amanda-Clearcreek Food Services

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

CLOSINGS, DELAYS, DISMISSALS

A One-Call message will be sent to all parents with information regarding delays and closings. Families should monitor local radio and television stations, as they will announce all changes in the school day caused by bad weather or other emergencies. Please do not call the school, teachers, bus drivers, principals, or the superintendent to find out if school will be held. The school telephone lines must be kept open so that communication can flow properly.

Please ensure that all students should know what to do in the event of an early dismissal. Students will not be able to call from the office to make arrangements due to the limited number of phone lines available.

Career center students should plan on following their home school for delays and school closings unless other arrangements have been made with the career center.

CONCEALED CARRY

No person shall bring a concealed weapons on school grounds unless otherwise permitted by law.

COUNSELING & STUDENT SUPPORT

Amanda-Clearcreek Local Schools partner with Mid-Ohio Psychological Services and Integrated Services to provide our students with in-person mental health supports through the use of school-based mental health professional counselors. These services are available through a referral process which takes place through the school counselor offices. Students and families may reach out to their school counselor for more information regarding these services.

ENGLISH LEARNERS

The Board recognizes the need to provide equal educational opportunities for all students in the District. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Students in a language minority or who are English learners are identified, assessed and provided appropriate services. If students are in need of English Language support services, please contact

Theresa Pinkstock,
328 East Main Street
Amanda, Ohio 43102
740-969-7250 or tpinkstock@amanda.k12.oh.us

Board Policy: IGBI

ENROLLMENT

New enrollees are required to complete the district's enrollment forms through Final Forms which can be found at the following link: Final Forms

New entrants at all grade levels are required to present at the time of enrollment:

- **a birth certificate or other document as evidence of birth**,
- **a certified copy of any child custody order or decree**,
- **proof of having received or being in the process of receiving required immunizations**
- **copies of those records pertaining to him/her, which are maintained by the school most recently attended**.

A protected child, as defined by State law, may not be denied admission to the school solely because the child does not present a birth certificate or comparable document upon registration. A protected child or parent, guardian or custodian of the child must present this documentation within 90 days after the child's initial entry into the school. The District immediately enrolls homeless students and foster students and assists in obtaining the necessary enrollment documents.

ADMISSION OF HOMELESS STUDENTS

In compliance with the McKinney-Vento Homeless Assistance Act, the District must make school placement determinations on the basis of the best interest of the student. The District presumes that keeping the homeless child or youth in the school of origin is in the child or youth's best interest, unless doing so is contrary to the request of the student's parent or guardian, or the unaccompanied youth. When considering the school of best interest, the District considers student-centered factors related to the homeless child or youth's best interest including factors related to the impact of mobility on achievement, education, health and safety of the child or youth and gives priority to the homeless child or youth's parent or guardian or the unaccompanied youth.

The District complies with a request made by a parent(s) regarding school placement regardless of whether the student lives with the homeless parent(s) or is temporarily residing elsewhere.

The liaison carries out all duties required by law, ensures compliance with the subgrant and coordinates services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

A student who ceases to be homeless may continue to receive services until the end of the period of time for which the service was originally intended to be provided, which may be the end of the school year or the end of a program cycle.

Information about a homeless child or youth's living situation is part of the student education record and is not considered directory information.

The District complies with the Ohio Department of Education's Plan and State and Federal laws for the education of homeless students.

District policies regarding the admission of homeless students, you may refer to the following link to the Amanda-Clearcreek Local Schools Board of Education Policies JECAA and JECAA-R.

Policy JECCA Policy JECCA-R

For more information, please contact:

Ashley Davis, Homeless Coordinator
Amanda-Clearcreek Local Schools
328 East Main Street
Amanda, Ohio 43102
740-969-7250 or adavis@amanda.k12.oh.us

ADMISSION OF NON_CHARTERED OR HOMESCHOOLED STUDENTS

Students seeking admission into the District's schools who have been enrolled in non-chartered schools or homeschooling programs may be required to take competency examinations. The purpose of these examinations is to determine the proper grade placement for these students.

In making a placement decision, the Superintendent may consider:

- the student's most recent annual academic assessment report;
- whether to require the student to take any or all of the nationally normed, standardized achievement tests that are regularly scheduled for District students of similar age and
- other evaluation information that may include interviews with the student and the parent.

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, ancestry, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

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

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

For more information related to food service, including information on lunch charges, free/reduced lunches, the school wellness policy and menus, please visit the following link: Amanda-Clearcreek Food Services

FEES & DUES

HIGH SCHOOL CLASS DUES

Class dues are voted upon by each class (freshmen, sophomores, juniors, and seniors). These dues are used for Junior/Senior proms and graduation expenses. As Career Center students are invited to participate in all class events, they are also subject to these class dues.

MIDDLE SCHOOL CLASS FEES

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

PAYMENT OF FEES

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

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

REPLACEMENT OF LOST, STOLEN, OR DAMAGED BOOKS

Any student who loses or damages a textbook to the extent that it cannot be issued again will be subject to the replacement cost of that book.

FIELD TRIP POLICY FOR STUDENTS

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

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

HEALTH RECORDS & SCREENINGS

According to Policy JHCA, the District requires health records of students under the following circumstances.

1. Kindergarten and first-grade students entering school for the first time must have a completed health record before being admitted to school.

2. Health records are requested for all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it is the parents' responsibility to comply with health requirements for students.

3. Students must have physical examinations prior to their participation in interscholastic athletic programs.

The District screens students for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1 of the school year in which a pupil is enrolled for the first time in either kindergarten or first grade in a manner determined by the Board. The District notifies parents, prior to August 1 of the year in which the pupil is required to be screened and gives parents the opportunity to submit a written statement excluding their children. If the results of any screening reveal the possibility of special learning needs, the District conducts further assessment in accordance with State law.

The District reports compliance with these screening requirements to the Ohio Department of Education by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Parents have the right to refuse to allow their child to participate in non emergency invasive physical examinations or screenings. Invasive physical exam is defined as any "medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision or scoliosis exam."

The District notifies parents, on an annual basis, of the administration of additional health and physical screenings and examinations and, thereby, gives parents the opportunity to exclude their children.

LATE ARRIVAL AND EARLY DISMISSAL

Early dismissal is a privilege granted only by approval from the building principal. *All decisions regarding early dismissal are final and not subject to appeal;* however, should the student's family situation change during the year, he/she may bring a new request to the principal.
In general, a student's current GPA, attendance record, discipline record, and special family circumstances (child care, employment, etc.) will weigh in the principal's deliberations.

The following guidelines must be followed:

1. The applying student must fill out a normal request for a full 8-period schedule.
2. The applying student must be in good standing in all graduation requirements.
3. GPA checks will be completed at midterm and the end of each grading period to determine eligibility in early release/late arrival.
4. The applying student must be in good standing (no fewer than 17 credits completed for seniors) and must be passing all second-semester credits of their current year. All mandatory credits (English, Math, etc.) must be in good standing for grade level.
5. The applying student must have parental approval for the request (signatures will be verified) and must release the school from any and all liability regarding the potential impact on their timely graduation from high school.
6. Any student who does not maintain passing grades in all classes will lose his/her early dismissal status and will be enrolled in a full schedule.
7. Any student who violates the attendance or discipline policies of the school will lose his/her early dismissal status and will be enrolled in a full schedule. If a student receives more than 3 discipline referrals for the year or accumulates more than 5 unexcused absences, he/she will be removed from the early release/late arrival programs.
8. Students with early dismissal status must immediately leave the ACHS campus after their final scheduled class of the day. Late arrival students may arrive no sooner than 10 minutes prior to their first scheduled class.
9. Eighteen-year old students may sign out with parent permission.

LIBRARY MEDIA CENTER

Amanda Clearcreek Middle School and High School Library Media Center Rules and Regulations
The Library Media Center (LMC) will be open from 7:45 AM - 2:25 PM
LMC will be closed ½ hour for library aide lunch.
Library Media Center:

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

Checkouts/Overdue items/Lost /Damaged Books:

- Checkouts are for four weeks and are limited to two books per student.
- Each student is responsible for any materials checked out in their name.
- Overdue notices will be printed and distributed to students at school before each nine weeks ends.

- Students who have an overdue book may not check out a new book until the overdue book has been returned in good condition or the cost of a lost book has been paid.
- Debts remaining at the end of the school year will be turned into the office.

LOCKERS AND OTHER SCHOOL PROPERTY

Student lockers, desks, cabinets, and similar property are the property of the Amanda-Clearcreek Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities according to guidelines outlined in Board Policies JFG and JFG-R. At the beginning of each school year, lockers are inspected to ensure they shut and lock properly. If at any point, it has been found that a student has altered the ability for the locker to shut or lock, the student may be assessed a fee of $10.00.

MAINTENANCE OF SCHOOL FACILITIES

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

MARRIAGE, PREGNANCY, AND PARENTHOOD

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

MEDICATIONS - PRESCRIBED

1. Written requests must be obtained from the physician and the parent/guardian each year before any prescription medication may be administered by school personnel. The request must include instructions as to name of medication, dosage, time procedure for administration/storage, and possible side effects.
2. All prescription medication must be received in the original container in which it was dispensed by the doctor or pharmacist. Pharmacists can make a duplicate bottle for the school.
3. New request forms must be submitted each school year and whenever there is any change in the medication order, such as an increase or decrease in medication or a new medication.
4. The medication and the signed permission form must be brought to the school by the parent/guardian. Forms may be faxed or emailed from home or the doctor's office to the school.
5. Students are not permitted to carry medications (prescription or non-prescription) with them.

6. Notwithstanding the foregoing, a student may self-administer his or her own medication via inhaler or epinephrine pen if a request for the student to do so is completed by a physician and a parent/guardian in advance and is on file at the school.
7. Students will not be permitted to leave school to get medication.

MEDICATION: NON-PRESCRIPTION

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

NONDISCRIMINATION ON THE BASIS OF SEX

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

Title IX states, in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Board ensures compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the regulations promulgated through the U.S. Department of Education.

PARENT & FAMILY INVOLVEMENT

The Board believes that parent and family involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents and families in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents, family members and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop along with parents, family members and foster caregivers the necessary regulations to ensure that this policy is followed and that parent and family involvement is encouraged. The regulations are to:

1. encourage strong home-school partnerships;

2. provide for consistent and effective communication between parents and family members or foster caregivers and school officials;

3. offer parents and family members or foster caregivers ways to assist and encourage their children or foster children to do their best and

4. offer ways parents and family members or foster caregivers can support classroom learning activities.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents of children participating in Title I programs a written parent and family involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

For more information, please refer to the Board policy at the following link: Parent & Family Involvement

PARKING LOT PROCEDURES

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

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

PROGRESSBOOK

The district utilizes an electronic gradebook system which allows students and families to access student performance data any time they wish. Upon enrollment in a particular building, students and parents/guardians will be given access information for Progressbook. If you have any questions regarding Progressbook, including registration of parent accounts, forgotten passwords, and difficulty logging in, please contact your school office at 740-969-7251 HS or 740-969-7252 for MS. Progressbook access and helpful information may be reached at the following links: Progressbook Progressbook Help

PROHIBITED FOOD/DRINK IN CERTAIN AREAS OF BUILDING

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

RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

Child Custody:

Parents are to inform the school anytime the custody of a child changes. The school will need to see and copy court orders pertaining to a child's custody.

Confidentiality:
Student records are confidential and are protected by the "privacy act". Only the school staff and the child's natural parents or legal guardians have access to the records. The District has designated the following information as directory information: student's name, address, phone number, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, participation in recognized activities and sports, honors and awards received, student weight and height if a member of an athletic team, and the most recent educational agency or institution attended.

Non-Custodial Parents Access to Records
A divorce or change in custody does not change the rights of a natural parent to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.

Stepparents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them. The school will require the custodial parent to have a written confirmation placed in the student file to provide the stepparent with these rights.

See Board policies for further information on Student Records: JO, JO-R, JO-E

RECRUITERS

The Board will not impose any restriction on the presentation of career information to students that is not uniformly imposed on representatives of the armed forces, skilled trades, institutions of higher education, career-technical education providers, business, industry, charitable institutions, and other employers or prohibit the presentation of information or recruitment of students by those representatives for employment, employment training, or education on the District's campus. The Board provides equal access to any of the District's employment or placement services to all of the entities described in this policy. Scheduling of recruiting visits to the District is announced to the student body in advance. The District provides at least two opportunities per school year for recruiters to present information in person to all students in grades nine through 12, individually or in a group setting.

All group meetings are scheduled through the principal's office. Classroom teachers who schedule recruiters as a career awareness activity should coordinate these activities through the principal's office.

Names, addresses, school email addresses and telephone listings of secondary school students must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information. The District notifies parents and students (age 18 or older) of their right to submit a written request not to release such information.

All recruiters are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

SEARCH AND SEIZURE

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to

make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators/designees to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators/designees to search any locker and its contents as the administrator/designee believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

When a search is conducted, contact will be made with parents/guardians after the conclusion of the search.

SEARCH AND SEIZURE: VEHICLES ON SCHOOL PROPERTY

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

SENIOR PRIVILEGES

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

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

SPECIAL EDUCATION SERVICES

A parent or guardian may contact the student services director if they have questions pertaining to special education and services.

Information can be found on the district's website under Student Services found in the "Our District" tab.

The following are board policies that govern special education: IGBA, IGBA-R, IGBAA, JGF, JGF-R

STAFF-STUDENT RELATIONS

At all times it is expected that students and staff maintain a professional relationship. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity. As such the Board of Education has established BOE Policy GBH to ensure this is the case. Please refer to the following link: Staff-Student Relations

STUDENT SURVEYS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. Boards that receive funds under any applicable program must provide reasonable notice to parents at the beginning of each school year that their children may be involved in Board-approved third party surveys. The school must also give parents the opportunity to opt their child out of the activity. A student shall not be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student that are "potentially embarrassing" to the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent or
8. income (other than that required by law to determine eligibility for participation in a program and/or for receiving financial assistance under such program).

Parents have a right to inspect a survey created by a third party before that survey is administered by the school to students. Parents are notified by the school when a survey is to be administered and will have at least two weeks to review the materials.

In order to protect student privacy rights when a school survey is to be administered that contains one of the prohibited eight items identified in this policy, parents have the right to inspect the survey. If parents do not want their child to be a participant in the survey, they must notify the school.

The collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose, is prohibited. This does not include personal information collected for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions such as:

1. postsecondary institutions or military recruiters;

2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by K-12 schools;
4. tests and assessments used by grades K-12 to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students, or to generate other statistically useful data for the purpose of securing these tests and assessments, and the subsequent analysis and public release of the aggregate data from these tests and assessments;
5. the sale by students of products or services to raise funds for school or education-related activities or
6. student recognition programs.

For specific events, the school must notify the parents annually of the projected or approximate dates of the following activities:

1. the collection, disclosure or use of student personal information for the purpose of marketing or selling that information, or providing the information to others for that purpose;
2. the administration of a survey containing any of the eight items identified in this policy and
3. annually, the District will notify parents of physical exams or screenings conducted on students except for vision, hearing or scoliosis.

For more information and specific Board policy, please visit the following link: Student Surveys

TEACHER QUALIFICATION

As a parent or guardian of a child at Amanda Clearcreek Local Schools you may request information on the professional qualifications of each classroom teacher who provides instruction to your child. Do do so, please contact the District Office at 740-969-7250.

TELEPHONE

In the event that your student needs to contact you, they may use the office phone. We request that these calls are on an emergency basis. Also, in the event that you need to get in touch with your student, you may call the office. In non-emergency situations, students may be asked to return your call when they are not missing instructional time.

THREATS

Any student with knowledge of a threat to a person or building should notify school officials immediately. They may also report the threat to local law enforcement or Ohio's School Safety Reporting Hotline at **844-723-3764.**

Threats against persons or schools will be investigated using the Comprehensive School Threat Assessment Guidelines and appropriate actions taken to ensure the safety of students and staff.

VIDEO SURVEILLANCE

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

VISITORS

1. General Guidelines:
    a. All visitors, including parents, guardians, community members, and vendors, must report to the main office upon arrival.
    b. Visitors must provide a valid form of identification, such as a driver's license or government-issued ID, which will be scanned or photocopied.
    c. Visitors will be issued a visitor badge or pass that must be prominently displayed while on school premises
    d. The visitor badge or pass must be returned to the main office before leaving the school.
2. Purpose of Visit:
    a. Visitors should clearly state the purpose of their visit, including the specific department, teacher, or staff member they intend to meet.
    b. If possible, visitors are encouraged to schedule appointments in advance to ensure that the relevant staff members are available to meet with them.
3. Student Interaction:
    a. Visitors are generally not permitted to visit classrooms or interact with students during instructional hours unless it is for a pre-approved educational or school-related purpose.
    b. Any interaction with students must be supervised by a staff member or authorized personnel.
4. Safety and Security:
    a. All visitors must comply with the school's safety and security protocols, including but not limited to signing in, wearing the provided visitor badge, and following any specific instructions given by staff members.
    b. Unauthorized individuals or visitors who pose a threat to the safety and well-being of students and staff will not be permitted on school grounds.
5. School Events and Activities:
    a. Visitors attending school events or activities, such as sports games, performances, or parent-teacher meetings, may be subject to additional guidelines or procedures.
    b. Information regarding specific events and any special requirements for visitors will be communicated through school newsletters, announcements, or other appropriate channels.
6. Modifications to the Visitor Policy:
    a. The school administration reserves the right to modify or update the visitor policy as necessary to ensure the safety and welfare of students and staff.
    b. Any changes to the policy will be communicated to the school community in a timely manner.
    c. Any changes to the visitor policy at the Board of Education level will supercede any student handbook in effect at the time of the change.

WORK PERMITS

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

II. STUDENT ATTENDANCE

STUDENT ABSENCE POLICY

Attendance - Amanda-Clearcreek Local School District

Absences should be reported to the school secretary by calling:
(740) 969-7251 for HS
(740) 969-7252 for MS

Student Absences and Excuses

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Reasons for which students may be non medically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observation of religious holidays consistent with a student's truly held religious belief. Refer to "Religious Expression" for more information;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless;
8. temporary internet outage for individual students or households;
9. technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson or
10. as determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

TRUANCY

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Information about the procedures of House Bill 410 can be found at the following link: Attendance Information

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The district's intervention strategy and how filing with Juvenile Courts is outlined in Board Policy JEDA

Please refer to School Board policies JED, JED-R, JEDA for specific attendance details.

HABITUAL AND CHRONIC ABSENCES/ LOSS OF DRIVING PRIVILEGES

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours in a school month or a total of at least 90 hours in a school year, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges are denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent.

2. The notice from the Superintendent to the student includes the scheduled time, place and date of the hearing, which is scheduled between three and five days after the notification is given. Upon

the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.

3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. State law defines "legitimate excuses" for absence from school to include, but not be limited to:

    A. enrollment in another school or school district in Ohio or another state;

    B. possession of an age and schooling certificate (work permit);

    C. a bodily or mental condition that prohibits attendance or

    D. participation in a home instruction program.

4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the registrar of motor vehicles and the juvenile judge. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with State and Federal law.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by State law. In accordance with State law, a student whose driving privileges have been denied can file a petition seeking their reinstatement.

EARLY DISMISSAL

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

LEAVING THE BUILDING

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

time per semester. Students will not be permitted to leave the building for the sole purpose of going to lunch.

PRE-ARRANGED ABSENCES

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

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

MAKE-UP WORK

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

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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

STUDENT WITHDRAW

If it becomes necessary for a student to withdraw to another school district due to a move or other reason, properly withdrawing is required in order to facilitate the admission process at the receiving school. In order to properly withdraw, parents or guardians should notify the office of the attending school by calling 740-969-7250. Students should be sure to return all school owned property such as textbooks, electronic devices, uniforms, or library materials. Families should also make sure that all outstanding fees are paid.

Once you arrive at your new school district, be sure to complete the release of records as quickly as possible. These things will ensure school records are forwarded in a timely manner.

EIGHTEEN-YEAR-OLD STUDENTS

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

RELIGIOUS EXPRESSION

In accordance with Ohio House Bill 214, effective January 1, 2025, Amanda-Clearcreek Local Schools accommodates students' sincerely held religious beliefs and practices by allowing up to three excused absences per school year for religious expression. These absences can be utilized for observing religious holidays or participating in activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. For more information, please visit the following: Ohio Ed & Workforce.

Procedures for Requesting Religious Expression Days:

- Notification: Parents or guardians must provide written notice to the school principal specifying the dates for the requested absences. This notice should be submitted within 14 school days from the start of the academic year or within 14 days of enrollment if the student joins mid-year.
- Academic Accommodations: The school will collaborate with students and families to provide reasonable accommodations for any missed assessments or academic requirements due to a religious expression day. Students will not face academic penalties for excused absences taken under this policy.
- Extracurricular Participation: Students are permitted to participate in interscholastic athletics and other extracurricular activities on days they are absent for religious expression.

Additional Information:

- These three religious expression days are excused absences and will not count toward the thresholds that trigger parental notifications for excessive absences under Ohio law.
- The school district has compiled a non-exhaustive list of major religious holidays to assist families in planning; however, students may request accommodations for any sincerely held religious belief or practice. This non-exhaustive list included, but is not limited to:

Major Religious Holidays for 2025–2026 Academic Year:

- Rosh Hashanah (Judaism): September 22–24, 2025
- Yom Kippur (Judaism): October 1–2, 2025
- Diwali (Hinduism, Sikhism, Jainism): October 20–21, 2025
- Hanukkah (Judaism): December 21–29, 2025
- Ramadan (Islam): February 17–March 18, 2026
- Ash Wednesday (Christianity): February 18, 2026
- Eid al-Fitr (Islam): March 19–20, 2026
- Pesach (Passover) (Judaism): April 1–9, 2026
- Good Friday (Christianity): April 3, 2026
- Easter (Christianity): April 5, 2026
- Eid al-Adha (Islam): May 26–27, 2026

Amanda-Clearcreek Local Schools is committed to fostering an inclusive environment that respects and honors the diverse religious beliefs of our student body. For questions or further assistance regarding religious expression days, please contact the school administration.

III. STUDENT CODE OF CONDUCT

ADMINISTRATION OF THE CODE OF CONDUCT

From time to time, students are called to the principal's office for matters of a disciplinary nature. Sometimes students are simply questioned as part of the investigative process for incidents that occur at school. Other times, they are brought to the office to discuss their violation of school policy.

Disciplinary action at Amanda-Clearcreek is both CUMULATIVE AND PROGRESSIVE. This means that the severity of the disciplinary consequences is directly related to the frequency with which disciplinary action is necessary for the student. Accordingly, it is quite possible for two students to be involved in the same infraction but receive different consequences based upon each student's previous disciplinary record. It is also possible that students may receive a more severe consequence than what they had previously received for the same offense.

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

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

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

The administration of the code will be based on the process outlined below. The number of violations and/or seriousness of violations will determine the severity of the disciplinary action administered and will also determine the step at which the student enters the ladder.

At any step in the disciplinary process, administrator discretion may be exercised. This means outlined consequences are a guide not necessarily the ones issued in any given incident or occasion.

PROGRESSIVE DISCIPLINE LADDER

Step 1: After School Detention or 1 day In-school Restriction
Step 2: 3 days In-school Restriction (ISR)
Step 3: 1 day out-of-school suspension.
Step 4: 3 days out-of-school suspension
Step 5: 5 days out-of-school suspension

Step 6: 10 days out-of-school suspension
Step 7: 10 days out-of-school suspension and recommended expulsion

- Students may be placed on the discipline ladder at any step deemed necessary by the building administration.
- Students who accumulate 4 lunch detentions in a school year may be placed at Step 1 and serve 1 day of ISR.
- In addition to the discipline ladder, students may also be subject to Social Probation.
- Failure to serve an after school or ISR assignment may result in Social Probation and/or loss of driving/parking privileges.

DETENTION/ IN-SCHOOL DISCIPLINE

Amanda-Clearcreek Middle/High School will have different types of detention:
Lunch Detention: A lunch detention will be held during a student's lunch period. If given a lunch detention, the student should either bring his/her lunch or obtain it from the cafeteria and report to the assigned room or lunch table.

After School Detention: Held as scheduled each from 2:30 - 4:00 PM. Student and parents notified minimum of 24 hours in advance.

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

SOCIAL PROBATION

The goal of social probation is to encourage students to perform and behave well in the classroom. It also encourages students to attend school on a daily basis. The social probation list will reset each grading period, except for students with 72 hours (10+ days) of unexcused absences or habitual truancy. Program participation will be at the administration's discretion.

A. Reasons a student can be placed on Social Probation:
    1. Received at least 1 F or an incomplete on the previous grading period report card
    2. In-School Restriction or Out of School Suspension from previous grading period.
    3. 3+ tardy to school in a grading period.
    4. 23 hours (4+ days) of unexcused absences in a grading period.
    5. Having less than 90% attendance rate

B. Restrictions for students on Social Probation:

1. No Field Trips
2. No attendance, as a spectator, to extra-curricular activities (sporting events, school sponsored events).
3. Cannot attend assemblies
4. Cannot attend dances (including prom, homecoming, etc.)
5. Parking privileges removed for a specific time period.
6. Seniors on Social Probation will not participate in Senior Activities up and including graduation ceremonies.

C. Ways students can remove themselves from Social Probation:

1. No D, F, or incomplete grades on the following interim grade report.
2. Perfect or improved attendance from start of grading period to interim report (no tardy or unexcused absences).
3. No disciplinary referrals, including bus write-ups.

OUT-OF-SCHOOL DISCIPLINE AND EXPULSION

AUTHORITY: SECTION 3313.66 OF THE OHIO REVISED CODE
Definitions:

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

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

Emergency Removal - the removal of a student from participation in school or in any school sponsored activities when such student's presence poses a continuing danger to persons or property of the education process in a curricular or extracurricular activity not to exceed twenty-four (24) hours.
The superintendent can give expulsion in accordance to Section 3313.66 of the Ohio Revised Code:

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

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

17. Violation of the conditions of out-of-school discipline
18. Setting a fire
19. Theft
20. Abuse of the Acceptable Use Policy
21. Chronic Misconduct

Out-of-school discipline or expulsion will occur only after due process supported by preponderance of evidence.

OUT-OF -SCHOOL DISCIPLINE PROCEDURES AND DUE PROCESS

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

STUDENT 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

student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. 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 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 expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

Expulsions for students in grades pre-K through three may only be issued for serious offenses in accordance with State law.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

Permanent Exclusion

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the

hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

AMANDA-CLEARCREEK STUDENT CODE OF CONDUCT

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

RULE 1: DISRUPTION OF SCHOOL OR SCHOOL EVENTS

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

CONSEQUENCES:
- Placement on Progressive Discipline Ladder
- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Possible prosecution
- Placement on Social Probation
- Possible loss of driving/parking privileges

RULE 2: FALSE ALARMS/THREATS/INTIMIDATION

A student shall not falsely report an emergency, including fire or bomb threats or tamper with any fire alarm or prevention device.
A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, other school employee, or visitor.
This also includes any threat made to a student, staff member, the school building, or the school district and/or induces panic. This can include, but is not limited to, verbal threats, intimidation, written threats, or threatening images.

Any student with knowledge of a threat to a person or building should notify school officials immediately. They may also report the threat to local law enforcement or Ohio's School Safety Reporting Hotline at **844-723-3764.**

Threats against persons or schools will be investigated using the Comprehensive School Threat Assessment Guidelines.

CONSEQUENCES:
- Placement on the progressive discipline ladder
- 3-10 days out-of-school suspension

- Possible recommendation for expulsion
- Placement on Social Probation
- Possible Loss of driving/parking privileges

RULE 3: HAZING

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

- Placement on the progressive discipline ladder
- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Placement on Social Probation
- Possible Loss of driving/parking privileges
- Possible Law Enforcement Referral

RULE 4: DISRESPECT

Disrespect: Every member of the Amanda-Clearcreek community is deserving of respect. Failure to demonstrate respect towards students and/or staff is considered a serious breach of the Student Code of Conduct.
A student shall not demonstrate manifest disrespect toward any other individual. Actions may include verbal or nonverbal disrespect, psychological or material abuse.

CONSEQUENCES:

- Placement on the progressive discipline ladder
- Possible 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Placement on Social Probation
- Possible Loss of driving/parking privileges

RULE 5: FIGHTING / ASSAULTS

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

CONSEQUENCES:
Against a student

- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Possible prosecution
- Placement on Social Probation
- Possible loss of driving/parking privileges

Against an employee

- 10 days out-of-school suspension
- Recommend expulsion
- Possible prosecution

- Placement on Social Probation
- Loss of driving/parking privileges

RULE 6: DAMAGE TO SCHOOL AND / OR PRIVATE PROPERTY

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

CONSEQUENCES:
- Placement on Progressive Discipline Ladder
- 3-10 days out-of-school suspension
- Possible recommendation for expulsion
- Restitution
- Possible prosecution
- Placement on Social Probation
- Possible loss of driving/parking privileges

RULE 7: OUT OF ASSIGNED AREA

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

CONSEQUENCES:
- 3 days of ISR for skipping a class/not being in an assigned location.
- Possible placement on Social Probation.

RULE 8: TOBACCO

Students, while under school supervision or at any activity supervised by the school, shall not use, transmit, or possess tobacco in ANY form ANYWHERE on or about school property or on school buses. E-cigarettes and vaporizers will be considered as a Tobacco Product, and will be treated as such under the Student Code of Conduct except for such instances where these devices contain THC or other mood altering substance. In such instances, the device will be treated as a drug and discipline issued as such.

CONSEQUENCES:
1st offense- One of the following: (based on student's discipline record)
- 3 days of ISR AND completion of a Tobacco Education Program*.

2nd offense-
- 3 Days of Out of School Suspension
- Possible Loss of driving/parking privilege

3rd offense-
- 10 day out of school suspension
- Recommendation for expulsion
- Sheriff's office referral
- Loss of driving/parking privileges

*Students will be required to enroll in a prevention program within 10 days of the incident. All expenses for the prevention program will be the responsibility of the parent/guardian of the student.

RULE 9A: ALCOHOL, DRUGS, COUNTERFEITS*

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

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

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

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

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

e. Placement on Social Probation

4. Repeated offenses of the sale or distribution of illegal drugs, alcohol, or counterfeits; abuse, use or possession of illegal drugs or alcohol; and/or the possession of drug paraphernalia shall be reviewed in the context of the student's age, maturity, and history of appropriate behavior since the first offense.

*A counterfeit controlled substance or look-alike drug is

i. Any drug that bears or whose container or label bears a trademark, or trade name, or other identifying mark used without authorization of the owner.

ii. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed.

iii. Any substance other than a controlled substance because of its similarity in shape, size, and color; or its markings, labeling, packaging, distribution; or a price for which it is sold or offered for sale.

RULE 9B: ALCOHOL, DRUGS, COUNTERFEITS* USE: EXTRA-CURRICULAR ACTIVITIES

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

FIRST OFFENSE

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

SECOND OFFENSE

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

THIRD OFFENSE

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

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

*A counterfeit controlled substance or look-alike drug is

i. Any drug that bears or whose container or label bears a trademark, or trade name, or other identifying mark used without authorization of the owner.
ii. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed.
iii. Any substance other than a controlled substance because of its similarity in shape, size, and color; or its markings, labeling, packaging, distribution; or a price for which it is sold or offered for sale.

RULE 10: WEAPONS

A student shall not possess, handle, display, or transmit any object that can be reasonably considered a weapon on school grounds, or at any school activity off school grounds, or on school buses, which are considered part of the SCHOOL SAFETY ZONE. The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives and other weapons. The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

More information regarding weapons in school may be found at: Policy JFCJ: Weapons in the School

CONSEQUENCES:
- 10 days out-of-school suspension
- Possible recommendation for expulsion*
- Possible referral to sheriff's office, juvenile justice system, and Registrar of Motor Vehicles*
- Placement on Social Probation
- Loss of driving/parking privileges

*If the violation involves bringing a firearm to school, or possessing a firearm at school, it shall be mandatory to make a recommendation to the Superintendent for a 1-year expulsion. Under federal and Ohio law, it is also mandatory to make a referral to law enforcement for bringing a firearm to school.

RULE 11: UNAUTHORIZED PUBLICATIONS

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

All publications must comply with Board of Education Policy IGDB found at Policy IGDB: Student Publications

CONSEQUENCES:
- Administrative discretion
- Placement on the disciplinary ladder

RULE 12: INSUBORDINATION

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

CONSEQUENCES:
- Placement on the progressive discipline ladder
- Placement on Social Probation

RULE 13: CHEMICAL SPRAYS/ INHALANTS

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

CONSEQUENCES:
- Placement on the progressive discipline ladder
- Placement on Social Probation

RULE 14: CHRONIC MISCONDUCT

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

RULE 15: HARASSMENT/BULLYING

HARASSMENT

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

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

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

CONSEQUENCES:
- Placement on the progressive discipline ladder
- Placement on Social Probation
- Possible loss of driving/parking privileges

SEXUAL HARASSMENT

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or

"Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Title lX -Sexual Harassment Complaints

Reports of Sexual Harassment should be made to the Title lX coordinator who may be reached using the information below.

Ashley Davis
Amanda-Clearcreek Local Schools
328 East Main Street
Amanda, Ohio 43102
740-969-7250
adavis@amanda.k12.oh.us

Nondiscrimination on the Basis of Sex policy: ACA
Sexual Harassment policy: ACAA
Sexual Harassment Grievance Process: ACAA-R

CYBERBULLYING

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

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

SEXTING

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

CONSEQUENCES:

- Placement on the progressive discipline ladder
- 3-10 day out of school suspension
- Possible recommendation for expulsion
- Placement on Social Probation
- Possible loss of driving/parking privileges
- Possible law enforcement referral
- Title IX protocols will followed for any sexual harassment claims

RULE 16: ACADEMIC DISHONESTY

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

DEFINITIONS

Academic Integrity - A high standard of academic honesty. The work that is submitted for classes must demonstrate authentic voice, the thoughts, and responses of the author.
Academic Dishonesty & Plagiarism – The appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one's original work. This is intended to include the misapplication of artificial intelligence programs whose intended use is meant to circumvent student requirements to submit original work composed by the student providing the submission.

PARENT COMPONENT OF ACADEMIC INTEGRITY

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

CONSEQUENCES:

- Zero on assignment with opportunity to resubmit (1st instance)
- 3-5 days of ISR (depending on severity)
- Loss of consideration for any local Amanda-Clearcreek Scholarship(s) (2nd instance & beyond)
- Possible placement on Social Probation
- Additional consequences could include staff members being prohibited from providing letters of recommendation (2nd instance & beyond)

RULE 17: DRESS CODE

A dress code has been established by the School Board to define what is appropriate attire and inappropriate attire for school. Guidelines recognizing community standards have been established to provide for safety, respect for others, and the maintenance of a suitable environment for teaching and learning.

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

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

HAIR

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

JEWELRY/PIERCING

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

CLOTHING

Pants will be worn about the waist so that the pant material does not drag the ground. Pants cannot have holes above the middle of the thigh, unless tights or leggings are worn with the pants. No undergarments or skin will be visible due to the "sagging" or poor fit of the pants. Blouses/Shirts shall have sleeves. Shirts should not be excessively low cut in front or under the arms, nor should they be excessively tight fitting or see-through. Spaghetti-strap tops, muscle shirts, and tank tops worn alone are prohibited. There is to be no showing of a bare midriff. All dresses/skirts/shorts should be properly fitted and be at least mid-thigh length.

EXAMPLES OF INAPPROPRIATE CLOTHING

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

appropriate and worn on special spirit days. No gang paraphernalia shall be permitted to be worn at any school function.

SHOES

Students are expected to wear shoes at all times at school. Students shall wear safe, appropriate footwear for the educational environment. Daily, teachers will determine whether students are adhering to the dress code. If a teacher feels that a student is not dressed according to the code, the student will be sent to the office for disciplinary action. Students will immediately address all violations or will be assigned to in-school discipline. The authority for the decision concerning the appropriate dress and appearance of faculty and students shall be under the jurisdiction of the superintendent and principals. The decision of these administrators should receive the full support of the A-C Board of Education.

APPROPRIATE DRESS FOR EXTRA-CURRICULAR EVENTS

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

CONSEQUENCES:

- Students will be required to correct the dress code violation and then return to class. **Students will not return to class until the violation is corrected.** If the violation cannot be corrected, the student will remain in the ISR room.
- Lunch Detention issued by staff member and/or warning
- Placement on the progressive discipline ladder for repeated violations

RULE 18: PUBLIC DISPLAY OF AFFECTION

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

CONSEQUENCES:

- Lunch Detention issued by staff member
- Placement on the progressive discipline ladder
- Placement on Social Probation

RULE 19: VIOLATIONS OF NETWORK AND INTERNET ACCESS AGREEMENT

A student shall not violate the "Network and Internet Access Agreement Policy."

CONSEQUENCES:

- Placement on the progressive discipline ladder
- Denial of access to computer network until further notice

Computer/Online Services

See Board of Education Policies EDE and EDE-R

BOE Policy EDE BOE Policy EDE-R

(Acceptable Use and Internet Safety)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language that may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for noneducational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers

by minors, harmful to minors. The District has also purchased monitoring devices that maintain a running log of internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;

2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of genitals and

3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Annually, a student who wishes to have computer network and internet access during the school year must read the acceptable use and internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. The District reserves the right to amend policies and regulations as necessary throughout the school year. Users are notified of the updated policies and regulations and must comply with the updated requirements. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet and software programs off District property. All users using platforms established for e-learning regardless of whether the student or employee is using a personal or District-provided device must be used in accordance with the standards for conduct outlined in this policy and the accompanying regulation. Users in violation of this policy or the accompanying regulation may be subject to discipline.

RULE 20: BUS REGULATIONS, PROCEDURES, AND CONDUCT

BUS REGULATIONS
BUS SAFETY RULES

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

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

- Pupils must leave or board the bus at locations to which they have been assigned unless there is written permission from their parent or guardian and signed by the school principal or transportation supervisor authorizing another location;
- be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;

- arrive at the bus stop five minutes before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
- Pupils shall be at designated place of safety assigned by the bus driver. Pupils are not to proceed to their residence until the school bus has departed;
- wait in an area clear of traffic and refrain from exhibiting behavior at the bus stop that threatens life, limb or property of any individual;
- sit in assigned seats (drivers have the right to assign a student to a seat);
- go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
- observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully;
- keep the vehicle clean and free of trip hazards;
- All riders must keep all parts of their bodies inside the bus. No yelling out the windows;
- Students are expected to sit with their feet on the floor and back against the seat. Do not put your knees in the back of the seat;
- refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the District for non-routine trips when supervised by an appropriate chaperone, school administrator or school personnel;
- refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
- remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
- be courteous to fellow students and to the driver;
- treat equipment as one would treat valuable furniture in their home (damage to the school vehicle is strictly forbidden);
- refrain from smoking, vaping or using nicotine products on the vehicle or possessing alcohol or drugs on the vehicle except as prescription medications may be required for a student;
- carry on the vehicle only items that can be held in their laps or can otherwise be stored on the vehicle in accordance with State law;
- Decorations and signs are not permitted inside or outside the school buses. This also includes balloons, bouquets;
- Possession of guns, knives (including toys), ammunition and combustibles are prohibited;
- No perfume, cologne, fingernail polish, combs, brushes, hand sanitizer, make-up etc. Is to be put on while riding the bus;
- Teachers and coaches are responsible for supervising the behavior of students on and off the school buses. School bus drivers are responsible for the supervision of students only on the route;
- No glass, of any kind, is permitted on the bus;
- No earbuds or headphones may be worn while loading or unloading the bus. Any electronic devices that cause a disruption on the bus may be subject to disciplinary action.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

THESE RULES APPLY FOR ALL SCHOOL SPONSORED TRIPS INCLUDING ATHLETIC EVENTS, BAND TRIPS, AND SCHOOL FIELD TRIPS. LEADERS OF ACTIVITIES ARE RESPONSIBLE FOR THE ACTIONS OF THEIR STUDENTS/PLAYERS. COACHES, ADVISORS, AND TEACHERS SHOULD ACCOMPANY ALL STUDENT TRIP GROUPS ON THE BUS

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

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

CONSEQUENCES:

- Transportation Director/Administrative discretion
- Possible 3-10 day bus suspension
- Possible 3-5 day ISR
- Possible 3-10 day out of school suspension
- Placement on Social Probation

RULE 21: TARDY - SCHOOL & CLASS

TARDY TO CLASS

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

1. A student who is in regular attendance and finds that he/she will be tardy to a class should report directly to the class. DO NOT REPORT TO THE OFFICE.
   a) There are five minutes to change classes.
   b) Every student should be in his/her room and seated before the bell.
   c) If, on a rare occasion, you need more time, it is better to report to the next class and then explain to the teacher why you feel you need to be excused from class.
   d) If a teacher or the office detains you, they should provide you with a pass so that your next teacher knows the reason for you being late to class.

CONSEQUENCES FOR TARDY TO CLASS

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

TARDY TO SCHOOL

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

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

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

Rule 22. ELECTRONIC DEVICES

Students shall abide by the electronic device policy.

This handbook and rule constitutes general warning to all students regarding the use of cell phones at school. This policy will also be outlined in required school forms for student and parent acknowledgement.

Students will be required to keep cell phones in their locker during school hours and are not permitted to use them during these hours.

Students shall not have headphones or earbuds in/on/over their ears while walking the hallways between classes as such devices limit the ability of students to hear during an emergency and present a safety hazard.

The school district assumes no liability for lost, stolen, or damaged items of this nature while in school or on school grounds as defined in ORC 3313.753 (A) Audio or video recording of other individuals without their permission is prohibited.

CONSEQUENCES:

- 1st offense: Student is sent to the office, phone kept in office for the day, parents contacted. After school detention is issued.
- 2nd offense: Student sent to the office, phone kept in office for the day, 1 day of ISR issued, parent must pick up phone.
- 3rd offense: Student sent to the office, phone kept in the office, parent must pick up the phone , 3 days of ISR issued.
- 4th offense: Student sent to the office, phone kept in the office, parent must pick up the phone, 1 day out of school suspension assigned, parent must pick up student, and schedule meeting with superintendent.*

*Students receiving four violations of the electronic devices policy will be required to leave their electronic devices at home and will result in the student being placed on the progressive discipline ladder.

IV. STUDENT ACADEMIC INFORMATION

CAREER ADVISING

Ohio law requires all districts to adopt a local policy on career advising. Please refer to the Career Advising Policy to review the model that has been adopted by the Amanda-Clearcreek Board of Education to guide the development of the Career Development program. Ohio students must have access to a comprehensive menu of resources and support to prepare for their future success. Through relevant classroom instruction, career-related experiences, and consistent counseling and advising, students can discover their interests and explore academic and career pathway options.

CAREER TECHNICAL EDUCATION

The school offers a variety of career exploration and education opportunities through the course offerings in grades 7 - 12. In addition to these pathway offerings, the Amanda-Clearcreek Local School District

partners with the Eastland-Fairfield Career Technology Center for a more extensive career technical option for students. Students interested in career technical education are eligible to apply during their 10th grade year for admission as an 11th grader to the career centers. Students interested in this option should schedule an appointment with their school counselor. Students may refer to the following links for more information on career technical options: ACHS School Counseling Eastland-Fairfield CTC

COLLEGE CREDIT PLUS ENROLLMENT OPTIONS PROGRAM

This program offers students, 7th through 12th grades, the chance to attend college classes for both high school and college credit while still in high school. There are counseling sessions held every year for prospective students who are interested in participating in the program the following year. Grades in the college course will affect a student's high school GPA and class standing. A semester college course of 3 or more credits counts as a one-year high school class. **A letter of intent to participate in the CCP Program is due to the high school principal or high school counselor by April 1 of each school year.**

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

For more information regarding CCP options, students may refer to ACHS School Counseling. They should contact their grade level counselor and make an appointment to discuss the CCP program. They may also refer to the Ohio Department of Higher Education website which can be found at www.ohiohighered.org/ccp.

COURSE REGISTRATION

1. Students may access a list of courses and descriptions contained in the Amanda-Clearcreek Middle & High School Program of Studies found at the following link: 2025-2026 Program of Studies
2. Year-long courses will be divided into two equal parts with credit awarded for each part at the end of each semester. Please see "Earning Credit" below for more information.
3. All students above the eighth grade shall register for no fewer than six academic credits each year and have no more than one study hall unless they are taking three or more honors level classes, in which case they can have two study halls.
3. Only schedule changes that are absolutely necessary should be made. The high school principal must be consulted for any change, along with the school counselor.
4. If a course is dropped after the interim of the first grading period, it will be recorded as a Withdraw Failing grade for the year. Exceptions can be made after a conference with the student, the parent, the counselor, and the principal.
5. 22 credits are required for graduation.
6. Study halls will be limited to students taking CCP courses unless absolutely necessary. In the event a non-CCP student is assigned a study hall, there will be no more than one scheduled.

DIGITAL ACADEMY

The Aces Digital Academy (ADA) for grades 9-12 provides an opportunity for students at Amanda-Clearcreek High and Middle School to receive an online education by using the InneVato EDU online platform. By using this platform, facilitated by the ADA coordinator, students get a personalized

experience in a virtual setting. This flexible option allows for ongoing collaboration, interaction, and consistent feedback at each step of the learning process.

All students interested in the ADA must apply and be approved by the application deadline. Only approved applicants will have access to the online curriculum. Students who are not approved must report to in-person classes on the A-C campus under the district's attendance policies. Students enrolling full-time in the ADA are doing so for the full length of the school year. The enrollment period begins April 1 and closes May 1 of each school year. Students are notified by June 1 of their acceptance. For more information on the Aces Digital Academy, please visit: Aces Digital Academy

EARNING CREDIT

For the purposes of awarding credits, year-long courses will be divided into two equal parts with credit awarded for each part at the end of each semester. A student MUST take both semesters of a course in order to earn the full required credit. To be awarded that credit, a student must maintain a minimum of a D average for each semester of a course. A student may earn partial credit for a year-long course if they pass one semester and not the other. If a student fails one half of a year-long course, they will have the opportunity to recover that credit either in summer school or the following school year through an in-person course.

GRADE CARDS

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

GRADING SCALE

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

D	1.00	65%	.76 – 1.25	63 – 66%
D-	0.67	61%	.51 - .75	60 - 62%
F	0.00	0%	00	0 – 59%

GRADUATION EXERCISES

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by the Amanda-Clearcreek High School. Students participating in the ceremony must meet all graduation requirements.

1. Students must have successfully completed all requirements contained in the Ohio Revised Code and set by the Ohio Department of Education and the Board.
2. Students graduating early shall request participation in the graduation ceremony. Early graduates can only participate in the graduation exercises in the year of graduation.
3. All financial obligations to the District must be paid.
4. All disciplinary obligations must be satisfactorily completed.
5. Participation in graduation rehearsal is required for participation in the graduation ceremonies unless otherwise authorized by the principal.
6. Students participating in the ceremony must wear the prescribed cap and gown.
7. Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies.
8. Students must maintain a 90% attendance rate in order to participate in graduation ceremonies.

Students whose decorum is disruptive or brings undue attention to themselves will not be awarded their diploma at the commencement exercises. They will be required to fulfill the disciplinary requirements given by the Superintendent/designee. Once the disciplinary requirements have been satisfied, the students shall receive their diplomas.

GRADUATION REQUIREMENTS

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education (ODE) as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows.

District Minimum

English Language Arts 4 units

History and government, including one-half unit of American History and one-half unit of American Government	1 unit
Social Studies *	2 units
Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science**	3 units
Math, including one unit of Algebra II or its equivalent ***	4 units
Health	½ unit
Physical Education	½ unit
Electives ****	7 units
Financial literacy*****	
Total	22 units

The statutory graduation requirements also include:

1. * students entering ninth grade for the first time on or after July 1, 2017 must take at least one-half unit of instruction in the study of world history and civilizations "as part of the required social studies units";
2. ** students can choose to apply one credit in advanced computer science to satisfy one unit of advanced science (excluding biology or life sciences);
3. *** students may take one unit of advanced computer science in lieu of Algebra II and students entering ninth grade for the first time on or after July 1, 2015 who are pursuing a career-technical instructional track may complete a career-based pathway math course approved by ODE as an alternative to Algebra II;
4. **** student electives of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), financial literacy, business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the statutory graduation requirements;
5. *****financial literacy requirements:

A. Units earned in social studies shall be integrated with economics and financial literacy for students entering ninth grade for the first time prior to July 1, 2022;

B. Students entering ninth grade for the first time on or after July 1, 2022 are required to complete one-half unit of financial literacy to be used toward the elective credits required for graduation, or in lieu of one-half unit of instruction in math. If used toward a math credit, it cannot be used in lieu of Algebra II or its equivalent, or a course for which the State Board of Education requires an end of course exam. A student who chooses to take one unit of advanced computer science in lieu of Algebra II is not permitted to complete the required half-unit of financial literacy instruction to satisfy a math unit requirement; instead, the student must complete a half unit of financial literacy as part of their required elective credits.

6. Meeting the applicable competency/assessment and/or readiness criteria required by law based on date of entry into ninth grade.

Diploma Seals

In accordance with State law, the Board establishes the criteria for at least one of the local diploma seals outlined in State law. The seals include a method to give, to the extent feasible, a transfer student a proportional amount of credit for any progress made toward completing that seal at the district or school from which the student transfers. The District recognizes a locally defined diploma seal that a student transferring into the District earned at another district regardless of whether the Board has developed local guidelines for that seal. The seals are outlined below:

2023 AND BEYOND PATHWAYS TO GRADUATION

Students must accomplish the following three requirements:

1. Complete required 22 credits
2. Show Competency
    a. Students must earn a passing score on Algebra I and English II End-of-Course Exams
    b. Demonstrate two career-focused activities
        i. Foundational
            1. Proficient scores on WebXams
            2. Earn 12 point Industry Credential
            3. Complete a pre-apprenticeship program
        ii. Supporting
            4. Complete minimum hours in a work-based learning program
            5. Earn required WorkKeys score to earn OhioMeansJobs Readiness Seal

    OR

    c. Enlist in the Military

    OR

    d. Earn credit for one college-level math and/or college-level English course

3. Show Readiness
    a. Earn two of the following diploma seals:
        i. Ohio-designed - more information on Ohio-designed seals can be found on Ohio Department of Education website
            1. OhioMeansJobs Readiness Seal

2. Industry-Recognized Credential Seal
3. College-Ready Seal
4. Military Enlistment Seal
5. Citizenship Seal
6. Science Seal
7. Honors Diploma Seal
8. Seal of Biliteracy
9. Technology Seal

ii. Local-designed *More information below

10. Community Service Seal
11. Fine and Performing Arts Seal
12. Student Engagement Seal

COMMUNITY SERVICE SEAL

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

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

FINE AND PERFORMING ARTS SEAL

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

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

STUDENT ENGAGEMENT SEAL

Students must complete the following requirements to achieve the Student Engagement Seal:
Students must participate in and complete an activity that has a connection to the school district they are attending.

a) Activities may include but are not limited to
   i. Extra-curricular athletics
   ii. Extra-curricular activities/clubs
   iii. Mentoring/Tutoring in the school district
   iv. Volunteering as a classroom, office, custodial, cafeteria, or other helper (during non-academic time)
   v. Participating in Co-Curricular activities (such as clubs with weekly/monthly meetings).
b) Activities will be categorized by hours involved.

i. Major activities will equal 40 hours or more (such as a team sport with a regular practice).
ii. Minor activities will equal less than 40 hours.
iii. Activity designations will be up to individual district determinations
iv. Students must earn 2 Majors or 4 Minors or 1 Major and 2 Minors.

HONOR ROLL POLICY

Students in grades 6-12 shall be recognized for academic achievement if they meet the following criteria:
Highest Honor Roll - 4.0 or above
High Honor Roll - 3.50 - 3.99
Honor Roll - 3.00 - 3.49
Any student whose grades average 3.00—3.49 during a nine-weeks period will be on the Honor Roll; however, students with incompletes, any grade below a C or I's are not eligible for Honor Roll. Students must be enrolled in a minimum of 3 courses at Amanda Clearcreek High School to be considered for the Honor Roll.
Middle school year-long awards will be determined by the average of the 1st, 2nd, & 3rd nine weeks grades as well as the 4th interim.
All subjects in which a letter grade is given shall be included in the grade average.

HONORS DIPLOMA

Students may elect to earn the Honors Diploma. This designation requires the following:

Honors Diploma 7 out of 8 Required		
1	Math	4 Credits
2	English	4 Credits
3	Science	4 Credits (Including 2 higher level courses)
4	Social Studies	4 Credits
5	Foreign Language	3 Credits of the same foreign language or 2 credits of two different languages
6	Fine Arts	1 Credit
7	ACT	27 or higher
8	GPA	3.5 or higher

STANDARDIZED TESTING PROGRAM

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

SUMMER SCHOOL

Any student who fails a core academic course - English Language Arts, math, science, and social studies will be considered for summer school at the end of the current school year. Summer school is provided as a remedial option for students who fail to earn credit during the school year.

Summer sessions will be conducted using a hybrid model of digital courses proctored by a teacher associated with the content area assigned to the student. The instructors will monitor course progress, provide feedback, and be available for questions during this time. Their role is to support each student as they work.

Students will be allowed one (1) excused absence for the entire program. Any more than one (1) absence, and you will not receive credit for the courses. Courses will remain active until **July 30** at which time access to them will expire.

If a student has been assigned summer courses, and does not attend, they will be required to retake the failed courses in-person in the next school year. Digital academy courses may not be an option

VALEDICTORIAN, SALUTATORIAN, AND RANK OF SENIORS

The selection of the Valedictorian and Salutatorian will be determined at the conclusion of the third-nine-weeks grading period of the 12 grade. In order for CCP courses to be considered, the CCP course MUST have been completed prior to the end of the 3rd grading period. Courses completed after this date will not be considered. The student with the highest GPA after the third-nine-weeks grading period of the 12th grade will be designated a Valedictorian. The student with the second highest GPA will be designated the Salutatorian. A senior student's class position will also be determined at the conclusion of the third nine weeks of the 12th grade. For a senior to be eligible for Valedictorian or Salutatorian, they must have attended Amanda-Clearcreek High School for 6 semesters.

CUM LAUDE STANDING

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

Cum Laude: Any student who achieves a cumulative GPA of 3.5 to 3.74.
Magna Cum Laude: Any student who achieves a cumulative GPA of 3.75 to 3.99.
Summa Cum Laude: Any student who achieves a cumulative GPA of 4.0 or higher.

WEIGHTED GRADE POLICY

Grades earned in the following courses will be weighted:
Advanced Placement Courses
Credit Plus Courses

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

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

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

Advanced Algebra I
Advanced Geometry
Advanced Algebra II
Advanced Math
Honors Math (Block)
Advanced ELA I
Advanced ELA II
Advanced ELA III
Advanced ELA IV
Advanced Physical Science
Advanced Biology
Advanced Chemistry
Advanced World History
Advanced American History
Human Anatomy
Psychology
Sociology

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

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

V. EMERGENCY PROCEDURES AND GUIDELINES

EMERGENCY PLAN

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

1. Immediately notify the principal or superintendent.
2. If demonstrators are involved, talk to them and ask politely that they leave. If they refuse, tell them they are trespassing and law enforcement will be notified.
3) If necessary, administration will notify all students and staff to leave the building by the

nearest exit.

4) A comprehensive SCHOOL SAFETY PLAN has been developed to provide the staff with helpful strategies to implement in the event of a threat to the safety of the students. Various situations and procedures are dealt with in the plan. The SCHOOL SAFETY PLAN is reviewed by the staff at the beginning of each year and at various times throughout the course of the school year.

FIRE DRILL PROCEDURES

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

TORNADO DRILL INSTRUCTIONS

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

VI. EXTRACURRICULAR ACTIVITIES INFORMATION

STUDENT ACTIVITIES

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

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

AMANDA-CLEARCREEK H.S. CLUBS AND ACTIVITIES

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

ELIGIBILITY FOR ALL EXTRA-CURRICULAR ACTIVITIES

Grades 7-12

1. At minimum, a student must be passing 5 credits and have a 2.0 grade point average on a 4.0 point scale during the immediately previous grading period (quarter) in order to be eligible to participate in any extracurricular student activity in addition to meeting all eligibility standards as established by the OHSAA.
2. A student enrolling in the seventh grade or ninth grade for the first time is eligible for the first grading period regardless of previous academic achievement.
3. Failure to comply with the grading period eligibility requirements results in extra-curricular ineligibility for the succeeding grading period. Students deemed ineligible on the first day of practice for a sport can still remain a member of a team for practice only. Upon becoming eligible per OHSAA rules and regulations, that player may begin participating fully in that sport. A student may not be added to a team once a "cut" has been made.

AMANDA-CLEARCREEK NATIONAL HONOR SOCIETY INDUCTION

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

SCHOOL DANCES

There are a variety of dances held throughout the year. Middle school students are not permitted to attend high school dances, and high school students are not permitted to attend Middle school dances. Only Amanda-Clearcreek middle school students may attend dances held within the district. Students must sign-in when arriving and document the time. If a student plans to leave the dance before the scheduled end time, a legal parent/guardian must sign the student out. If the student leaves, he/she cannot get back into the dance. Non-Amanda-Clearcreek high school students may not attend school dances unless they are guests of A-C students and are registered in advance. High school students will not be eligible to attend middle school dances. Middle school students will not be eligible to attend high school dances. All guests to high school dances must be under the age of 21.

IX. SUMMARY

SUMMARY

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

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