2025 - 2026

STUDENT HANDBOOK

MEMORIAL HIGH SCHOOL

330-799-1515

280 Sixth Street
Campbell, Ohio 44405

www.campbell.k12.oh.us

District Administration

Board of Education

Beth Donofrio
President
Judy Gozur
Vice-President
Gary Bednarik
Tony Kelly
Tina Tsagaris

Superintendent:
Matthew Bowen
Treasurer:
Nora Montanez

The Campbell School District is a very proud and community that takes a sincere interest in the education of its children and families.

Our mission is to provide an educational environment that:

- offers opportunities consistent with each learner's needs and stage of development
- creates exciting, challenging learning experiences
- fosters members of society who are cooperative, self-sufficient, ethical, and responsible
- engages all community members and resources

We are dedicated to meeting the inherent challenges of our evolving educational needs by:

- diversifying our methods of instruction
- making appropriate use of emerging technologies and education processes
- offering experiences that stress values and build character
- providing opportunities for all members of the community to become involved in the life of the school.

By living our mission, we will continue to create pride in self, family, and community.

Memorial High School

Administration & Support Staff

Administration

Mr. Bradly A. Yeager
Principal
330-799-6338
byeager@campbell.k12.oh.us

Mr. Brian A. Nichols
Assistant Principal
330-799-6330
bnichols@campbell.k12.oh.us

Mr. Justin Kay
Assistant Principal
330-799-1515
jkay@campbell.k12.oh.us

Mrs. Jane Buckingham
Student Services Director
330-799-8810
jbuckingham@campbell.k12.oh.us

Support Staff

LaRona Gore
Secretary
330-799-1515
lgore@campbell.k12.oh.us

Tina Zapka
Office Educational Aide
330-799-1515
tzapka@campbell.k12.oh.us

Marilyn McCallister
Guidance Counselor
330-799-6316
mmccallister@campbell.k12.oh.us

Marina Grachanin, R.N.
School Nurse
330-799-6380
mgrachanin@campbell.k12.oh.us

Memorial High School

Teaching Staff

English Language Arts:

Blasko - Literacy Coach
D'Amico - MS English
Joss - HS English
Kish, R. - HS English
Stoddart - MS English

Mathematics:

Chiarello - HS Math
Daley - HS Math
Evinsky - MS Math
Martinez - MS Math

Science:

Adams - MS Science
Allen - HS Science
Evinsky - MS Science
Lowery, Ma. - HS Science

Social Studies:

Abeid - HS History
Richey - MS/HS History
Ryan - MS History
Pallini - HS History

Electives:

Canterino - Health/PE
Duran - Foreign Language
Espada - Foreign Language
Fitzhenry - Performing Arts
Fowler - Visual Arts
Gozur - Career Based Instr.
McCray - Business Ed.

Intervention Specialists:

Basista
Clark
Peyatt
Maine
Rauber
Rohan
Rusnak

RED DEVILS
CAMPBELL

Memorial High School

Bell Schedules

Daily Bell Schedule	
Entry Bell	7:40
1st Period	7:50 - 8:40
2nd Period	8:43 - 9:33
3rd Period	9:36 - 10:26
4th Period	10:29 - 10:59
32 min. - All students in class	
5th Period	11:31 - 12:01
6th Period	12:04 - 12:54
7th Period	12:57 - 1:47
8th Period	1:50 - 2:40

2-hr Delay Schedule	
Entry Bell	9:40
1st Period	9:50 - 10:25
2nd Period	10:28 - 11:03
4th Period	11:06 - 11:36
5th Period	11:39 - 12:09
3rd Period	12:12 - 12:47
6th Period	12:50 - 1:25
7th Period	1:28 - 2:03
8th Period	2:06 - 2:40

Assembly bell schedules will be designed depending on the assembly.

Memorial High School

PROGRAM OF STUDIES ACCREDITATION:

Memorial High School is examined by the State Department of Education to see that the program it prescribes is carried out.

CAMPBELL MEMORIAL HIGH SCHOOL PRIDE

As a citizen of Campbell Memorial, you are expected to respect and follow the rules that are established for the welfare of the entire student body. Following the rules will help all students to become better school citizens.

BE PROUD OF YOUR SCHOOL

Take good care of your school, and feel free to make suggestions for improving it. As a school citizen, you are expected to act like a high school student and conduct yourself properly. You will learn necessary and useful skills for the future. Respect the facilities and others at ALL times.

ALMA MATER

O, Memorial High, We Lift Up Our Cry.
We'll Remember You, As The Years Go By.
Alma Mater, Our Dear High School,
To You We'll Always Be True.
We Will Honor You,
And Be Faithful, Too.
A Higher Goal We'll Set,
With This Our Motto.
We Will Ne'er Forget,
For We Will Love You Through All The Years.

ENROLLMENT PROCEDURE

Students new to Memorial High School should register immediately upon becoming residents of the school district. Enrollment procedures are handled through the Central Registration Office at the K-6 building.

PERMANENT RECORDS

Each student's permanent record file is maintained in the high school office. This includes: transcript of grades, attendance, test scores and health record.

HOME INSTRUCTION (TUTORING)

Tutoring services may be approved for a full-time student in his/her home if he/she is physically unable to attend school. Arrangements for tutoring are made with the school psychologist and/or the director of special services.

DRIVING TO SCHOOL

Students are not permitted to drive to school without obtaining a parking permit from the main office. Students are to park in designated areas only. All students must use the student parking lot. Violators of the driving rules will have their driving privileges revoked. Driving to school is a privilege, NOT a right.

STUDENT BUSING

Know the bus schedule and be prompt. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver. Loud, boisterous, or profane language or indecent conduct shall not be tolerated. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands and feet or body in any inappropriate manner. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner on the bus. Smoking on the bus is strictly forbidden.

REPORTING OFF OF SCHOOL

If your child is going to be absent from school due to an illness, please contact the school at 330-799-1515 to report your child off.

GRADING POLICY:

All courses at Memorial High School are semester based (2 nine week grading periods). The student's semester grade will be calculated based upon the two nine week grading periods.

1st Semester:

Average of the 1st and 2nd Nine Week Course Percentage

2nd Semester:

Average of the 3rd and 4th Nine Week Course Percentage

A = 100% - 89.5%
B = 89.4% - 79.5%
C = 79.4% - 69.5%
D = 69.4% - 59.5%
F = 59.4% - 0%

PARENT ACCESS – MONITORING STUDENT PERFORMANCE

The Parent Access is designed to help parents/guardians stay involved in their student's education. Each student receives a unique user name and password within the first few weeks of school (sent home to the parent/guardian). Our teachers post grades regularly on the Parent Access for the parent/guardian to see. This does not always represent the complete grade of the student; however, if you feel that there is a discrepancy lease call the office and set an appointment to talk to the teacher.

PARENT-TEACHER CONFERENCES

Two (2) school days are set aside for conferences. These conferences include discussions of the child's achievement, growth and learning. This conference, in conjunction with the report card, assists the teacher in helping the child. If you cannot schedule the conference on the invited day, please plan with the teacher for an available time. Any school problem which troubles you is reason for a parent-teacher conference, but please, call for an available time in the teacher's schedule. This may be done at any time you feel the need.

REPORT CARDS

Students will receive a report card every nine weeks. Parents should read it carefully as a report of individual achievement. If an explanation is needed, please request a conference with the individual teacher through the school office.

HIGH HONOR ROLL AND HONOR ROLL

A high honor roll will be posted and announced at the end of each grading period. To be eligible for high honor, a student must maintain a 4.0 average in all subjects. To be eligible for the honor roll list, a student must maintain a 3.0 average in all subjects.

GRADE PLACEMENT/CLASSIFICATION

High school (9th-12th) grade placement/classification is determined by credits earned. Students must earn a specific number of credits each year to advance to the next grade level/classification. Credits are awarded at the end of a semester for successfully completing a grade level/classification.

GRADE PLACEMENT:

Freshman:	Junior:
0 to 4.50 credits	10.5 to 15.75 credits
Sophomore:	Senior:
4.75 to 10.25 credits	16 or more credits

Grade level/classification only refers to academic placement and non-athletic school sponsored activities. A student is placed in the grade level based upon the amount of credits he/she has earned. Grade level placement may prevent students from participating in various non-athletic school sponsored activities; i.e. Prom, Homecoming Court, Class Officer Campaigning, Senior Class Activities, etc.

The building principal may make exceptions to the non-athletic school sponsored activities based upon the student's academic plans for the academic school year. This decision is made collaboratively with other administrators, guidance counselor, and class advisors.

GUIDANCE PROGRAM

The guidance program at Memorial High School functions for the purpose of giving personal assistance to individual pupils toward making their plans and decisions concerning education, vocations, employment and personal adjustment. Individual counseling, group therapy, and referrals and conferences accomplish the attainment of fulfilling the objectives with representatives from other agencies. The school counselor may be able to provide considerable assistance to a student who has personal problems. The counselor does this by leading the student to a better understanding of himself and his environment. Tests are administered by the guidance counselors to determine strengths and weaknesses in the learning process, to assist special aptitudes and interests, and to qualify students to compete for college admission and scholarships.

CLASS LOAD

All students must maintain a minimum of five credits the entire school year. If students do not register for five credits per semester, he or she will be assigned classes by the administration that he or she deems appropriate.

WITHDRAWAL/DROPPING OF CLASSES

Students are eligible to withdraw/drop a class by written request made by their parent/guardian prior to the tenth (10) day of class. Only the following exceptions may be made when withdrawing/dropping a class:

1.) Student failures have caused a problem with pre-requisites.
2.) Enrollment into special education following testing.
3.) Enrollment into an alternative program;
i.e. CBI, MCCTC, and CCP.

HIGH SCHOOL CREDITS EARNED PRIOR TO 9TH GRADE

High school courses completed at the middle school level (7th & 8th Grade) will count toward minimum graduation requirements if:

1. The course is taught by a teacher that is licensed or certified for teaching the course in high school, and
2. The course meets the high school curriculum requirements as designated by the Board of Education.

7th and 8th Grade courses earning high school credit at Memorial High School (as of 2021-22) include:

Algebra I (1.0 CREDIT)	Physical Science (1.0 CREDIT)
Spanish I (1.0 CREDIT)	Art I or Art II (0.5 CREDIT)
Health (0.5 CREDIT)	Physical Education (0.25 credit each sesmester)

REMIND Communication:

CMHS will utilize the communication platform, Remind, in our efforts to stay connected to our families and the community. Remind will be used by our classroom teachers, building administrators, coaches and various departments to communicate important information as needed. Please be active by ensuring you are enrolled within Remind throughout the year. Technical support is offered on the Remind website and will be offered by the building.

State of Ohio Graduation Requirements for the Classes of 2023 and Beyond

Campbell Memorial High School

Step 1: Earn 21 Credits

4 Credits English

4 Credits Math

3 Credits Science

3 Credits History

.5 Credit Physical Education

.5 Credit Health

.5 Credit Financial Literacy

1 Credit Fine Arts

5 Credits Additional Electives

Step 2: Demonstrate Competency

Earn a "competency score" on the Algebra I and ELA II End of Course Test

Algebra I = 684

ELA II = 684

In lieu of attaining competency scores on the state tests, students can choose between four other ways to demonstrate competency following remediation and second test attempts.

Step 3: Earn 2 Diploma Seals *(Minimum of 1 State Seal)*

State Defined

Locally Defined

STUDENT ACTIVITIES

Involvement in extracurricular activities is strongly encouraged for all students. There are a wide variety of opportunities for students to be involved in.

Extracurricular activities are a great way to meet people, pursue a personal passion and give back to our community. The following organizations are available for students:

Art Club	FCA
Band	Math Club
Bright Futures	Memorial Mentors
Business Club	Nurses Club
Cinema Club	National Honor Society
D & D Club	Operation Keepsake
Drama Club	Spanish Club
English Festival	Yearbook

The following athletic teams are available for students:

Baseball	Bowling	Soccer	Track & Field Football
Basketball	Cheerleading	Softball	Volleyball

Local & O.H.S.A.A. Athletic Eligibility Requirements

To be eligible to participate in athletics you must pass 5 one-credit courses or the equivalent in the preceding grading period. Nine-week grades are used to determine eligibility, not exam or semester, or yearly averages. For fall athletes the 4th nine-week grades are used from the preceding year. At any time, the administration may deem a student-athlete ineligible for poor academic performance and/or poor behavior.

Eligibility/Attendance in/at Extra-Curricular Activities/Events

Students who participate in any extra-curricular event that is not a sanctioned by the OHSAA must follow the club's, group's, and/or organization's code of conduct in order to be eligible to participate.

Students must be in attendance the full school day to attend and/or participate in an afterschool activity.

At any time, the administration may deem a student or student-athlete ineligible to participate and/or attend for poor academic performance, behavior, and/or attendance.

SCHOOL FUNCTIONS

i.e. Dances: Homecoming and Prom

Any student who is, or has been drinking, using drugs, will not be admitted. If an administrator suspects any delinquent behaviors or activities he or she may not be permitted into the function or asked to leave. Any infraction(s) or misbehavior(s) will result in disciplinary action(s). Poor behavior and/or attendance may result in a student unable to attend the social event.

Homecoming & Prom:

- Attendance:
  - If a student is considered to be a habitual truant during the time frames below, he/she is not permitted to attend the dance
    - Homecoming = 1st Nine Week Attendance
    - Prom = 2nd Semester Attendance
- Academics:
  - You must be in good academic standing; not failing two or more courses
- Discipline:
  - You may not have behavioral transgressions deemed by school administration to pose a disruption or safety risk to yourself or others.
    - Homecoming = you may not have more than one out of school suspension prior to the dance
    - Prom = you may not have more than two out of school suspensions prior to the dance

ASSEMBLY ETIQUETTE

When you go to an assembly, go in a quiet and orderly manner. Appreciation for a good performance should be shown. At no time should there be whistling, stamping of the feet or other boisterous types of distraction. Students should always stand when the Alma Mater or National Anthem is played or sung. STUDENTS *SHOULD* ALWAYS STAND WHEN THE ALMA MATER AND NATIONAL ANTHEM IS BEING PLAYED OR SUNG.

Your behavior reflects the Campbell City School District. There will be a “ZERO TOLERANCE” for any forms of misbehavior. If you participate or act with any forms of disruption you will be removed from the assembly and disciplined.

FIELD TRIPS

Field trips are planned and designed to enrich the education of the pupils. Since the written consent of the parent is necessary before a student is permitted to participate, the parent must sign a consent form and have the student return it to the school. Emergency Medical Forms must accompany any field trip.

FIELD TRIP ELIGIBILITY REQUIREMENTS

Field trips are valuable supplemental activities, which can augment the effectiveness of classroom instruction significantly. It should also be noted that participation in such activities is a privilege. Since the effectiveness of any trip as well as the safety of all participants is dependent upon good behavior and safety precautions, students must demonstrate their awareness of proper conduct, self-discipline and personal responsibility. Groups on district-approved trips represent not only themselves, but also the school and community. Therefore, if students demonstrate unacceptable behavior, they will be subject to disciplinary actions.

Teachers (with the approval of the administration) will inform the students of the criteria for attending a field trip: Students who violate the Memorial High School code of Conduct (Student Handbook) including excessive detentions, In School Suspension or Out of School Suspension and have demonstrated a pattern of disregarding the acceptable behavior may be excluded from field trips.

Student who are consistently disruptive and/or refuse to follow school rules will lose the privilege of attending field trips, assemblies, activities and/or off campus trips such as educational field trips that may be required by the course standards.

Teachers will fill out a detailed rational for approval. Teachers will explain and outline what standards the trip enriches and what takes place during the trip. Students will need to have all of their teachers complete a student performance sheet evaluating their attendance, discipline, and current academic progress. In addition to the student performance sheet, students must have their parental permission slip completed as well. Field trip participation will be contingent upon final approval by administration. Appeals may be made to the principal who will render a decision within 48 hours.

While on a field trip, any student who violates any existing school regulation will be subject to disciplinary action per the Memorial High School Code of Conduct Handbook.

HEALTH REQUIREMENTS

OHIO STATE LAW (3133.671, ORC: 3701.13) requires that all school children must be immunized against the following Minimum Immunization Requirements.

Additional health requirements may be deemed necessary pending and future local and state health guidelines*

Students cannot return to school until immunization regards are completed. If your child has had natural chickenpox, please send in a signed statement from your or your doctor to that effect. They do not need to be immunized against chickenpox.

Any student sent home for pink eye, impetigo, ringworm, lice or any other contagious disease noted on the ODH communicable disease chart CANNOT return to school without clearance from your physician and/or checked by the school nurse upon return. Emergency Medical Forms and information must be updated and turned in YEARLY as required by Ohio Revised Code. Emergency Medical Authorization Forms are required by law (O.R.C. 3313.712) and are to be returned to the school office no later than two weeks after the start of the school year or face exclusion.

(1) Except as otherwise provided in division (B) of this section, no pupil, at the time of initial entry or at the beginning of each school year, to an elementary or high school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code, shall be permitted to remain in school for more than fourteen days unless the pupil presents written evidence satisfactory to the person in charge of admission, that the pupil has been immunized by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, and rubella or is in the process of being immunized. (2) Except as provided in division (B) of this section, during and after the school year beginning in 2016, no pupil who is the age or older than the age at which immunization against meningococcal disease is recommended by the state department of health shall be permitted to remain in a school subject to the state board of education's minimum standards for more than fourteen days unless the pupil presents written evidence satisfactory to the person in charge of admission that the pupil has been immunized by a department of health-approved method of immunization, or is in the process of being immunized, against meningococcal disease.

ADMINISTRATION OF MEDICATION BY SCHOOL NURSE OR DESIGNATED PERSONNEL

The providing of medical care to a student is the responsibility of the parent and should not be assumed by the school. Whenever possible, we would prefer that students not require medication during school hours. If it is absolutely necessary that medication be given during school hours, the following policy will apply:

1. THE STUDENT IS RESPONSIBLE FOR REPORTING ON TIME FOR HIS/HER MEDICATION.
2. Medications will be given during designated times.
3. Medications cannot be transported on the school bus. The parents must bring the medication to the School nurse or principal, with the original container clearly marked with the name of the child, name of medication, dosage directions, physician's name, and the pharmacist's number. The parents must supply the school with exact dosage.
4. Students may not carry or administer over the counter or prescription medication. The only exception will be inhalers and epi-pens if written approval is obtained from the physician and parent.
5. Non-prescriptive medication (i.e. Tylenol & Benadryl) may be administered with written and/or verbal parental permission according to school board policy. Other over-the-counter medications may be used according to school board policy. When the medication has been discontinued, any remaining medication must be picked up by the parent within one week after discontinuation or it will be disposed of by the school nurse.

-HB 523-

Medical marijuana will not be prescribed, but rather recommended by registered physicians. Whether the use of this drug is for medical reasons or recreational uses, the use of this drug is strictly prohibited on school grounds. Students may not report to school or school sponsored events under the influence of marijuana. If a student is permitted, BY A PHYSICIAN, to use marijuana he or she is not permitted on school property while using the drug and/or under the influence from the drug.

For additional Immunization and Health Requirement information please visit the school website.

STUDENT OBLIGATIONS

ALL SUBJECT AREAS

Any workbooks or supplementary material beyond the basic textbook, the student will assume the cost.

TEXTBOOKS – WORKBOOKS – SUPPLIES

Textbooks are provided without charge by the Campbell Board of Education and remain the property of th school. If a book is lost or damaged, a fine may be assessed. Supplementary materials and/or supplies may be charged to the student.

GOOGLE CHROMEBOOKS

The Google Chromebooks and any accessories that have been made available to the students are the property of the Campbell City School District. The Chromebook must be used in accordance with the following policies and procedures as well as those outlined in the Technology Acceptable Use Policy for Students. The District has the right to randomly inspect any Chromebook, application, or peripheral device. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them and issue discipline. Use of the Chromebook for anything other than teacher directed or approved activities during instructional time is prohibited. This includes but is not limited to internet or computer games and other entertainment activities, e-mail, instant messaging, chat, and use of the Internet for anything other than school-related research. Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations. Students will not use the Chromebook for illegal purposes. Students will not use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate district personnel as well as local, state, or federal authorities. Appropriate and responsible use is expected of all users. Computers are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes directed by the teacher.

Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Chromebook Acceptable Use Policy will be subject to appropriate disciplinary action and can result in loss of technological privileges - including Chromebook possession.

FEES AND MONIES OR SCHOOL PROPERTY OWED BY STUDENT

Students who fail to pay fees owed the school (library fines or cost of unreturned library books, lab fees, athletic fees, activity fees, club dues, uniforms not returned or damaged, damages to school property or damages to school text books) are subject to school sanctions. The athletic department may not allow an athlete to participate in other sports until the obligations are fulfilled. Club advisors may seek fees owed by communicating with the administration the circumstances and not permitted students to participate in student activities. Participation in extracurricular activities may be restricted if the administration meets and reviews the facts and finds that a student in negligent or unwilling to cooperate with the school in scheduling payment of obligations.

EXTRA-CURRICULAR ACTIVITY – OUTSTANDING OBLIGATIONS

Any student that participates in extra-curricular activities is expected to meet all obligations as to uniforms, warm-ups, accessories, and other equipment issued to them. Also a student that belongs to any school club or organization is responsible for all financial obligations in regards to promotional or fundraising sales. Any student that has an outstanding obligation with any extra-curricular club, team, or organization at the end of that season or activity will not be permitted to attend, participate, or practice in any high school extracurricular activity until said obligation is cleared with the coach or advisor. Activities include all athletics, cheerleading, ski club, dances, Prom, Homecoming, plays, concerts, field trips by clubs.

CAMPBELL RED DEVILS MEMORIAL

LOCKERS

Each student is assigned an INDIVIDUAL locker. The lockers are property of the school and may be checked/searched at any time and for any reason.

You are the only individual assigned the locker combination.
Only one student per locker; no students shall share lockers for any reason.

Sharing of school lockers may result in disciplinary action.

The school does not assume responsibility for articles lost or stolen from lockers. Keep your lockers clean. Do not deface your locker in any manner. For added protection of coats, books, and other valuables, the office is recommending that each student place an extra lock from home on his/her locker.

It is strongly encouraged that students use locks for their lockers in the gym locker rooms.

FIRE DRILLS – TORNADO DRILLS – CRISIS DRILLS

Fire drill, tornado drills and crisis drills are held periodically, as prescribed by law. Be sure you know the proper exits in case of a fire drill. Detailed procedures for drills are posted and/or explained in each classroom. Move quietly, quickly, and orderly, for it may mean your life.

Any student deliberately setting off a false fire, bomb threats or tornado alarm will be automatically suspended from school, and reported to the State Fire Marshall for prosecution.

Any student who participates in any forms of behaviors during these drills that are deemed unacceptable by the administration will face disciplinary action(s).

CAFETERIA

Breakfast and Lunch is a time for students to eat and socialize with their peers. This time is not designed for any mischievous or improper behaviors. All students are to remain in their seats at all times unless he or she is buying their lunch, disposing items, or using the restroom. Any behaviors that an employee of the cafeteria and/or administrator deem inappropriate will result in disciplinary action(s). No students shall leave the cafeteria for any reason unless a pass is sent down from the office ahead of time.

Students are responsible for returning all trays and utensils back to the kitchen. Cleanliness and neatness is your responsibility. It is the responsibility of the students to clear the tables, not the custodians. Abuse of cafeteria property will result in disciplinary action(s).

Prices subject to change*
Please visit the district website for up to date pricing

****Students are offered grab-n-go breakfast as they enter the main entrance of the high school. No students shall cut through the building going to or coming from breakfast until the 7:40 AM entry bell sounds.****

CLASSES

Students are expected to be in classes and on time. Any student coming in late must have a pass to excuse their tardiness. Any student missing 25 or more minutes of a class is considered to have missed that class and is considered absent.

House Bill 410

H.B. 410 changes the truancy definition to be based on instructional hours, rather than days of instruction. Under the new definitions, the designation of “chronic truancy” has been eliminated, and the designation of “habitual truant” is defined as any child of compulsory school age who has been absent without legitimate excuse for:

- 30 or more consecutive hours
- 42 or more hours in a school month, or
- 72 or more hours in a year

Memorial High School will provide written notice to parents within seven days of a child’s excused absence of 38 or more hours in a month or 65 or more hours in a school year.

ATTENDANCE

COMPULSORY EDUCATION/ABSENCE FROM SCHOOL:

The Ohio law requires school attendance for all persons between the ages of six and eighteen. Excused absences are defined as: illness with medical verification; death in the family; court appearances; and with pre-approval of the building administrator for extenuating circumstances. In compliance with the MISSING CHILD ACT, to ensure student safety, it is mandatory that a parent/guardian call 330-799-1515 to report a student absence by 10:00 a.m. on all days a student is absent.Listen to the menu and press the number stated “To Report Your Child Off”.

Poor attendance has been identified as one of the major predictors and symptoms of school failure and juvenile delinquency! The new law grants the courts exclusive jurisdiction over criminal cases in which an adult is charged with “PARENT EDUCATION NEGLECT”. Under the provisions of S.B. 181, failure by a parent/guardian to make certain his/her truant child is attending school can result in court charges.

Attendance Procedures: Failure to comply with attendance procedures may result in referral to the Mahoning County Juvenile Court, and/or Campbell Police citation.

Juvenile Court Intervention

Campbell City Schools will be working cooperatively with the Mahoning County Juvenile Court System to implement an Early Warning System (EWS) to provide interventions and supports for our students and families experiencing difficulties with, but not limited to, attendance, grades and behaviors.

Parents of a truant student may also be assigned to the Parent Project in Mahoning County for a period of ten weeks for failing to comply with the compulsory Ohio attendance laws. The Parent Project is a parental education program administered by the Mahoning County Juvenile Court which seeks to enlighten parents of their responsibility in the education process. If a principal determines that all other measures have been exhausted in addressing a student attendance issue, he/she may mandate parent participation in the Mahoning County Parent Project. Failure of the parent to attend and complete this program may result in a complaint of Parental Education Neglect being filed in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined up to $250.00 and may be incarcerated up to 30 days in the Mahoning County Jail.

CMHS ABSENCE INTERVENTION PROCEDURES:

- **Absence intervention team:** Once a student has been designated a “habitual truant,” the school shall assign the student to an absence intervention team. Within seven school days of this designation, the superintendent, principal or chief administrator shall select the members of the team, which shall include a representative of the child’s school, another representative from the school who knows the child, and the child’s parent, custodian, guardian ad litem or temporary custodian. The team may also include a school psychologist, counselor, social worker or representatives of local public agencies designed to assist students and their families in reducing absences.
- **Parent participation:** Within seven school days of the student’s designation as a “habitual truant,” the superintendent, principal or chief administrator shall make at least three meaningful, good faith attempts to secure the participation of the student’s parent, custodian, guardian ad litem or temporary custodian in an absence intervention team meeting. If seven school days elapse and the parent/custodian/guardian fails to respond to the attempts to secure parental participation in the team meeting, the school shall investigate whether the failure to respond triggers mandatory reporting to the public children services agency and shall instruct the absence intervention team to proceed with developing a plan for the child.
- **Absence intervention plan:** Within 14 school days after the student’s assignment, the team shall develop an intervention plan for that student to reduce or eliminate further absence. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than 61 days after the date the plan was implemented if the child has refused to participate or failed to make progress on the intervention plan.
- **Parent notice:** Within seven days after the development of the plan, the school must make a reasonable effort to provide the student’s parent, guardian, custodian, guardian ad litem or temporary custodian with written notice of the plan.
- **End of the year absences:** If a student becomes habitually truant within the 21 school days prior to the end of the school year, the district may, in its discretion, assign a school official to work with the student’s parent and develop an absence intervention plan during the summer. This plan shall be implemented not later than seven days prior to the first day of instruction in the next school year. Alternatively, the school may toll the time period over the summer months and reconvene the absence intervention process upon the first day of instruction the following school year.
- **Juvenile court referral:** The attendance officer shall file a complaint in the juvenile court on the 61st day after implementation of the absence intervention plan or other intervention strategies if all of the following apply:
    - The student was absent without legitimate excuse from the public school for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year
    - The school has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and any offered alternatives to adjudication
    - The student has refused to participate in or failed to make satisfactory progress on the plan

EXCUSED ABSENCES

These can be "medical" or " non-medical". In this case the attendance secretary was notified the day of the absence and the student brought in a signed, dated note from a physician; a document indicating a court appearance; or an approved vacation form. These notes and forms must be turned in to the attendance office within 48 hours of the student's return to school. The only other way that an absence may be verified is if the emergency or other circumstances are deemed by the administration to be of sufficient cause for absence from school. All "excused absences" will not count toward the "Excessive Absence Policy".

Medical excuses may be verified to confirm the validity of the medical excuse.

UNEXCUSED ABSENCES

These are defined as a student not being reported off and all attempts to contact a parent/guardian were unsuccessful. These students are considered truant. These days will also count toward the "Excessive Absence Policy".

TRUANCY

Truancy is defined as being absent from school or any portion of the school day without BOTH school authority and parental consent.Students will receive a grade of zero ("0") for any work missed due to truancy and are subject to additional disciplinary action, including suspension. Discipline consequences may also be assigned.

CAMPBELL
RED DEVILS

EXCESSIVE ABSENCE POLICY:

Because the Campbell City School District encourages progressive instruction with an emphasis on activities that are student-centered hands on, and cooperative, it is sometimes impossible to duplicate a lesson outside of the normal classroom. With this in mind a student's excessive absences without verification may warrant loss of privileges to make up work, denial of promotion, loss of academic credit, and/or possible court action. Students who exceed a maximum number of absences without verification in a class or school day may lose academic credit for those courses, be retained in the current grade, or possibly be recommended for expulsion for the remainder of the semester. The following number of days is the maximum allowed before penalties are considered:

- **Students with 11 or 12 unexcused absences for any semester course will drop one letter grade from their current academic progress.**
- **Students with 13 or 14 unexcused absences for any semester course will drop two letter grades from their current academic progress.**
- **Students with 15 or more unexcused absences for any semester course will NOT receive credit for the course that semester.**

Any student wishing to attend or participate in school functions and/or practices; must be in attendance for THE FULL DAY on the day of the school function. The length of the day is measured by the student's individual schedule.

The principal or assistant principal may excuse students from attendance with proper documentation regarding illness, funerals, and other emergency situations.

CAUTION:
Memorial High School is now on all semester credit courses. Thus, credits are locked in after each semester and any attendance issues dealing with the first semester must be done during that period.

MAKE UP WORK POLICY:

Excused Absences:
All work may be made up anytime a student is absent with proper verification(s). It is the responsibility of the student upon return to school to contact the teacher and make arrangements to schedule make up work. As a general rule students are expected to make up educational activities within a time period equal to the number of days that were missed. The teacher has the latitude to make special arrangements when necessary only with excused absences.

- Note: As a general rule, students are expected to make up educational activities within a time period equal to the number of days that were missed. There are exceptions, for example:
  - If a student is absent on a Monday, and returns to school on Tuesday, he/she is expected to have all make up work completed by Wednesday.
  - If a student is absent on the day of a test, he/she is expected to take the test on the day of return.
  - If any project or paper is due on the day of an absence, it must be turned in on the day of return.
  - If a student is absent or tardy unexcused, he/she will still not be permitted to make up work.

Unexcused Absences:
Work will be allowed to be made up and the student may receive credit if he or she contacts the teacher(s) during those days absent.

Out of School Suspensions (OSS)
A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension. The grade for a completed classroom assignment missed because of a suspension will be reduced by ten percent (10%).

VACATIONS

The Campbell Board of Education plans its school calendar a year in advance. The school calendar outlines the days that school is in session and also the vacation recesses throughout the year. It is strongly recommended, for educational instruction, that families plan their vacations during the time school is not in session. *Only under extenuating circumstances will permission be granted for vacations that occur during the school year. In these instances, PRIOR APPROVAL MUST BE OBTAINED from the building principal or the superintendent of schools.* It is the responsibility of the student and/or parent/guardian to fill out and submit the "Request for Pre-Planned Absence" form. If permission is granted, it then becomes the responsibility of the parent and student to insure that all homework/assignments assigned to the student while he/she is on vacation is completed and turned in to the teacher immediately upon returning to school. All absences due to vacations other than those approved by the principal and superintendent will be considered unexcused absences and treated accordingly.

SIGN IN / SIGN OUT PROCEDURES

1. Any student arriving to school after the tardy bell must report to the Administrative Office to sign in and receive a pass to class. Not signing in with the office can result in the recording of an unexcused absence or truant.
2. To leave school early, a student must have a note from home, signed by a parent/guardian that contains student's name, date and time of dismissal, and reasons for leaving. This note must be brought to the administrative office prior to 1st period. A school authority may call home to verify the need to leave. ***STUDENTS MUST REPORT TO THE OFFICE AND SIGN OUT PRIOR TO LEAVING.***
3. If a student must leave school early due to an emergency, they must have an early dismissal pass from the office. The student must report to the administrative office to sign out prior to leaving the building.

NOTE: Students not following above procedures will be subject to disciplinary action according to the Student Code of Conduct.

ADULT STUDENTS

Recent court rulings applied to the Ohio Revised Code have brought some changes to the educational status of 18 year old students. The changes may affect your household if you have a child that will turn 18 years of age prior to his or her graduation. Please review carefully the statements listed below.

- Compulsory school age is between the ages of 6 and 18 (RC3321.01)
- Students are entitled to attend school until the age of 22, provided they did not complete the high school curriculum of their I.E. P. (RC3313.64)
- The majority of age in Ohio is 18 years of age (RC3109.01). Once a student reaches the age of 18, he or she is an adult in the eyes of the law. Adult students acquire the right to consent to release of their school records, sign their own permission slips, write excuses for their own absences, and withdraw from school. Students absent under this section are required to supply supporting documentation or they may be considered as unexcused absences.
- The Federal Education Rights and Privacy Act (FERPA), provided that when a student reaches the majority of age, 18, the rights of the parents transfer to the adult students.
- Parents of dependent adult students, as defined by the Internal Revenue Code, may view the educational records of the student without his or her consent.
- The Superintendent of schools has the authority to direct and assign adult students to the appropriate school, grade, and an appropriate program. (RC3319.01)

You are being advised of these laws, so that if your child reaches 18 years of age prior to graduation, you are aware of the laws we are bound to follow.Also, talk to your child of adult responsibilities, so that disagreements between the adult student and his/her parent resolved at home. The administration of Campbell Memorial High School will follow the law and not become the buffer between adult students and their parents over educational decisions made by the adult student without the approval of his/her parent. We will however, comply with FERPA, and forward any educational records to parents/guardians who have a depended adult student upon request.

INSTRUCTIONAL PROGRAMS FOR PREGNANT STUDENTS

Recognizing that educational opportunities are part of the value system for a free society, and recognizing further that education in our increasingly complex and technological society is a prerequisite for the opportunity to lead a full and productive life, the Campbell City Schools advocates the right to continued public education for pregnant girls and young mothers of compulsory age who are residents of the Campbell City School District.However, the Board of Education, acting through its superintendent, must consider the physical safety and well-being of all students, and therefore, can require that a student at an advanced stage of pregnancy may not attend regular classes. In such cases, the student will be provided an alternative means of instruction, and may be assigned a qualified teacher for home instruction purposes.

ANY STUDENT, OTHER THAN A STUDENT IN THE CBI PROGRAM, MAY NOT BE PERMITTED TO LEAVE SCHOOL EARLY BECAUSE OF AN OUTSIDE WORK SCHEDULE.

NO Cell Phones

Ohio State Law - OHIO HB 250

Per HB 250 and in accordance with Governor Mike Dewine, in order to support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Campbell City Schools has determined the use of cell phones by students during school hours should be prohibited, unless prior approval from administration.

The objective of this policy is to strengthen Campbell Memorial's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. Research

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability

This policy applies to the use of cell phones by students while on school property during school hours.

III. Use of cell phones

Students are prohibited from using cell phones at all times.

IV. Exception

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.
A student may use a cell phone to monitor or address a health concern.

V. Cell phone storage

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

MIKE DEWINE
GOVERNOR OF OHIO

TELEPHONE USE - PARENTS AND STUDENT

Telephone usage is limited to SCHOOL BUSINESS and emergencies.

Parents should limit phone calls to school business only. Only Administrators and office personnel are permitted to remove a student from class to use the telephone. All emergency use of the telephone must be approved by an administrator. All calls are to come through the office for any student. *A parent calling a student or a student calling his/her parent on his/her cell phone disrupts the educational process and subjects the student to disciplinary action. NO student shall make any phone calls on his/her cell phone for any reason unless approval is given in the office by the administration or main office personnel. The call must be made in the main office*

ELECTRONIC DEVICE POLICY

Campbell Memorial High School (7-12) shall allow students to possess cellular telephones during the school day on school premises and at school sponsored activities under the following conditions:

1. Students who bring cellular telephones to school are responsible for keeping their cellphones TURNED OFF AND OUT OF SIGHT and placed in their lockers during instructional time. Any cell phone or other PED that is visible is considered in use and will be subject to confiscation by the school administration and/or school personnel. If a cell phone or other PED rings or vibrates at a prohibited time or location it will be considered in use and will be subject to confiscation by the school administration and/or school personnel.
2. Students may use their cell phone responsibly prior to 1st period and after the final bell at the end of the day. This privilege will be revoked if misused. The rule regarding cell phones being turned off and placed in lockers during instructional time will be strictly enforced.
3. Possession of cell phones is strictly prohibited in classrooms, study hall periods, locker rooms, restrooms, and hallways between classes.
4. Students are not to use earbuds/headphones in the hallways between classes nor at dismissal time – using this technology can be a distraction to the student and cause potential safety hazards.

STUDENT DRESS CODE

SCHOOL UNIFORM DRESS CODE (POLICY #5511)

WHEREAS, the Campbell City School District Board of Education wishes to adopt a mandatory school uniform policy for all students in grades one through twelve; and WHEREAS, it firmly believes young people who are safe and secure, who learn basic American values and the essentials of good citizenship, are better students; and

WHEREAS, many parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce discipline problems that now exist, prevent future discipline problems from occurring, and increase school safety; and

WHEREAS, it has been observed that the adoption of a mandatory school uniform policy can promote school safety, improve discipline, and enhance the learning environment; and

WHEREAS, the Campbell Board of Education strongly believes that the following issues would support such a uniform policy:

- Uniforms would create security through identification, enabling school officials to recognize intruders.
- A safer atmosphere for all would be established.
- Similar clothing will eliminate peer pressure dealing with student attire.
- Student uniforms would prevent any type of gang affiliation displayed by clothing.
- Uniforms would promote a statement of identity through positive actions rather than by appearance only.
- A sense of school unity will be created.
- Students will be instilled with discipline.
- School spirit will be enhanced.
- Uniforms will help alleviate families with the economic burden of clothing school age children since uniforms are less costly than most clothing.
- A stress free, positive atmosphere, conducive to education will be established.

AND, WHEREAS, the actual school uniform for students in grades kindergarten hrough twelve

STUDENT DRESS CODE

CONT'D

DRESS CODE - ALL STUDENTS

- ***Bottoms***
  - Black or tan khaki bottoms are permitted.
  - Black or tan khaki jumpers, skirts, dresses, but CANNOT be more than 3 inches above the knee (including the slit).
  - Permitted bottoms now include full-length black yoga pants and joggers (either straight-leg or gathered at the ankle) in black or khaki.
  - Shorts can be worn until September 30 and beginning May 1st
- **Tops**
  - All tops must be solid red, solid white, or solid black in color.
  - Tops must be solid in color unless considered spirit wear attire.
  - Visible brand logos shall not be greater than 2"x3".
    - No full-size brand logos.
  - ***Permitted Tops :***
    - Polo shirts w/ collars, Turtlenecks/Mock-turtlenecks, Dress sweaters or vests with collar underneath, Crewneck sweatshirts, 1/4 zip and full zip tops, and Traditional hoodies and sweatshirts
    - All of the above and T-shirts with Campbell City Schools logo/spirit wear are permitted.
  - ***NOT permitted:***
    - Low V-neck style garments, Shirts w/graphics, Pictures or writing that is not affiliated with Campbell Schools, Sleeveless tops, and Plain white T-shirts without an under shirt are not permitted
- **Foot Apparel**
  - The shoe MUST totally encase the foot.
  - No opened-toed shoe (sandals, flipflops, etc.) or “house shoes”/slippers.
  - Flip-flops are strictly forbidden.
  - Croc-style footwear with backstraps at the ankle and worn with socks are permitted.
  - Footwear must follow these rules unless otherwise prohibited by class regulations (e.g., industrial labs, chemistry, physical education).

STUDENT DRESS CODE

CONT'D

Hats are not to be worn inside the building at any times.

- Coats and jackets must be stored during the school day, but full zip tops and hooded garments as described above are permitted.
- Other types of unacceptable dress, including body piercing, as determined/enforced by the administration, which detract from the educational process or cause concern for the health, safety, and general well-being of the students, will be strictly prohibited.
- Book bags may be brought or worn to school and are subject to search for the safety and welfare of all students.
- NO BOOKBAGS ARE TO BE WORN OR CARRIED DURING SCHOOL HOURS TO CLASSES OR LUNCH.

ALL PURSES/HANDBAGS/CROSSBODY BAGS MUST BE KEPT IN STUDENTS' LOCKERS.

Clothing Restrictions:

- Clothing that bears statements, slogans, images, or insignias that are indecent, obscene, profane, lewd, or vulgar shall not be permitted.
- Clothing that bears statements, slogans, images, or insignias that harass, threaten, intimidate, demean, suggest violence or have gang affiliation and/or creates a reasonable risk of substantial interference with the educational process shall not be permitted.
- Clothing that bears statements, slogans, or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs and that creates a reasonable risk of substantial interference with the educational process shall not be permitted.
- Students may not wear pajama-style garments including slippers

STUDENT DRESS CODE
CONT'D

Violations of the dress code will be determined/enforced by the building principal or others designated by him/her. Persistent and open disregard of these guidelines will entail disciplinary action consistent with the nature and seriousness of each individual case. ANY CLASSES MISSED DUE TO BEING SENT HOME MAY BE CONSIDERED UNEXCUSED ABSENCES

REFUSAL TO CONFORM TO SCHOOL UNIFORM POLICY

- **1st Offense**
  - Students are given an opportunity to change with warning – document in student file
  - Non-compliance will result in further discipiline
- **2nd Offense**
  - Sent to the office to change; Detention issued
  - Parent must come in or call to speak with administrator
- **Subsequent Offenses:**
  - Sent home for rest of day; Detentions/Lunch Detentions issued
  - Parent must come in to speak with administrator

Repeat offenders will face further disciplinary actions

Positive Behavior Intervention Supports

P.R.I.D.E.
Positivity
Respect
Integrity
Determination
Empathy

CAMPBELL RED DEVILS MEMORIAL

It is the mission of Campbell Memorial High School to create an environment which reinforces positive behavior to help educate, support, and prepare citizens of the world. The mission of the CMHS PBIS team is to foster and promote a safe and positive school environment that enhances student learning through teaching and recognizing positive behavior.

Memorial P.R.I.D.E.

Tier I: Core Instruction

ALL students receive high quality instruction in academic skills and expected behaviors

Tier II: Supplemental Instruction

Small group supplemental instruction in addition to core instruction

Tier III: Intensive Instruction

Instruction is more customized to meet the needs of students beyond supplemental support

STUDENT CONDUCT

BOARD OF EDUCATION CAMPBELL CITY SCHOOL DISTRICT POLICY

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property, pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this district. The building principal, assistant principal, acting principal, and superintendent shall have the authority to assign discipline to students, subject to the rules and regulations of the superintendent and to the student's due process right to notice, hearing and appeal. A violation of any rule may result in disciplinary action, including detention, In-School Suspension, Out-of-school Suspension, or expulsion. A copy of discipline forms will be given to the student and a copy will be mailed to their parent. R.C 3312.30, 3313.66, 3313.661, 3315.17 A.C. 3301-35-03 (G) 3301-83-07

DETENTION

- After school: 2:45-3:15; Tuesday - Thursday.
- He or she will report to the designated room ON TIME.
- Students are NOT permitted to talk or leave the room for any reason.
- Students have one week to serve their detention, if not served further discipline will be administered.

LUNCH DETENTION

- Students will report to room 121 depending on the student's schedule:
  - 4th Per. Lunch - 10:29 AM - 11:31 AM
  - 5th Per. Lunch - 10:59 AM - 12:01 PM
- Students will receive lunch from 11:00 AM - 11:20 AM

IN-SCHOOL SUSPENSION

- All day; report prior to 7:50 AM
- Students must bring all necessary materials for the day.
- Students must follow dress code in I.S..S.
- Students will NOT talk, sleep, or put head down during I.S.S.
- If dismissed from I.S.S. for reasons of poor behavior he/she will receive 3 days of out of school suspension.

OUT-OF-SCHOOL SUSPENSION

- Removal from school for an entire day or multiple days.
- Students are not permitted on school grounds or participate in ANY after school events during the duration of the O.S.S.

CORRECTIVE MEASURES

The behavioral intervention, placement, and length of will be at the discretion of the principal or assistant principal, and may differ from below due to the nature of the offense or situation.

VIOLATIONS OF ELECTRONIC DEVICE POLICY	
Neglecting to comply with the requests of a teacher regarding the electronic device policy will result in automatic insubordination.	
1st Offense:	Warning – Student must put away the device in their locker
2nd Offense:	Confiscate – 1 Detention – Parent/Guardian picks up device
3rd Offense:	Confiscate – 3 to 5 Detentions – Parent/Guardian may be required to pick up device
4th Offense:	Confiscate – 3 to 5 days of I.S.S. – Parent/Guardian may be required to pick up device
5th Offense:	Confiscate – 3 to 5 days of O.S.S. - Parent/Guardian may be required to pick up device
6th Offense:	Confiscate – 5 to 10 days of O.S.S. – Possible Recommendation for Expulsion

GENERAL DISRUPTION	
CLASSROOM AND CAFETERIA INCLUSIVE	
1st Offense:	One Detention
2nd Offense:	Two Detentions
3rd Offense:	Three Detentions
4th Offense:	Three to Five Days of ISS
5th Offense:	Three to Five Days OSS
6th Offense:	Five to Ten Days OSS - Possible Recommendation for Expulsion

PROFANITY	
Verbal abuse: profanity or obscene language, Written or verbal, directed toward students, school Personnel, or any member of the community. This shall include use of obscene gestures and signs.	
1st Offense:	One to Three Days of ISS or OSS
2nd Offense:	Three to Five Days of ISS or OSS
3rd Offense:	Five to Ten Days of OSS - Possible Recommendation for Expilsion

INSUBORDINATION, DISRESPECT, NON-COMPLIANCE & DEFIANCE	
Towards school officials, teachers, and employees	
1st Offense:	One to Three Days of ISS or OSS
2nd Offense:	Three to Five Days of ISS or OSS
3rd Offense:	Five to Ten Days of OSS - Possible Recommendation for Expilsion

DESTRUCTION AND/OR DAMAGE OF PROPERTY

Detention, reassignment, suspension, or expulsion depending upon the severity of each case – plus the cost of replacement of damaged material. Parent/Guardian will be responsible for replacement value of any property that is damaged.

FAILURE TO FOLLOW RULES IN DETENTION

Removal from Detention or Lunch Detention

1st Offense:	One to Three Days of ISS (student must re-serve detention(s)
2nd Offense:	Three to Five Days of ISS or OSS
3rd Offense:	Five to Ten Days of OSS - Possible Recommendation for Expulsion

THREATENING A TEACHER/SCHOOL EMPLOYEE

1st Offense:	Ten Days of OSS - Possible Recommendation for Expulsion
2nd Offense:	Recommendation for Expulsion

THEFT

TAKING SOMEONE ELSE'S PROPERTY, STEALING, STRONG ARMING (EXTORTION), TAKING MONEY, THREATENING ANOTHER STUDENT FOR MONEY

1st Offense:	Three to Five Days of OSS
2nd Offense:	Five to Ten Days of OSS
3rd Offense:	Ten Days of OSS - Recommendation for Expulsion

ACADEMIC DISHONESTY

ANY TYPE OF CHEATING THAT OCCURS IN RELATION TO A FORMAL ACADEMIC EXERCISE. IT IS THE DISCRETION OF THE TEACHER TO DETERMINE IF THE STUDENT IS COMPLETING A TASK WITH INFIDELITY.

1st Offense:	Teacher's Discretion - Parent/Guardian Contact
2nd Offense:	Zero on Assignment - One to Three Days of ISS
3rd Offense:	Zero on Assignment - Three to Five Days of ISS or OSS

TARDY TO SCHOOL	
Per Nine Week Grading Period	
4th Tardy	One Detention
5th Tardy	Two Detentions
6th Tardy	Two Lunch Detentions
7th Tardy	Four Lunch Detentions
8th Tardy	Three Days of ISS
9th Tardy	Five Days of ISS (Referral to EWS/JJC)
10th+ Tardy	Meeting with parent/guardian - Removal from Extracurricular Activities

TARDY TO CLASS	
Per Nine Week Grading Period *25 or more minutes late to class counts as cutting class.*	
1st Offense:	Warning
2nd Offense:	One Detention
3rd Offense:	Two Detentions
4th Offense:	Office Referral - Send to Office - Administrative Decision

FAILURE TO ATTEND CLASS	
Cutting the entire class period	
1st Offense:	One to Three Days of ISS
2nd Offense:	Three to Five Days of ISS
3rd Offense:	Three to Five Days of OSS

LEAVING SCHOOL WITHOUT PERMISSION/FAILURE TO SIGN OUT	
1st Offense:	One to Three Days of ISS
2nd Offense:	One to Three Days of OSS
3rd Offense:	Five Days of OSS
4th Offense:	Five to Ten Days of OSS - Possible Recommendation for Expulsion

OUT OF ASSIGNED AREA	
STUDENTS IN AREAS OF BUILDING OR GROUNDS THAT IS PROHIBITED, NOT A SCHEDULED LOCATION, TRESPASSING AND UNAUTHORIZED ENTRY	
1st Offense:	One to Three Days of ISS or OSS
2nd Offense:	Three to Five Days of ISS or OSS
3rd Offense:	Ten Days of ISS or OSS - Possible Recommendation for Expulsion

POSSESSION OF TOBACCO, MATCHES, LIGHTER, OR FLAMMABLES	
(AGAINST CITY ORDINANCE) INCLUDING BULLETS, EXPLOSIVES, AND FIREWORKS.	
1st Offense:	Three Days of ISS or OSS
2nd Offense:	Five Days of ISS or OSS
3rd Offense:	Ten Days of ISS or OSS - Possible Recommendation for Expulsion

MOLESTING ANOTHER STUDENT	
Male or Female	
1st Offense:	Ten Day of OSS - Possible Recommendation for Expulsion
2nd Offense:	Recommendation for Expulsion

HORSEPLAY, NAME CALLING, PLAYFULLY HITTING ANOTHER STUDENT	
1st Offense:	One to Three Detention/Lunch Detentions
2nd Offense:	One to Three Days of ISS
3rd Offense:	Three to Five Days of ISS
4th Offense:	Five to Ten Days of ISS

BUS MISCONDUCT	
If the disruptive behavior affects the health or safety of the students, driver, teacher or chaperone, the student can be suspended from school.	
1st Offense:	Warning
2nd Offense:	Three Day Bus Suspension
3rd Offense:	Five Day Bus Suspension
4th Offense:	Ten Day Bus Suspension
5th Offense:	Bus Expulsion

INDUCING PANIC	
FALSE ALARMS AND FALSE REPORTs, ANY STUDENT CONSPIRING TO CAUSE HARM OR PANIC TO THE SCHOOL	
1st Offense:	Ten Day of OSS - Possible Recommendation for Expulsion
2nd Offense:	Recommendation for Expulsion

POSSESSION OF WEAPONS	
Will be confiscated and not returned - to include counterfeit and look-a-likes or any indistinguible object that may represent a weapon.	
1st Offense:	Ten Day of OSS - Possible Recommendation for Expulsion
2nd Offense:	Recommendation for Expulsion

UNAUTHORIZED PUBLICATION AND/OR DISTRIBUTION OF MATERIALS	
1st Offense:	Three Days of ISS or OSS
2nd Offense:	Three to Five Days of ISS or OSS
3rd Offense:	Five to Ten Days of ISS or OSS - Possible Recommendation for Expulsion

FILMING OR TAKING PICTURES OF AN INCIDENT ON SCHOOL GROUNDS	
WITHOUT ADMINISTRATIVE APPROVAL	
1st Offense:	Three to Five Days of OSS
2nd Offense:	Ten Days of OSS - Possible Recommendation for Expulsion

FAILURE TO SERVE DETENTION	
1st Offense:	One Day of ISS
2nd Offense:	Three Days of ISS
3rd Offense:	Five Days of ISS or OSS
4th Offense:	Five to Ten Days of OSS - Possible Recommendation for Expulsion

VIOLATION OF THE HEALTH AND GENERAL WELFARE	
ANYONE WHO VIOLATES THE HEALTH AND GENERAL WELFARE OF A STUDENT, INCLUDING HIM/HERSELF, OR ANYONE WHO BRINGS ANY UNDUE ATTENTION TO HIM/HERSELF, IN THE JUDGEMENT OF THE ADMINISTRATOR, DISRUPTS THE EDUCATIONAL PROCESS .	
1st Offense:	Three to Ten Days of OSS
2nd Offense:	Five to Ten Days of OSS
3rd Offense:	Ten Days of OSS - Possible Recommendation for Expulsion

INTERNET/COMPUTER VIOLATIONS	
1st Offense:	One to Three Days of ISS - Loss of Internet/Computer Privleges
2nd Offense:	Three to Five Days of OSS
3rd Offense:	Ten Days of OSS - Possible Recommendation for Expulsion

USE OF DRUGS/DRUG PARAPHERNALIA

BOARD OF EDUCATION – CAMPBELL CITY SCHOOL DISTRICT POLICY
DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.
For purposes of this policy, "drugs" shall mean:

1. all dangerous controlled substances as so designated and prohibited by Ohio statute;
2. all chemicals which release toxic vapors;
3. all alcoholic beverages;
4. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. anabolic steroids;
6. any substance that is a "look-alike" to any of the above;
7. any substance, when misused, will provide euphoria or a mind-altering experience, electronic equipment
8. ***"E-CIGARETTE" OR ANY FORM OF A "VAPOR" CIGARETTE IS DEEMED DRUG PARAPHERNALIA***

The Board prohibits the use, possession, concealment, or distribution of any drug on school grounds, on school vehicles, and at any school-sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the district for educational purposes.

BOARD OF EDUCATION – CAMPBELL CITY SCHOOL DISTRICT POLICY
DRUG ABUSE CORRECTIVE MEASURES

he superintendent shall establish administrative guidelines necessary to implement this policy.Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7-12.

R.C. 2925.37, 3313.60 (E), 3313.752, 3313.95, 3319.012 Public law 101 – (Drug-Free Schools and Communities Act as amended in 1989) Revised 10/90 -Revised 6/16/92

POLICY AND PROCEDURAL STANDARDS FOR THE SUSPENSION AND EXPULSION OF PUPILS FROM THE CAMPBELL CITY SCHOOLS FOR THE POSSESSION OR SALE OF COUNTERFEIT CONTROLLED SUBSTANCES

In accordance with the provisions of the H.B. 535, which became effective on August 20, 1982, the Campbell Board of Education does hereby incorporate into its Student Conduct Code the following rules, regulations, and procedures for disciplining a student for the possession or sale of a counterfeit controlled substance (look-alike).

It shall be the responsibility of the building administrators to implement a program that will explain the new law to all students in the district. The disciplinary action that will result if a student is found to be selling or in the possession of counterfeit controlled substance is as follows: 1st offense – 10 day suspension from school; 2nd offense – expulsion.

- For clarification, a counterfeit controlled substance is defined as:
  - Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
  - Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
  - Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
  - Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, and offer to sell, give, package, or deliver a counterfeit controlled substance.
- No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with or conduct its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.
- No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

SESSION OR USE OF DRUGS	
1st Offense:	Up to Ten Day Out of School Suspension • May be reduced to five days if student and parent agree to an assessment from a Board approved agency. Recommendation of the assessment must be followed. Proof of the assessment must be on file in the office. Possible recommendation for expulsion
2nd Offense:	Expulsion May be reduced to ten-day suspension upon recommendation of agency.The student must enroll in a drug program
3rd Offense:	Expulsion

SELLING OF DRUGS
1. Notification of Policy 2. Suspend until court appearance 3. Expulsion upon conviction

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the district's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

- There is no appeal for students assigned to the ISS
- Student subject to suspension out of school.
  - student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision may be appealed to the Board of Education or its designee.
- Students subject to expulsion
  - A student and his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the Board of Education or its designee to answer the charges.

The hearing may be private, but the Board must act publicly. The superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

GANG RELATED/INCIDENTS/ACTIVITY

Any gang related issues (at the discretion of administration) will result in either suspension or possible expulsion. Consequences will be given at the judgment of the administration or school officials. Suspicion of Gang Involvement and/or Activity

- Examples:
  - Any manner of grooming, hair style, clothing, jewelry, or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames, etc. indicating affiliation or association; graffiti on school or personal property; reasonable suspicion of the above.

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In-School Suspension may be substituted for out of school suspension if the building principal deems it to be more appropriate. When an administrator has exhausted all means of discipline adopted by the Campbell Board of Education in handling unruly students, he/she will inform the superintendent of this situation.

If unruly pupils need placement in professional discipline programs (Severe Behavioral Learning), the administrator, teachers, nurse, and school psychologist will work together jointly to expedite this process.

If the joint opinion of the school psychologist, principal, nurse, teacher and county psychologist agree placement in a behavioral school is necessary, for the welfare of the child, then the Campbell Board of Education will pay this cost willingly.

Students who are sent to the ISS will be afforded the opportunity to receive get all assignments, and will be permitted to make up all missed tests. However, it is the student's responsibility to request assignments from the office and to make arrangements with his her respective teachers for making up tests.

PHYSICAL ALTERCATIONS AND/OR FIGHTING

Students who feel threatened, harassed, or intimidated should immediately report the matter to faculty or administration. Students who take matters into their own hands by responding to threats by hitting, pushing, shoving, slapping, etc. the other student may incur disciplinary action. All students initiating or involved will incur administrative action. Students not yielding adult access to a fight will be disciplined.

In addition to school discipline, any student(s) involved in physical altercations and/or fights may be subject to criminal charges filed by the Campbell City Police Department.

FIGHTING	
EMERGENCY REMOVAL – Pending Investigation Local authorities will be involved. – A police report will be completed and charges may be filed.	
1st Offense:	One to Ten Days of OSS - Possible Recommendation for Expulsion
2nd Offense:	Five to Ten Days of OSS - Possible Recommendation for Expulsion
3rd Offense:	Ten Days of OSS - Possible Recommendation for Expulsion

AGGRESSIVE BEHAVIOR UPON A STUDENT	
1st Offense:	Three to Ten Days of OSS
2nd Offense:	Five to Ten Days of OSS - Possible Recommendation for Expulsion
3rd Offense:	Ten Days of OSS - Possible Recommendation for Expulsion

AGGRESSIVE BEHAVIOR UPON AN EMPLOYEE OR VOLUNTEER	
FILE CHARGES WITH CAMPBELL POLICE DEPARTMENT	
1st Offense:	Five to Ten Days of OSS - Possible Recommendation for Expulsion
2nd Offense:	Ten Days of OSS - Recommendation for Expulsion

TAUNTING OR AGITATING TO INCITE A FIGHT, RIOT, OR PANIC, ETC.	
INTERFERENCE BY BYSTANDERS WHILE A TEACHER OR ADMINISTRATOR IS DISCIPLINING OTHERS.	
1st Offense:	Three to Five Days of OSS
2nd Offense:	Five to Ten Days of OSS
3rd Offense:	Ten Days of OSS - Possible Recommendation for Expulsion

SPREADING RUMORS TO AID OR ABET A FIGHT	
1st Offense:	One to Three of OSS
2nd Offense:	Three to Five Days of OSS
3rd Offense:	Five to Ten Days of OSS
4th Offens:	Ten Days of OSS - Recommendation for Expulsion

BULLYING AND HARASSMENT

ANTI- HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING

As per Ohio Legislative House Bill 276, the Ohio State Board of Education ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING Model Policy, and this School District's Board of Education Policy.

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

"Harassment, intimidation, or bullying", in accordance with Ohio law, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Anyone who witnesses or suspects that a student or adult is being harassed, intimidated or bullied in any way should report it immediately to the building principal.Any student who falsifies bullying reports are subject to disciplinary actions.

SEXUAL HARASSMENT

- ***VERBAL***:
  - *The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.*
- ***NONVERBAL/GESTURES:***
  - *Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District/outside the District.*
- ***PHYSICAL CONTACT:***
  - *Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.*

Corrective Measure

- *Principal's discretion with regard to the severity of each case:*
  - *Suspension*
  - *Reassignment*
  - *Expulsion Corrective Measure*

DETENTION, ISS, OSS, OR EXPULSION DEPENDING UPON THE SEVERITY OF EACH CASE – PLUS THE COST OF REPLACEMENT OF DAMAGED MATERIAL.PARENT/GUARDIAN WILL BE RESPONSIBLE FOR REPLACEMENT VALUE OF ANY PROPERTY THAT IS DAMAGED.

ANTI-HAZING

It is the policy of the Campbell Board of Education and School District that hazing activities of any types are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

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

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing and planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to criminal penalties in accordance with Ohio Law.In addition, this policy shall be incorporated into the subject of discussion at employee staff meetings or in-service programs.

THREATS

Any student who feels another student has threatened him or her, either verbally or physically, should notify the assistant principal or principal immediately.

No one has to attend school in fear of someone else. In the event that someone is proven to have threatened another, that student will be suspended. Repeated threats will result in expulsion from school.

PREPONDERANCE OF EVIDENCE

May a student be suspended without an admission of guilt?

The standard of proof in suspension hearings (before the principal or assistant principal) is preponderance of the evidence. In other words, the administrator, after talking to witnesses, otherwise investigating the facts and hearing the student's explanation or statements, believes more than disbelieves that the student did it. The student need not confess.

TO ALL STUDENTS AND EMPLOYEES OF THE CAMPBELL BOARD OF EDUCATION

In accordance with the regulations set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Campbell City Board of Education does not discriminate on the basis of race, color, national origin, sex, or handicap, in providing equal opportunity for employment and admission or access to facilities, programs and activities which it operates. Any person or persons who feel their rights have been violated or have been discriminated against because of race, color, national Campbell Memorial High School, 280 Sixth Street, Campbell, OH 44405.

Building Safety & Security

Use of Metal Detectors

In accordance with Board Policy 7440, AG 7440B and 9160, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

The Superintendent is authorized to install metal detectors and video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons and/or other unauthorized objects (e.g.,vape pens and other prohibited equipment/devices) in school buildings, on District property, and/or at Board-sponsored/controlled events.

Devices may be used at random times and in random sequence, without notification.

STUDENT VOLUNTEER PROGRAM

The purpose of the Student volunteer Service Program is to acquaint high school students with the need to become participating agents of change by providing service to both their school and community.

Service Learning is defined as:

An educational method by which participants learn and develop through active participation in service that is conducted in and meets the needs of a community. Service learning is coordinated with a school or community service program and with the community. It is integrated into and influences the lifelong learning of a participant and includes structured time for the participants to reflect on the service experience. Volunteering teaches the skills of civil participating and develops an ethic of service and civic responsibility. Students can provide service in the community on a voluntary basis to public, nonprofit agencies, civic, charitable and governmental organizations and school.

Volunteer Service Program is divided into a TWO TIERS Program

All students who have earned a total of 250 Volunteer Service Hours will receive an award at commencement. Students who earned a total 100 Volunteer Service Hours will receive an award at commencement. Hours are accumulating starting in June (summer) of their Freshman year of high school.

Community Volunteer Service Log Form

- Community Volunteer Service Log Form can be found in the Office. You may also obtain this form from Mrs. McCallister.
- Form must be returned in within one week of the service in order to receive credit. The only exception is in the summer. Please turn these forms in during the first week of the new school year. Please return forms to Mrs. McCallister. Students should turn in volunteer forms regularly and should keep duplicate copies of all forms for their records.

General Guidelines

1. Student Volunteer Service Hours may be earned in both the school and or the community. Volunteer time does not count until after 2:45 p.m. (after the school day ends). They cannot receive more than eight (8) credit hours per day.
2. Service performed as a result of disciplinary action taken by the school or the courts will not count.
3. The number of service hours that are earned cannot be doubled or in any way increased by any agency or school for student participation in a specific project. Agencies found to be practicing the doubling of hours will be removed from the list of those agencies approved by the programs.
    a. Example: extra credit or grade for a class or organization cannot be used as volunteer hours.
4. Volunteering for family or family business will not count.
5. Volunteer hours may not be certified by a family member or fellow students.
6. Participation in competitive activities such as athletics, plays, debate meets, etc. will not count.
7. Service performed as an academic requirement, other than that performed as part of the approved volunteer service learning courses will not count.
8. Babysitting or similar services, performed for an individual family will not count.
9. Babysitting services for school or community related activities will count.
10. A student may receive volunteer hours for the time donating blood or assisting and helping blood drive is eligible for service learning credit.
11. Students may receive volunteer hours for helping at religious institutions as long as those hours do not include participation in a religious service, teaching religion or proselytizing. Example: a student is not eligible for service learning teaching Sunday School, singing in the choir or serving as an alter server. However, a student may receive volunteer hours for assisting in landscaping, clean up days, or volunteering in the day care center. In addition, students serving as teen aides (i.e., copying materials, walking kids to the restroom, assisting with supervision), fundraiser, fish fry's etc. are eligible for volunteer credit as long as the student is not teaching religious studies.
12. Service hours will be awarded for students volunteering on issue campaigns. To receive service hours, a student cannot be paid for working on the political campaign. A student is not eligible to receive service learning hours for volunteering on the political campaign of a school board employee or in school board elections. Students are not eligible to receive learning hours for campaigning or being engaged in political activities during the school day.
13. Activities organized by profit making or non-profit organizations to address a community service need will count as volunteer service hours.
14. Services performed for day care centers, retirement homes, and animal hospitals count for volunteer hours. A student may earn service hours by volunteering with a Doctor, lawyer or dentist only when "pro bono" work is being performed. Example: if a doctor volunteers to give physical examinations to school athletes, a student may assist and earn service hours.
15. Activities organized by profit making or non-profit organizations to address a community service need will count as volunteer service hours.
16. Volunteering at events or programs sponsored by governmental agencies will count. For example, students serving as an usher or working a concession stand are eligible to receive service learning hours.
17. A student may earn volunteer hours by helping at an event or performance at which admission is charged or a donation collected, providing that the student is not a member of the organization benefiting from the event. Example, a student, who is not a member of the Drama Club, may volunteer to usher and collect tickets at a Drama Club production and earn Service Learning Hours.
18. Volunteer credit will not be given if they miss a prior commitment to a school activity including but not exclusive to: team sports in season, school plays, and other events, etc. (Must be approved by coaches, advisors, school principal and volunteer chairpersons.

FERPA General Guidelines for Parents
from www.ed.gov

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. Parochial and private schools at the elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99. Under FERPA, schools must generally afford parents: -access to their children's education records -an opportunity to seek to have the records amended - some control over the disclosure of information from the records. Parents may access, seek to amend, or consent to disclosures of their children's education records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.

Access to Education Records

Schools are required by FERPA to:
- provide a parent with an opportunity to inspect and review his or her child's education records within 45 days of the receipt of a request
- provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school
- redact the names and other personally identifiable information about other students that may be included in the child's education records.

Schools are not required by FERPA to:
- Create or maintain education records;
- Provide parents with calendars, notices, or other information which does not generally contain information directly related to the student;
- Respond to questions about the student.

Amendment of Education Records
Under FERPA, a school must:
- Consider a request from a parent to amend inaccurate or misleading information in the child's education records;
- Offer the parent a hearing on the matter if it decides not to amend the records in accordance with the request;
- Offer the parent a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that:
- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record;
- Seek to change a determination with respect to a child's status under special education programs.

Disclosure of Education Records:
A school must:
- Have a parent's consent prior to the disclosure of education records;
- Ensure that the consent is signed and dated and states the purpose of the disclosure.

A school MAY disclose education records without consent when:
- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the school district's annual notification of rights to parents;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or evaluating Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is pursuant to a lawfully issued court order or subpoena; and
- The information disclosed has been appropriately designated as directory information by the school.

Annual Notification
A school must annually notify parents of students in attendance that they must allow parents to:
- Inspect and review their children's education records;
- Seek amendment of inaccurate or misleading information in their children's education records;
- Consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:
- Information for a parent to file a complaint of an alleged violation with the FPCO;
- A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person;
- Information about who to contact to seek access or amendment of education records.

Means of notification:
- Can include local or student newspaper; calendar; student programs guide; rules handbook, or other means reasonable likely to inform parents;
- Notification does not have to be made individually to parents.

Complaints of Alleged Violations:
- Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
US Department of Education - 400 Maryland Avenue, SW - Washington, DC 20202-5901

Complaints must:
- Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
  - Relevant dates, such as the date of a request or a disclosure and the date the parent learned of the alleged violation;
  - Names and titles of those school officials and other third parties involved;
  - A specific description of the education record around which the alleged violation occurred;
  - A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the parent and the school regarding the matter;
  - The name and address of the school, school district, and superintendent of the district;
  - Any additional evidence that would be helpful in the consideration of the complaint.

FERPA Frequently Asked Questions and Answers are found here:
http://www.ed.gov/policy/gen/guid/fpco/faq.html

FERPA GENERAL GUIDANCE FOR STUDENTS

General Information

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

Under FERPA, schools must generally afford students who are 18 years or over, or attending a postsecondary institution:

- access to their education records
- an opportunity to seek to have the records amended
- some control over the disclosure of information from the records.

Access to Education Records

Schools are required by FERPA to:

- provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request
- provide a student with copies of education records or otherwise make the records available to the student if the student,
- for instance, lives outside of commuting distance of the school
- redact the names and other personally identifiable information about other students that may be included in the student's education records.

Schools are not required by FERPA to:

- Create or maintain education records;
- Provide students with calendars, notices, or other information which does not generally contain information directly related to the student;
- Respond to questions about the student.

Amendment of Education Records

Under FERPA, a school must:

- Consider a request from a student to amend inaccurate or misleading information in the student's education records;
- Offer the student a hearing on the matter if it decides not to amend the records in accordance with the request;
- Offer the student a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that:

- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record.

Disclosure of Education Records

A school must:

- Have a student's consent prior to the disclosure of education records;
- Ensure that the consent is signed and dated and states the purpose of the disclosure.

A school MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is to the parents of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or
- The information disclosed has been appropriately designated as directory information by the school.

Annual Notification

A school must annually notify students in attendance that they may:

- Inspect and review their education records;
- Seek amendment of inaccurate or misleading information in their education records;
- Consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:

- Information for a student to file a complaint of an alleged violation with the FPCO;
- A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that individual; and
- Information about who to contact to seek access or amendment of education records.

Means of notification:

- Can include student newspaper; calendar; student programs guide; rules handbook, or other means reasonable likely to inform students;
- Notification does not have to be made individually to students.

Complaints of Alleged Violations:

- Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Complaints must:

Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation

Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:

- Relevant dates, such as the date of a request or a disclosure and the date the student learned of the alleged violation;
- Names and titles of those school officials and other third parties involved;
- A specific description of the education record around which the alleged violation occurred;
- A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the student and the school regarding the matter;
- The name and address of the school, school district, and superintendent of the district;
- Any additional evidence that would be helpful in the consideration of the complaint.

FERPA: Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that [School District], with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, [School District] may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the [School District] to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want [School District] to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by [insert date]. [School District] has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

Student's name
Participation in officially recognized activities and sports
Address
Telephone listing
Weight and height of members of athletic teams
Electronic mail address
Photograph
Degrees, honors, and awards received
Date and place of birth
Major field of study
Dates of attendance
Grade level
The most recent educational agency or institution attended

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  - Political affiliations;
  - Mental and psychological problems potentially embarrassing to the student and his/her family;
  - Sex behavior and attitudes;
  - Illegal, anti-social, self-incriminating and demeaning behavior;
  - Critical appraisals of other individuals with whom respondents have close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office.
Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.
For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PPRA for Parents

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student and his/her family;
- Sex behavior and attitudes;
- Illegal, anti-social, self-incriminating and demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent*; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. In addition, an eight category of information (*) was added to the law.

You may read more about the specific changes to the law by going here:

http://www.ed.gov/policy/gen/guid/fpco/hottopics/ht04-10-02.html

The Department will be updating the PPRA regulations to reflect these changes.

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

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

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

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

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

Inspect, upon request and before administration or use –

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

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

This school district has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office -
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

Hand Hygiene Protocol for Campbell City Schools

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable disease.Many germs can live for long periods on tables, counters, and other hard surfaces. Hand washing with soap and warm water for a minimum of twenty (20) seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

Students and Staff will wash their hands with soap & water;

- After using the rest room
- Before eating
- If their hands are visibly soiled
- If the student or staff member has encountered chemicals or other items, such as soil, in a science lab, art room, vocational facility, or other educational venue that soils hands
- If the student or staff member encountered chemicals during cleaning the school environment
- After cleaning animal habitats or handling animals
- Before and after each task when preparing food in any class such as family science or an integrated class
- After athletic practices and games
- If the student or staff member has encountered bodily fluids (e.g. blood, nasal discharge, mucous from coughing, etc.)

Hand sanitizers may be used when the student's hands are not visibly soiled and cleaning is needed from;

- Sneezing or coughing
- Before and after eating
- After recess
- Before and after using the computer or other items used by other students
- In modular units, temporary classrooms or where hand washing facilities are not readily available

Hand washing signs will be posted at all rest rooms and/or hand sinks.Soap, warm water and towels or an air dryer will be located at all hand washing areas.

CREDIT FLEXIBILITY

Credit Flexibility applies to any alternative coursework, assessment and/or performance that demonstrate proficiency qualified to be awarded equivalent graduation credit as applied for and approved in advance by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted toward student grade point average (GPA), class rank and as graduation credit in the related subject area or as an elective. The school district will include details of the Credit Flexibility policy and program on the district website and in the Student/Parent Handbooks at the middle schools and high school.

Application:

- Any student may apply for credit to be awarded through Independent Study or Credit Flexibility. The student will submit an application on the district Application for Independent Study and Credit Flexibility form. All required information must be provided. The student may be required to provide supporting documentation as determined by the Guidance Counselor and/or Principal or designee of the Principal. Application must be made by April 1st for participation in the 1st semester of the following school year, and by November 1st for the 2nd semester.

Review of Application:

- The application will be reviewed by the guidance counselor(s) and Principal or designee of the Principal. Upon approval of a completed application, the student may then proceed with the learning activity and credit will be awarded when all requirements are completed and evaluated. The Principal or designee may consult with the facilitator of the related department or others as needed to provide needed information prior to making a decision regarding the awarding or denial of credit.

Instructor(s):

- A Memorial High School educator will be appointed by the Principal or designee of the Principal as the Instructor of Record.
- Credit Flexibility options must meet the requirements of the Highly Qualified Teachers (HQT).
- Online courses must be included on a district pre-approved list of providers.

Awarding credit:

- A student may be eligible to receive credit upon satisfactory completion of the alternative coursework, activity, assessment and/or performance as required by the Principal or designee. The following standards and guidelines apply to awarding credit:
- The total number of credits that may be awarded is not limited.
- The successful completion of a pre-approved course may result in credit being designated as fulfilling either required or elective credit toward graduation requirements.
- All courses, as applicable, must be aligned to the Ohio Academic Content Standards to receive credit.
- Credit from other districts and educational providers, including online providers, may be accepted in accordance with the Ohio Operating Standards.
- The Principal or designee may award credit for custom learning activity(s) in the amount approved in advance and may award partial credit where deemed appropriate.
- The Principal or designee may award credit or partial credit for pre-approved assessments, performances or work products that demonstrate mastery of content of any course offered at Memorial High School. Elective credit for courses not offered at Memorial High School may also be earned in this manner as pre-approved.
- If a student transfers from another school district to the Memorial High School and the student has not completed the course requirements to receive credit as approved by the other district, the Principal or designee may consider this a new application for credit. The Principal or designee may assign partial credit for partial completion as deemed appropriate.
- Credits completed in another district before transfer to Memorial High School will count as credits toward fulfilling graduation requirements as awarded by the sending district. The Principal or designee will review the transfer credit to determine equivalency to specific courses offered by Memorial High School.
- There are NO weighted grades for credits earned through independent study/credit flexibility.

- The Teacher of Record reserves the right to withdraw the student from a course (with penalty) for issues involving plagiarism and copyright violation.
- The student must complete all coursework assigned by the Teacher of Record on or before the due date or the student may be withdrawn with penalty from the course.
- The decision of the Teacher of Record regarding a withdrawal from the course may be appealed to the Principal. A letter outlining the reason(s) for the appeal must be received by the Principal within 10 calendar days following notification of withdrawal.

Determining Grades:

- Grades earned through Independent Study and/or Credit Flexibility will NOT be weighted. The letter grade to be posted on the transcript and included in the student's grade point average will be awarded as determined by the Teacher of Record.
- If a student fails to make adequate progress on coursework, the approval to further pursue the proposed credit may be revoked and a failing grade will be posted to the student's transcript.
- The final grade for the course must be posted before the credit can count toward graduation.
- If a student is unable to complete the course due to illness (with provided medical documentation) or other valid reason as determined by the Principal or designee, an extension may be permitted and/or requirements revised.
- If the student does not intend to complete the credit and there has been an illness or other valid reason, the application may be withdrawn without penalty by the Principal or designee.
- Should a student transfer to another school district, upon request of the student or parent, the district shall forward a copy of the approved application to the new district for their consideration.

Access:

- This policy does not in any way prohibit access to on-line education, postsecondary options or services from another district approved by the board.

Appeal of the Decision to Approve Credit Flexibility Option:

- The student may appeal the decision of the Principal or designee of the Principal to the Superintendent within 10 calendar days following notification by the Principal. The Superintendent's decision on the appeal is final

CAMPBELL MEMORIAL HIGH ~ CREDIT FLEXIBILITY

Waiver Language

1. Test-out
- Campbell Memorial High School District will examine assessment options to determine their alignment with Ohio Academic Content Standards/Common Core Standards. The examination will include reviewing assessments and test specifications for those assessments. In addition, the district will develop a comprehensive assessment system to provide various options for students to demonstrate mastery of an identified course.

2. Online education
- Campbell Memorial High School District will examine multiple online education options to determine the alignment of the courses to the Ohio Academic Content Standards/Common Core Standards and to determine the rigor of those courses meets the level of rigor proposed in the Standards.

Campbell City School District Policies:
Can be found on the school website, www.campbell.k12.oh.us . Below are some, but not all that are important CMHS policies:

5460.03, 5460.02, 5610.01, 5610.04, 5611, 7440.01, 9160