

East Knox Jr./Sr. High School
2026-2027

Principal: Shannon Sprang
Office Secretary: Fawnda Stahl
Guidance Counselor: Julia Kelly

Assistant Principal: Tyler Guilliams
Athletic Director: Bailey Sprague
Social Worker: Dawn Priest

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #:_____

TABLE OF CONTENT

FOREWORD....3
EAST KNOX JR./SR. HIGH SCHOOL MISSION....3
EQUAL EDUCATION OPPORTUNITY....3
STUDENT RESPONSIBILITIES....3
JH/HS BELL SCHEDULE....4
SECTION I – STUDENTS WELL BEING....5
- IMMUNIZATIONS....5
- EMERGENCY MEDICAL AUTHORIZATION....5
- USE OF MEDICATIONS....6
- CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES....7
- CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES....7
- INDIVIDUALS WITH DISABILITIES....7
- STUDENT FEES AND FINES....8
- STUDENT VALUABLES....9
- MEAL SERVICE....9
- LUNCH CHARGE POLICY....9

EMERGENCY CLOSING AND DELAYS....10
VISITORS....10
USE OF THE LIBRARY....10
USE OF SCHOOL EQUIPMENT AND FACILITIES....11
LOST AND FOUND....11
ADVERTISING OUTSIDE ACTIVITIES....11
SECTION II – ACADEMICS....11
- FIELD TRIPS....11
- ELIGIBILITY OF NON-RESIDENT STUDENTS....11
- STUDENT SERVICES....12
- STUDENT RECORDS....12
- CLASS PLACEMENT....14
- SCHEDULING AND ASSIGNMENTS....14
- CREDIT FLEXIBILITY....15
- WORK RELEASE....15
- SCHEDULE CHANGES....15
- GRADUATION REQUIREMENTS....17
- NON-WEIGHTED GRADES....19
- WEIGHTED GRADES....19
- G.P.A. AND GRADES 9-12....21
- GRADING PERIODS....21
- NATIONAL HONOR SOCIETY SELECTION PROCEDURES....21
- HONORS AND AWARDS....23
- RECOGNITION OF STUDENT ACHIEVEMENT....26
- HOMEWORK....26

CELL PHONE AND ELECTRONIC DEVICE POLICY/AGREEMENT....26
SECTION III-STUDENT ACTIVITIES....27
- SCHOOL SPONSORED CLUBS AND ACTIVITIES....27
- NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES....27

EAST KNOX ATHLETIC DEPARTMENT....27
- ATHLETIC HANDBOOK....28

SECTION IV – STUDENT CONDUCT....34
- ATTENDANCE....34
- CODE OF CONDUCT....38
- DRESS CODE....38
- ZERO TOLERANCE....40
- STUDENT DISCIPLINE CODE....40
- TITLE IX - SEXUAL HARASSMENT....44
- DISCIPLINE....45

DUE PROCESS RIGHTS....46
SEARCH AND SEIZURE....48
SECTION V – TRANSPORTATION....49

FOREWORD

FOREWORD

Welcome to the East Knox Jr./Sr. High School. We are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it. We strive to provide an atmosphere in which each parent can work in cooperation with us to optimize each student's success. We challenge each student to accept responsibility for education and to enjoy every possible opportunity this year.

This student handbook is developed to answer many of the commonly asked questions that you and your parents may have during the school year, and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Please take time to become familiar with the following information and keep the handbook available for your frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 18, 2020 June 17, 2021. If any of the policies or administrative guidelines referenced herein are revised after June 18, 2020 June 17, 2021, the language of the most current policy or administrative guideline prevails. Current copies of Board policies and administrative guidelines are available from the principal.

EAST KNOX JR./SR. HIGH SCHOOL MISSION

East Knox Local School District is the heart and foundation of the community. Teachers, staff and families partner to prepare our students for lifelong excellence.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below.

Mr. Ben Snedeker
East Knox Jr./Sr. High School Principal
740-599-7000 ext. 2001

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules promptly. Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the guidance counselor.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

In addition, if a student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with duly executed and a notarized copy of a power of attorney or caretaker authorization affidavit.

In order to keep parents informed of their child's progress in school, parents will be provided current information via PowerSchool. Whenever concerns arise it may be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

JH/HS BELL SCHEDULE

BELL SCHEDULES			
Regular Bell Schedule (Release Bell @ 7:25am)			
1	7:35	8:20	45
2	8:24	9:09	45
3	9:13	9:58	45
4	10:02	10:47	45
5	10:51	11:21	30 (HS lunch)
6	11:24	11:54	30 (JH lunch)
7	11:57	12:42	45
8	12:46	1:31	45
9	1:35	2:20	45
2-Hour Delay Schedule (Release Bell @ 9:25am)			
1	9:35	10:08	33
2	10:11	10:44	33
3	10:47	11:20	33
HS - 4 JH - 6	11:23	11:56	**33 (JH Lunch)**
HS - 5 JH - 4	11:59	12:32	**33 (HS Lunch)**
7	12:35	1:08	33
8	1:11	1:44	33
9	1:47	2:20	33
Pep Rally Schedule (Release Bell @ 7:25am)			
1	7:35	8:16	41
2	8:20	9:01	41
3	9:05	9:46	41
4	9:50	10:31	41
5	10:35	11:05	30 (HS lunch)
6	11:08	11:38	30 (JH lunch)
7	11:41	12:22	41
8	12:26	1:07	41
9	1:11	1:52	41
Rally	1:56	2:20	24

SECTION I – STUDENTS WELL BEING

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons (see below). The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease in accordance with the administration procedures prescribed by the Ohio Department of Health (see AG 5320). This policy pertains to both students who currently attend school in the District and those eligible to attend.

EMERGENCY MEDICAL AUTHORIZATION

Student safety is the responsibility of both students and staff. All district staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attacks, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he or she must notify a staff person immediately.

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

At least three (3) persons must be listed on the Emergency Medical Form, and they must be able **and** available to pick-up and transport ill and/or sick students (neighbors, friends, etc. are acceptable but must be listed on form).

Parents, guardians, or anyone else listed on the Emergency Medical Form must pick-up ill and/or sick students within one (1) hour after notification. We do not have staff or space to house sick students without exposing others to illness.

The Emergency Medical Authorization Form is provided at the time of enrollment, at the beginning of each school year, or via our online app ***Final Forms,*** which is available through your PowerSchool account. Once filed in the office, copies will be distributed to coaches and bus drivers as needed. Failure to comply with this rule within seven calendar days may result in the student being sent home and charged with an unexcused absence. ***Final Forms*** is also available on the school website www.ekschools.org.

(ref. po5341)

USE OF MEDICATIONS

Students who must take prescribed medication during the school day must comply with the following guidelines:

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
C. All medications must be registered with the Principal's Office and must be delivered to school in the container in which they were dispensed by the prescribing physician or licensed pharmacist.
D. Medication that is brought to the office will be properly secured. Except as noted below; medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or inhalers and Epi-pens during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus drivers and/or bus aide) at parental request. This should be arranged in advance. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of inhalers and Epi-pens, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
G. The building principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

Non-prescribed (Over-the-Counter) Medications:

No staff member will dispense non-prescribed, over the counter (OTC) medication to any student. If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

OTC medication for pain can be given to students on a one-time basis (without Medical Administration Form on file) under the following conditions:

1. Parents and/or persons documented on Emergency Medical Form are contacted and give permission to medicate students for the one-time dose.
2. Medication can only be administered by the school Nurse or anyone that has been trained by the Nurse to do so.
3. Pain medication for this purpose will only be Ibuprofen 200mg or Acetaminophen 100-500mg. No cold or sinus medication will be given.
4. Diphenhydramine HCI (Benadryl) 25mg will be given on a one-time basis (without Medical Administration Form on file) with parent permission in Nurse approved instances like allergic reactions, etc.

(ref. po5330)

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines. (ref. Po8450)

CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from direct contact, communicable diseases. When a direct contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Direct contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS related complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal Law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to blood. Any testing is subject to laws protecting confidentiality. (ref. Po8453)

INDIVIDUALS WITH DISABILITIES

The Board of Education is committed to providing a free appropriate public education ("FAPE") to children with disabilities between the ages of three (3) and twenty-one (21), inclusive, who have been identified in accordance with applicable State and Federal laws, rules, and regulations. This includes children with disabilities who have been suspended or expelled from school, failed or been retained in a course or grade, and are advancing from grade to grade. It further includes students with disabilities who are confined to community corrections facilities or juvenile detention centers. The District shall provide students with disabilities the services to which they are entitled pursuant to their individualized education programs ("IEPs") and in

accordance with the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, including Child Find and Evaluation requirements. Students with disabilities who are in adult county jails shall continue to receive FAPE during incarceration subject to their continued eligibility for services and subject to exceptions related to security and safety.

In order to satisfy the requirements of the *Operating Standards for Ohio Educational Agencies Serving Children with Disabilities* ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education and Workforce ("DEW"), which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the DEW are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA"), the regulations implementing the IDEA, the Ohio Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

Copies of the relevant policies and procedures are available at the office of the Board of Education.

(ref. po2460)

STUDENT FEES AND FINES

There are no student fees for students for the 2025-2026 school year. The fee will be waived for students who apply and qualify for free lunches through the National School Lunch Program. Students who enroll midyear will have his/her instructional fee pro-rated. (ref. Po6152)

Textbooks: All textbooks are furnished free of charge. These books belong to the East Knox Local Board of Education. They are NOT to be marked, torn, or mistreated in any way. Lost or damaged texts or library books carry a charge in accordance with the school board policy. The classroom teachers may require a book cover to be placed on the book by the student in an attempt to protect or extend the life of the textbook.

Note: If the book is damaged, stolen or lost, the student to whom the book was issued is responsible.

1. There is a replacement fee for lost or damaged books.
2. There is a fee of $10.00 to rebind books.
3. There are also fees for certain classes. Contact the Guidance office for special fees.

Replacement charges may also be imposed for loss, damage or destruction of school apparatus, technology, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Obligations: Participation in athletics, extracurricular activities, and graduation exercises require the clearing of all debts and obligations, including discipline on a quarterly basis.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. **The school will not be liable for any loss or damage to personal valuables.**

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunch and breakfast at no cost available to students through the Community Eligibility Program (CEP). A la Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal. (ref. Po8500)

LUNCH CHARGE POLICY

Lunches are to be paid for on the day they are served. It is the responsibility of the parent or guardian to pay for meals provided or to send a lunch from home. When a student's account has a negative balance, only full lunches may be charged (maximum of four). There is no charging allowed for ala carte items.

Unpaid charges for students will result in the following:

- A verbal reminder to student
- A written reminder sent home with student
- Telephone call home
- Letter sent home
- Meeting between school representative and parent/guardian
- Participation in school events will be limited including graduation

Free and Reduced Lunch Applications are available throughout the school year. They can be picked up at the Board Office at 23201 Coshocton Road during school hours. The applications are also available in each school building office or can be sent home with your child by request.

Upon withdrawal from school or graduation, a reimbursement of an existing credit account balance can be requested. The credit balance will first be applied to any outstanding school fees that exist for the student. The credit balance can also be transferred to another student upon request.

Contact the East Knox Local Schools Food Service Department at 740-599-7000 ext. 2009 with any questions or concerns.

Account Balances: All account balances, positive or negative are automatically carried over to the next year. When students leave the district or graduate, we will attempt to transfer remaining funds to a sibling or refund outstanding balances upon request. Unclaimed funds remaining after three months will be absorbed by the Food Service Account.

(ref. po8500)

EMERGENCY CLOSING AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify using the School Messenger system and th public may be notified through local radio and television stations.

Parents and students may also be notified of school closings, delays, or miscellaneous updates via pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering school to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

USE OF THE LIBRARY

The library is available to students throughout the school day from 7:30am to 3:30pm. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

All materials checked out of the library must be returned to the library within the two-week check out period. Lost materials are the responsibility of the student. Replacement costs for any library materials not returned by the end of the year will be added to the student's school fees. Specific library rules and procedures are posted in the library.

Library/Study Hall Regulations:

All students going to or exiting the library must have a signed pass from a teacher, librarian, or study hall monitor. Any student wanting to exit the library/study hall must have a signed pass from a teacher and present it to the librarian/study hall monitor prior to the beginning of any class period.

Library/Study Hall Conduct:

In order for a peaceful and studious atmosphere to be maintained, cell phones and personal electronic devices are not permitted unless otherwise directed by the librarian/study hall monitor. No food or drink is permitted in the library (except water). There will be no talking without permission. All students are expected to be working quietly for the duration of the class period.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom or library. Outside the school day, students must seek permission from the Principal or Assistant Principal prior to using any school equipment or school facility or hanging signs on school property. Students are responsible for the proper use and protection of any equipment of facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity on a regular basis.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within one (1) school day of its receipt. The school has a central bulletin board located at the front entrance, which may be used for posting notices after receiving permission from the Principal.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent. All students, regardless of age will not be able to participate in any school-sponsored trip unless they have a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students not going on a field trip are expected to be at school or will be counted absent. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips. (ref. po2340)

ELIGIBILITY OF NON-RESIDENT STUDENTS

The Board of Education reserves the right to verify the residency of any student and validity of the claim of any students to an education in this district. A student whose parent has signed a contract to buy, build, or rent a residence in this district may be enrolled at the discretion of the Superintendent. Regularly enrolled students whose parents have moved out of the school district may be permitted to finish the school year at the discretion of the Superintendent. Other non-resident students may be admitted to this district on payment of tuition or through open enrollment upon recommendation of the Superintendent and approval of the Board. (ref. po5111)

STUDENT SERVICES

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes: a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, and awards received. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the guidance office.

Other than directory information access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have enrolled and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request and that prior written consent are obtained. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Cost for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to High School Guidance Counselor, ext. 2008. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained within the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

a. political affiliations or beliefs of the student or the student's parents;
b. mental or psychological conditions of the student or the student's family;
c. sex behavior or attitudes;
d. illegal, anti-social, self-incriminating or demeaning behavior;
e. critical appraisals of other individuals with whom respondents have close family relationships;

f. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
g. religious practices, affiliations, or beliefs of the student or his/her parents; or
h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact High School Guidance Counselor, ext. 2008 to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.
The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
b. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Informal inquires may be sent to the Family Policy Compliance Office via the following email addresses: **FERPA@ED.Gov; and PPRA@ed.Gov**.
(ref. po8330)

CLASS PLACEMENT

With increased accountability (i.e. standardized testing, etc.), it is important that the below standards be met for sophomore, junior, and senior status:
SOPHOMORE: A student is considered to be of sophomore standing upon receiving a minimum of 5.75 credits including the following required credits:

English 9	1 credit
Mathematics	1 credit
Science	1 credit
Freshman Social Studies	1 credit
Elective	1.75 credits
(preferably P.E., Health)	

JUNIOR: A student is considered to be of junior standing upon receiving a minimum of 11 credits including the following required credits:

English 9	1 credit
English 10	1 credit
Physical Education	½ credit
Health	½ credit
Mathematics	2 credits
Science	2 credits
Social Studies	2 credits
Electives	2 credits

SENIOR: A student is considered to be of senior standing upon receiving a minimum of 16.75 credits including the following required credits:

English 9	1 credit
English 10	1 credit
English 11	1 credit
Physical Education	½ credit
Health	½ credit
Mathematics	3 credits
Science	2 credits
Social Studies	2 credits
Government/Economics	1 credit
Electives	4.75 credits

*Students will be assigned to the class level for which they have met all requirements.

SCHEDULING AND ASSIGNMENTS

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a schedule change through the Guidance Office.

CREDIT FLEXIBILITY

Pursuant to SB 311, all school districts in the state of Ohio have been charged with fully implementing a plan that would enable "students to earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction." For specific details of this plan and to learn more about the opportunities available, please schedule an appointment with the building principal or counselor. (ref. po5460)

WORK RELEASE

Students in 11th or 12th grade who have proof of daily employment and need to be at work before the end of the school day, may be granted early release by the building principal by registering for five credits and have a signed agreement between the employee, employer, and parents on file. Students must also enroll in the CBI or Ag. Business program as presented in the Course Catalog. This is a privilege that can be revoked by the building principal at any time due to the student's poor academic performance or risk of academic failure.

SCHEDULE CHANGES

Scheduling decisions should not be taken lightly. To help ensure that these decisions are given due consideration and to keep changes within school policy, the following points are listed.

GENERAL GUIDELINES:

1. All students must register for at least 5 credits in addition to physical education and health with no more than one study hall per year (unless approved by the office).
2. All prerequisites must be observed.
3. Schedule requests and changes must be approved by parents, teachers, counselor, and the principal. (See dropping course guidelines).
4. Requests regarding scheduling changes should begin through the Guidance Office.

ACCEPTABLE REASONS FOR SCHEDULE CHANGES:

1. Unintentional error.
2. Change to meet graduation requirements.
3. Change necessitated by failure or unmet prerequisites.
4. Medical
5. Addition of a class in place of a study hall.
6. Administrative (teacher, administrative, or guidance recommendation.)

The deadline for schedule changes is 3 school days after school begins in the fall and 3 days after the beginning of the 2nd semester.

PROCEDURE FOR DROPPING A COURSE:

A student may drop a course during the 3-day period stated above if, and only if, the drop was recommended by the subject teacher and was approved by the parent, guidance counselor and principal. If a student drops a course after the 3rd day, a final grade of "F" will be placed on the record and will be included in the grade point average and class rank, unless approved by the principal.

GRADUATION REQUIREMENTS

Curriculum	State and Local Credit
English	4 credits
Math	4 credits
Science	3 credits
Social Studies	3 credits
Health	½ credit
Physical Education	½ credit
Fine Arts (Art, Music)	1 credit
Electives	6 credits
Total	**22 credits**

Competency Requirements

To graduate, students must earn a "competency" score on the state Algebra I and English Language Arts II tests. Students who do not earn "competency" on the test will be offered appropriate remediation and support and will retake the test at least once. In lieu of attaining competency scores on the state tests, students can demonstrate competency by one (1) of the following:

A. Obtain a remediation-free score in the math or English subject areas on the ACT or SAT.
B. Complete two (2) of the following options, with at least one (1) of the options being a foundational option:
    1. Foundational Options: obtain proficient scores on three (3) or more WebXams in a single career pathway, earn a twelve (12) point approved industry-recognized credential or group of credentials, or complete a pre-apprenticeship program recognized by the Ohio State Apprentice Council, a registered apprenticeship in the student's chosen career field, or show evidence of acceptance into an approved apprenticeship program restricted to participants eighteen (18) years of age or older.
    2. Supporting Options: complete a 250-hour work-based learning experience with evidence of positive evaluations, earn the required score on WorkKeys, or earn the OhioMeansJobs Readiness Seal.
C. Enlist in the military and present evidence of a signed contract to enter a branch of the U.S. armed services upon graduation.
D. Earn credit for a college-level math and/or college-level English course in the subject(s) not passed on the state exams through the College Credit Plus Program.

Readiness Requirements

Students must demonstrate readiness for graduation by earning at least two (2) diploma seals, one (1) of which must include a State-approved seal from the following list:

A. **Seal of Biliteracy**; Earn intermediate-high benchmark on the language proficiency exam and earn Proficient or high on the ELA II OST
B. **OhioMeansJobs-Readiness Seal**; complete the Ohio Means Job Readiness form
C. **Industry-Recognized Credential Seal**; earn a 12-point industry recognized credential or 12 points in the same industry pathway
D. **College-Ready Seal**; remediation-free scores in Math and ELA on the ACT or SAT
E. **Military Seal**; provide evidence of enlistment in a branch of the US military with a DD-4 form

F. **Citizenship Seal**; earn Proficient or higher on Am. History and Am. Gov. or earn a B or higher in the classes
G. **Science Seal**: earn Proficient or higher on Biology OST or earn a B or higher in the class
H. **Honors Diploma Seal**; complete the state requirements to earn an honors diploma
I. **Community Service Seal**; complete a minimum of 60 hours of community service during grades 9-12
J. **Fine and Performing Arts Seal**; earn 3 credits in Fine Arts and participation in one competition
K. **Student Engagement Seal**; participate in 3 seasons in a sport or other school-sponsored organization
L. **Technology Seal**; earn 1 credit in a course in technologies, engineering, or computer science with at least a B

Commencement: In order to participate in the commencement ceremony (walk at graduation) seniors must complete the following prior to the graduation date **unless specified otherwise by a designated date**:

1. Pass all required courses including online classes, post-secondary classes, etc.
2. Fulfill all requirements of State testing (see State Testing section of the handbook).
3. Owe no fees or debts to the East Knox School District **(by designated date)**.
4. Serve all assigned discipline.
5. Have less than 72 unexcused absence hours.
6. Participate in Senior graduation practice and attend senior awards ceremonies **(on designated dates)**.

Each Child, Our Future Initiative (For Students Graduating in 2023 and Beyond): Students will be required to earn a "competency" score on both the Algebra I and English II tests or choose and complete one of three alternative pathways to show competency. In addition, students will be required to earn two of a possible twelve diploma seals that demonstrate academic, technical, and professional skills and knowledge.

NCAA Clearing House Requirements: A student athlete needs to be aware of these guidelines and should consider them throughout high school to ensure eligibility should he/she be given the opportunity to participate in Division I or II college level sports. These requirements are available in the Guidance and Athletic Director's offices, and on the internet at www.ncaaclearinghouse.net.

College Credit Plus: The College Credit Plus program (CCP) permits Ohio public and non-public high school students in grades 7 through 12 to earn college credit and/or high school graduation credit through the successful completion of college courses. The purpose of the program is to promote rigorous academic pursuits and to provide a variety of options to Jr./Sr. High School students. Students must have a minimum grade point average to qualify for enrollment at the College Credit Plus institution, successfully complete all testing requirements of the institution, and attend the mandatory CCP meeting in January. Students who wish to participate in CCP must follow the rules and regulations found in the Ohio Administrative and Ohio Revised Codes. In addition, the GPA requirements for acceptance and continued eligibility vary based on the college/university and the Ohio Administrative Code. Students that fail any CCP classes are required to pay for the cost of the class, books, and any additional resources used. East Knox may also offer College Credit Plus classes at our facility during the school day in cooperation with Kenyon College and/or COTC. Students will earn both high school and college credit. Applications are available in the Guidance Office and should be returned to the Guidance Office by the teacher completing the recommendation portion of the application. Students must return the "Intent to Participate" form to the Guidance Office by April 1st and must meet eligibility requirements set forth by Kenyon College and/or COTC.
(ref. po5460)

NON-WEIGHTED GRADES

East Knox Jr./Sr. High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

Standard Grading Scale

92 – 100% = A 4.00	90 – 91% = A- 3.75
88 – 89% = B+ 3.50	82 – 87% = B 3.00
80 – 81% = B- 2.75	78 – 79% = C+ 2.50
72 – 77% = C 2.00	70 – 71 % = C- 1.75
68 – 69% = D+ 1.50	62 – 67% = D 1.00
60 – 61% = D- 0.75	59 – 0% = F 0.00

WEIGHTED GRADES

Students that will graduate in the class of 2020 (current Seniors), and all graduating classes thereafter will have weighted grades for any Honors or College Credit Plus (CCP), Career-Technical Assurance Guide (CTAG), and Industry Recognized Credential Transfer Assurance Guide (ITAG) courses that they complete. Grades from those classes will use the following scale:

Weighted Grading Scale

92 – 100% = A 4.50	90 – 91% = A- 4.25
88 – 89% = B+ 4.00	82 – 87% = B 3.50
80 – 81% = B- 3.25	78 – 79% = C+ 3.00
72 – 77% = C 2.50	70 – 71 % = C- 2.25
68 – 69% = D+ 2.00	62 – 67% = D 1.50
60 – 61% = D- 1.25	59 – 0% = F 0.00

Calculating Averages for Student in Grades 9-12:

1. Course Credit is issued by semester.
2. Semester averages will be calculated using percentages on the above scales.
3. Incomplete Grades: A teacher may give an incomplete (I) at the end of the grading period.

An incomplete indicates that the teacher is allowing the student extra time to complete that period's assignments. It is the student's responsibility to contact the teacher to determine what work needs to be done. Any "I's" not changed to the permanent grade by the 10th day of the next grading period will automatically become an "F"

(ref. po5421)

GRADE POINT AVERAGE-GRADES 9-12

A student's grade point average (G.P.A.) is calculated by converting the percentages above into a 4.0 quality point system and by dividing by the number of credits earned. The example below shows how to calculate GPA for non-weighted courses. **Note: The same calculation applies to Honors and/or CCP courses; however, the quality points used will come from the weighed grading scale**.

Grade	Credits	x	Quality Points (multiply credit by grade)
88% B+ (3.5 points)	.5		(3.5 x .5) = 1.75
20% F (0 points)	.5		(0 x .5) = 0
85% B (3.0 points)	.5		(3.0 x .5) = 1.5
67% D (1.0 points)	.25 (PE)		(1.0 x .25) = .25
94% A (4.0 points)	.5		(4.0 x .5) = 2
Total Credits = 2.25			Total Quality Points = 5.5

GPA = (Total Quality Points/Total Credits) = 5.5/2.25 = 2.444

GRADING PERIODS

Students and parents will have access to online report cards within PowerSchool after each nine (9) week grading period. If you do not have internet access at home or wish to have a printed copy of your student's report card, please call the Guidance Office at (740) 599-7000 ext. 2004. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROGRESS AND GRADE REPORTING:

Parent/Teacher Conferences: Parent/teacher conferences are always welcome. Parents should call ahead for an appointment to be sure the teacher will be available. Special conference days are established throughout the year and are posted on our District Calendar, or can be scheduled on an as needed basis.

Progress Reports: Parents are encouraged to monitor student progress via the Parent Portal in PowerSchool. Please contact the Guidance Office for login information. Each parent is encouraged to talk to his/her child, the teacher, the guidance counselor, and the principal concerning the progress of the student.

NATIONAL HONOR SOCIETY SELECTION PROCEDURES

The selection procedure will be developed by the Faculty Council and published in the Student Handbook. In addition, a letter describing membership requirements and the selection procedure will be mailed to the parents of all incoming freshmen at the beginning of each school year. Membership in the NHS is a privilege not a right.

Step 1: Student academic records will be reviewed after the first semester of their Junior and Senior year to determine those students who have achieved a Cumulative Grade Point Average (GPA) of 3.300 or higher.

Step 2: In order to be considered for NHS membership selection, the academically eligible candidates must be an East Knox student for at least two full semesters and must have either junior or senior status.

Step 3: All academically eligible students will be notified in writing that they have met the scholarship requirements for consideration for membership in the East Knox NHS. These students will be given the Statement of Interest Form, guidelines for application and three copies of the Faculty Survey Form. The completed forms and documents must be returned to the chapter advisor by the date specified in order for the student to receive further consideration for membership. The student will also be required to submit a cover letter and resume of their activities and service.

Step 4: Students who wish to be considered for membership will ask three teachers to complete the Faculty Survey Form and return it to the chapter advisor by the date specified. One of these faculty members must be teachers of core subjects such as math, social studies, science, and language arts. In addition, two of the three faculty members must be on staff at East Knox Jr./Sr. High School. All three forms must be completed by teachers/professors who have either had the student in class or have served as an advisor or coach for a student organization to which the student belongs. Faculty Survey Forms cannot be completed by an employer.

Step 5: In addition to the three Faculty Surveys requested by the candidate, the entire East Knox faculty will receive a Faculty Evaluation Form which will list all candidates. Faculty members will be asked to assign a numerical rating for each student that he or she has had in class or in an advisory capacity. These forms will be returned to the Guidance Office secretary by the date specified. These evaluations will not be counted as votes for membership selection, but will be given to the Faculty Council to assist in the selection process.

Step 6: The members of the Faculty Council will meet to carefully consider each candidate who was determined to be academically eligible. Candidates turning in late or incomplete forms will be removed from consideration. Candidates who indicate that they are not interested in becoming NHS members will also be removed from consideration by the Faculty Council. Each remaining candidate will then be considered on the basis of Character, Leadership, and Service using the Student Activity Information Forms, Faculty Survey Forms, information from the Faculty Evaluation list as well as individual resumes. Candidates who list no school or community service activities will be eliminated from consideration by the Faculty Council. The members of the Faculty Council will vote on each individual candidate. Those candidates who receive a majority vote will be offered an invitation to the induction.

Step 7: All candidates who were determined to be academically eligible will be notified either by mail or in person of results of the Faculty Council deliberations regarding their candidacy. Candidates who wish to be inducted need to return the Candidate Response Form to the Chapter Advisor by the date specified.

Step 8: The formal induction ceremony will be conducted during the second semester of each school year.

Step 9: Cumulative GPAs for each NHS member will be checked at the beginning of each semester. Members are expected to maintain or improve those averages at which they were inducted. Members who do not maintain the required 3.300 GPA may be subject to a written warning and possible suspension from NHS if grades are not improved. Members who do not uphold the NHS standards of Character, Leadership, and Service may also be subject to disciplinary action by the Faculty Council.

(ref. po2430)

HONORS AND AWARDS

Academic Distinction Rolls' Requirement:

1. Principal's Roll = 4.0 average or higher with no grade below (A) or (B+) in Honors and/or CCP courses.
2. Honor Roll = 3.0 average or higher with no grade below (B) or (C+) in Honors and/or CCP courses.
3. Four (4) academic subjects must be carried to be considered for eligibility to all Academic Distinction Rolls.

Valedictorian and Salutatorian: A valedictorian is a senior who has all "A's" as final averages or the highest cumulative GPA based on eight semesters. A salutatorian is a senior who has the second highest cumulative GPA based on final averages. The grades of students transferring to East Knox from a chartered school will be recognized; however, such students shall have no established class rank for purposes of being considered for valedictorian or salutatorian honors until such time as they have completed five (5) semesters, as an East Knox student but shall be eligible for academic honors with two (2) semesters completed at East Knox. (ref. po5430)

Students entering the high school from non-chartered or home-based schooling shall have no established grade point average (GPA) or class rank for purposes of being considered for valedictorian or salutatorian until such time as they have completed five (5) semesters, as an East Knox student but may be considered for academic honors after completing four (4) semesters.

Students who maintain high levels of achievement in academic studies and extra-curricular activities will be given appropriate honors and awards during the school year and at an assembly conducted near the end of the school year.

The criteria for selection are at the discretion of each individual teacher. However, in most categories emphasis is placed on maximum effort, attitude, cooperativeness, etc., rather than just mere excellence on a grading or rating scale.

Honor Cords: Seniors who have met the following criteria will receive honor cords:

Art – Color: Royal Blue

- Overall non-weighted GPA of 2.7 with no grade below an A- in all Art classes taken.
- Earned 3 credits of Art.
- Active in the Art Club.
- Exhibit in at least one major show.

Perfect Attendance – Color: Dark Brown

- 100% attendance rate for the senior year, 3 or less tardies for senior year.
  NOTE: School-sponsored field trips, funerals, medical and mandatory court appearances do not count against perfect attendance.

Family & Consumer Science – Color: Red

- Overall non-weighted GPA of 3.0 with no grade below B+ in all Family Consumer Science courses.
- Must have taken 4 Family and Consumer Science classes.
- Has been a nationally affiliated FCCLA member for at least 2 years.
- Participate in a minimum of 5 FCCLA Community and/or service learning projects during their high school career.
- Competed in at least 1 competition during their high school career as an affiliated member of FCCLA.

Language Arts – Color: Purple

- Overall non-weighted GPA of 3.0 with no grade below an B in all English courses attempted.
- Earned 3 credits in English before the senior year.
- Taking a full credit of English the senior year.

Mathematics – Color: Turquoise

- Overall non-weighted GPA of 3.0 with no grade below a B in all Math courses attempted.
- Earned a minimum of one Mathematics credit per year for each of the 4 years of high school which shall include Algebra I and II and Geometry.
- Students advanced placed in junior high must successfully complete three additional credits of Mathematics during the four years of high school.

Music – Color: Pink

- Overall non-weighted GPA of 2.5 with no grade below an A- in Band or Choir.
- Earned at least three credits in High School Band or Choir.
- Must be taking Band or Choir during senior year.

Science – Color: Green

- Overall non-weighted GPA of 3.0 with no grade below a B in all Science courses attempted.
- Earned at least three Science credits through the junior year and continue to take Science as a senior (exclusive of Agricultural Science) by graduation.
- Earned at least 4 credits of Science (exclusive of Agricultural Science) by graduation.

Social Studies – Color: Black

- Overall non-weighted GPA of 3.0 with no grade below a B in all Social Studies courses attempted.
- Earned all of the required credits for Social Studies (World History, U.S. History, Government, and Economics) and taken at least one elective in the Social Science field.

Spanish – Color: White

- Overall non-weighted GPA of 3.0 with no grade below a B+ in all Spanish Courses taken.
- Earned at least 3 credits of Foreign Language.

Vocational Agriculture – Color: Gold

- Overall non-weighted GPA of 2.5 with no grade below an A- in all Vocational Agriculture classes.
- Must have taken an Agriculture course all four years in high school or all high school years attending East Knox, regardless of school attended.
- Must be an active FFA member and have participated in at least three State level FFA activities.

Honors Diploma – will receive a sticker on their diploma and designation noted on the official transcript.

- Shall meet the criteria listed under "Ohio Board of Education Diploma with Honors" for Academic Pathway and/or Career-Technical Education Pathway.

Honors Diploma

Students must meet all but one of the following criteria.

Math	Fourth math must be > Algebra 2
Science	One additional unit Advanced Science
Social Studies	One additional unit Social Studies
World Languages	Three sequential units of one world language, or no less than 2 sequential units of two world languages studied
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: Score of 27 or higher, SAT: Score of 1280 or higher
Seal Requirement	Earn two additional diploma seals, not including Honors Diploma Seal
Experiential Learning	Field Experience, Ohio Means Jobs Readiness Seal*, Portfolio or Work-Based Learning

(ref. po5460)

Student Strength Demonstration Replacement

Students can use the Student Strength Demonstration to replace one of either the **ACT/SAT, GPA *or* World Language** requirement for any Honors Diploma. The Student Strength Demonstration options are listed below. The same options exist for each of the six honors diplomas* but, where relevant, should reflect coursework or experiences relevant to the theme of the Diploma. For example, a student earning the Academic Honors Diploma and using the College Credit Plus option to replace another requirement for the diploma should have College Credit Plus courses relevant to the Academic Honors diploma.

OPTIONS:

- College Credit Plus: 12 total College Credit Plus credit hours
- Advanced Placement: three courses with score of 3 or higher on AP tests
- Career-Technical Assurance Guide (CTAG): 12 total credits
- Apprenticeship/Pre-Apprenticeship: Completion or Evidence of Acceptance if required to be older than 18
- WorkKeys: Score of 6 or higher on all tests (*void for Career-Tech Honors Diploma)
- Armed Services Vocational Battery: Score of 50 or above on the ASVAB
- Work-Based Learning: 250 total hours of work-based learning

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the High School Principal.

Academic Distinction Rolls' Requirement:

1. Principal's Roll = 4.0 average or higher with no grade below (A) or (B+) in Honors and/or CCP courses.
2. Honor Roll = 3.0 average or higher with no grade below (B) or (C+) in Honors and/or CCP courses.
3. Four (4) academic subjects must be carried to be considered for eligibility to all Academic Distinction Rolls.

Attendance Honors:

1. Perfect Attendance = 100% attendance with three (3) or fewer tardies in an academic year.

NOTE: School-sponsored field trips, college visits, funerals, medical, and mandatory court appearances are the only reasons that do not count against perfect attendance.

HOMEWORK

Teachers will assign homework regularly. Student grades will reflect the completion of all work, including outside assignments, and the remitting of homework in a timely fashion as determined by the classroom teacher. Homework is also part of the student's preparation for assessment tests and for graduation. Generally, 7th-9th graders 30 minutes per class per night, 10th graders 35 minutes per class per night, 11th graders 40 minutes per class per night, and 12th graders 45 minutes per class per night.

CELL PHONE AND ELECTRONIC DEVICE POLICY/AGREEMENT

Cell phones and electronic devices must be kept in the off position and be kept out of site during the entire school day, including lunch periods. Smartwatches are only to be used as a watch, use in any other many will result in a violation of this policy. From the time of the 7:35 homeroom bell in the morning to until the 2:20 end-of-school bell, all cell phones and electronic devices are to be placed, and remain in the student's locker. Any device which is found in the possession of a student, making noise, vibrating, or otherwise calling attention to themselves will be deemed to be creating a disruption. Any device found to be in violation of these rules will be confiscated and turned in to building administration and the student will face the following consequences:

First Offense: The item will be returned to the student at the end of the school day.
Second Offense: The item will be returned to the student's parent or guardian and assigned lunch detention.
Third Offense: The item will be returned to the student's parent or guardian and the student will receive an after-school detention. Also, the student will be required to turn in their device(s) to the main office each day for the remainder of the school year.

All consequences beyond the third offense are at the discretion of the administration. (ref. po5136)

SECTION III-STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

East Knox Jr./Sr. High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member. Examples of authorized groups include: Science Fair, FFA, FCCLA, Debate/Speech, Art Club, Environmental Club, Spanish Club, National Honor Society, Student Council, Yearbook, Marching Band, Jazz Band, Concert Band, and the Flag Corps.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet eligibility requirements**. Participation in these activities is a privilege and not a right** and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights. (ref. po5610.05)

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.
No non-district sponsored organization may use the name of the school or school mascot on any materials or information.

EAST KNOX ATHLETIC DEPARTMENT

East Knox Jr./Sr. High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05

The following sports are currently sponsored by East Knox: Football, Volleyball, Cross Country, Golf, Basketball, Wrestling, Bowling, Swimming (HS Only), Baseball (HS Only), Softball (HS Only), Track and Field, and Cheerleading. Wrestling and swimming are only offered in coordination with East Knox Local Schools, and at their discretion.

ATHLETIC HANDBOOK

A message to Athletes: We at East Knox believe that athletics are a valuable part of the educational process. As an athlete we hope you will not only learn the skills and strategies necessary for your sport, but also some valuable lessons about the rewards of hard work, discipline, teamwork, and goal setting. We believe the values we learn in athletics will become very valuable to us later in life. Both on and off the court or field you become a representative of your team, your school, and your community. **Participation is a privilege not a right**. It is not to be taken lightly as you make decisions that affect your actions. We want you to play hard and have fun as you keep these thoughts in mind as you take advantage of your opportunity to play sports at East Knox.

Sportsmanship: A student-athlete's behavior, attitude, and sportsmanship leave a lasting impression on younger students who look to them as examples to follow. When competing in athletic events there is always a young member of our community watching and waiting for their turn to be a Bulldog. The way that you carry yourself during competition will be noted and mirrored by our young athletes. For this season, it is critical to demonstrate a strong sense of sportsmanship at all costs. There will be situations where demonstrating good sportsmanship is not easy, but setting a good example for our young people and shining a good light on our community is worth it. Demonstrating good sportsmanship includes:

- Developing a sense of dignity under all circumstances;
- Respecting the rules of the games, the officials who administer the rules, and their decisions;
- Respecting opponents as fellow students; and acknowledging them for striving to do their best while you seek your best at the same time;
- Refraining from engaging in all types of disrespectful behavior, specifically taunting, trash talk and other forms of intimidation;
- Looking at athletic participation as a potentially beneficial learning experience, whether you win or lose;
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship.

Athletes are a direct reflection of the community that they represent. The way that you carry yourselves at practice, during competition, and after competition will mold the perception that our community receives. It is your responsibility to do everything you can to ensure to represent the East Knox community with dignity, integrity, good sportsmanship, and pride.

In order to participate in a sport, the following requirements must be met:

- The student must be eligible under the OHSAA bylaws and regulations.
- The student must be academically eligible.
- The student must have a physical examination form on file with the Athletic Director, prior to the first practice.
- The student must be covered by accident insurance. He/she must purchase school insurance or have a signed school insurance waiver on file with the Athletic Director.
- The student and his/her parents must have a signed athletic rules participation form, a "Waiver of Liability after school hours" form, and a Drug Testing Consent Form on file with the Athletic Office.
- The student must have a signed Emergency Medical card on file with the coach, prior to the first practice.
- The student must have turned in all athletic equipment from sports in which the student has previously participated or adequate restitution must be made in order to participate.

The student must start practice within one week of the first day of practice for a given sport. Students who wish to join a sport more than one week after the first official practice may be permitted to participate at the discretion of the head coach and Athletic Director. A student under medical care must make contact with the head coach to inform him/her of the situation. **Students must be picked up from practice thirty (30) minutes after practice or a student may be denied participation.**
A student who quits a team may not start practice for another sport until the Monday following the final contest of the sport he/she quit unless mutually agreed upon by the head coaches of both sports.

Hazing: Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

Mandatory Preseason Meeting: There will be a preseason meeting for coaches, athletes, and parents/ guardians before each athletic season. The purpose of the meeting is to address athletic expectations, policies, procedures, team rules, sportsmanship expectations, eligibility, and concussion protocol. Parents or guardians who cannot attend the preseason meeting should set up an appointment with the athletic director to review the information covered at the meeting.

Academic Requirements:
OHSAA Requirements and East Knox Weekly Eligibility for Grades 7-12
All beginning seventh graders are eligible as far as the scholarship bylaw. All beginning ninth graders must be currently enrolled in a member school and have received passing grades in **four** classes in the immediately preceding grading period (4th Quarter of their 8th Grade, including the first grading period of HS). Eligibility for each grading period is determined by grades received the preceding grading period. Semester and yearly grades have no effect on eligibility.

Grades 9-12: To be eligible, a student athlete must be currently enrolled in a member school, have received passing grades in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period. (**Note:** Homeschooled and post-secondary students must comply with these standards as well).

Grades 7-8: To be eligible, a student athlete must be currently enrolled in a member school, have received passing grades in **four** classes in the immediately preceding grading period.

Note: Coaches have the authority to implement more stringent academic policies if they so choose. Team-specific policies should be addressed at the mandatory preseason meeting.

For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

Athletic Code of Conduct – Violations of the athletic code of conduct will result in disciplinary action when the offense is witnessed or confirmed by a school employee or legal authority. The code of conduct will be enforced during each sport season according to the OHSAA starting date until the season is completed, with the exception of Alcohol and Drug violations that are 24/7/365. Disciplinary consequences, except where

mandated by law, are left to the discretion of the school administration. Each case will be handled on an individual basis and penalties for violations of the athletic code of conduct include, but are not limited to; warning, suspension from team including practices and/or contests, removal from team, and/or ineligibility for future seasons.

Rule 1 – Unethical behavior/conduct such as malicious vandalism, destruction of school property in or outside of school, and/or stealing
Rule 2 – Any involvement with the sale or distribution of drugs
Rule 3 – Alcohol and/or Drugs; use, possession, or being under the influence of alcoholic beverages or drugs
Rule 4 – Use and/or possession of tobacco products
Rule 5 – Violations of the student code of conduct not covered in rules one through four
Rule 6 – In order to participate in a contest or practice, students must be in attendance by 9:30 a.m. on that day unless excused with a doctor's note, attending a funeral/calling hours, college visit, or a situation that is approved by the athletic director.

Student Attendance at School Events
The School encourages students to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Spectator Behavior: Students, parents, community members and fans are expected to act appropriately at all athletic events including practices. Inappropriate behavior such as, but not limited to, profanity, disparaging and demeaning language, intimidation, abuse of facilities, aggression directed at officials and opposing players and fans, or any unsportsmanlike act will not be tolerated.

Penalties for inappropriate behavior include:
KMAC Ejections policy for Fan/Non-Participating Student Ejections will be followed, including the appeals process as needed.

Home Schooled Athletes: East Knox will abide by all current Ohio Revised Code regulations as they pertain to home schooled students.

Other Considerations: In addition to the rules outlined in this handbook, coaches and cheerleading advisors will outline rules, policies, and regulations that are specific to each individual sport regarding practice expectations, tryouts, transportation, curfew, as well as other expectations. Coaches have the final say of when and how cuts are to be made.

Transportation: In order for a student-athlete to ride home from an athletic event with his/her parents rather than the team transportation, it must be first approved by the coach and a note signed by their parents must be given to the coach. Coaches will convey individual sport rules regarding transportation at the beginning of the season. Student Athletes will only be permitted to ride home with his/her parents/guardian.

Awards: Awards will be given in the following categories:

- Certificate of Participation
- 1st year award: Letter
- 2nd year award: Medal
- 3rd year award: Medal
- 4th year award: Medal

Special Awards: Cheerleaders will receive a letter as a 1st year award in each varsity sport (football & basketball). They will only receive one 2nd, 3rd, or 4th year award.

Requirements for Lettering:

Varsity Football, Basketball, Bowling and Volleyball – Participate in at least ½ the total number of Quarters/games.

Varsity Baseball & Varsity Softball – Average 3 innings per game or be a regular starting pitcher

Varsity Golf – Participation in at least ½ of the Varsity matches.

Varsity Track – Average one point per meet, place 1st, 2nd, or 3rd, in the District or KMAC meet, or set a school record.

Cross Country – Have placed count in team score during at least ½ of the meets.

Wrestling – A wrestler must wrestle in 50% of the regular season scheduled duals, tri meets, quad meets or tournaments and have a minimum of a .500 win record or be a district qualifier. If a wrestler is academically ineligible for part of the season they will not receive a letter.

Good Standing: To receive any East Knox award at the end-of-season banquet, the student-athlete must be in good standing. A student-athlete considered in good standing has not quit the team or have been denied participation from the team, etc. Student athletes not in good standing cannot receive any East Knox post-season award.

Special Circumstances:

1. At the discretion of the head coach in coordination with the athletic director.

Parent/Coach Relationship:

Communication you should expect from your coach:

- Philosophy of the coach
- Expectations the coach has for their athletes
- Locations and times of practices and games
- Team requirements such as fees, special equipment, summer conditioning
- Discipline that results in denial of participation

Communication coaches expect from parents:

- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Positive support for all team members

Appropriate concerns to discuss with coaches:

- The treatment of your child mentally and physically
- Ways to help your child improve
- Concerns about your child's behavior
- Schedule conflicts

Issues not appropriate to discuss with coaches:

- Playing time
- Team strategy
- Other student-athletes

Do not confront a coach after a game or practice. This is an emotional time for all involved. Meetings of this nature do not promote resolution. When you have concerns, please wait 24 hours and then contact the coach to schedule an appointment with them. If additional assistance is needed please contact the Athletic Director at East Knox High School 740-599-7000 ext. .

Drugs and Alcohol:

Student athletes of the East Knox Local School District shall not use, possess, give, sell or otherwise transmit, or be under the influence of any drug, or counterfeit drug, the possession or use of which is prohibited by law. This includes narcotic, inhalants, hallucinogenic drugs, alcohol, amphetamines, anabolic steroids, cocaine, intoxicants or other controlled substances of any kind. The use or possession of any kind of tobacco products, including eCigarettes/vape pens is also prohibited. The use of any legitimately possessed substance for an illegal or abusive purpose falls within the prohibition of this paragraph.

This policy will be subject to enforcement and/or disciplinary action by the Athletic Department and administration for **twelve (12) months** of the year. Additionally, violations of this policy are accumulative:

A. During a student's participation in athletics at the middle school level.

B. During a student's participation in athletics at the high school level (middle school accumulation ends and high school accumulation begins with the end of the 8th grade school year.)

Terms:

Any report regarding a student-athlete in this manner must be confirmed with evidence from a law enforcement officer or an employee.

Athletic participation/percentages apply to regular season contests only and students remain ineligible for post-season competition as long as any carryover consequences exist.

Season is considered to run through the completion of the season as per the OHSAA Handbook.

Notwithstanding the consequences for violating of the Athletic Code of Conduct, the Athletic Director or other person designated by the Principal, may exclude the student athlete from all athletic participation for one (1) calendar year for a violation which involves the sale or distribution of any quantity of illegal drugs, counterfeit drugs, alcohol, tobacco products or controlled substances.

Illegal Drugs:
If illegal drugs are utilized/in possession of, forfeit of practice time/non-attendance until the student is cleared by a certified chemical dependency counselor.

Violations and Consequences:

First Violation:

A. Denial of participation for 20% of the current or upcoming sports season in which the athlete has previously participated. If less than 20% of contests remain, there will be a carryover into the next sport in which the athlete has previously participated or into the start of the next year of that sport, the result being a minimum of 20% loss of season.
B. Completion of a Substance Rehabilitation Counseling Program at the expense of the athlete/family under the following guidelines:
    a. Certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/custodian/guardian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor.
C. Athletes will remain a team member, may practice, but will not be permitted to play in a contest or dress
in uniform.
    a. If illegal drugs are used/in possession of the student athlete, the student will be prohibited to attend practice until cleared by a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/custodian/guardian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor.

Second Violation:

A. Exclusion from all athletic participation for one (1) calendar year from the date of the second violation.
B. Completion of a Substance Rehabilitation Counseling Program at the expense of the athlete/family under the following guidelines:
    a. Certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/custodian/guardian is responsible for all expenses and for providing the Athletic Department with documentation that the athlete completed all recommendations of the counselor.

Third Violation:

A. Banned from the athletic program for the remainder of the student's athletic eligibility.

Self-Referral/Peer-Referral by Student Athletes:

Student athletes may take advantage of a self-referral or peer-referral procedure to seek information, guidance counseling and assessment with regard to student athlete use of tobacco, alcohol or other drugs. Voluntary referrals do not carry any loss of the current season, but the athlete will be required to attend a family education program within one (1) month unless a waiver is granted by the Athletic Director and prior to receiving awards.

SECTION IV – STUDENT CONDUCT

ATTENDANCE

Early Dismissal:
No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

School Attendance Policy:
It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic that will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Tardy vs. Absence:
Arrival Time

- 7:35 am – 9:30 am = tardy
- 9:31 am – 11:30 am = ½ day absence
- 11:31 am – 2:20 pm = full day absence

Departure Time

- 12:31 pm – 2:20 pm = early dismissal
- 10:31 am – 12:30 pm = ½ day absence
- 7:35 am – 10:30 am = full day absence

In order to participate in an athletic contest, extracurricular activity or practice students must be in attendance by 9:30 a.m. on that day unless excused with a doctor's note, attending a funeral/calling hours, college visit, or a situation that is approved by the building administration.

Excused Absences:
Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

1. personal illness (a written physician's statement verifying the illness may be required)
2. appointment with a health care provider
3. illness in the family necessitating the presence of the child
4. quarantine of the home
5. death in the family
6. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
7. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
8. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
    a. Any classroom assignment missed due to the absence shall be completed by the student.
    b. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
9. such good cause as may be acceptable to the Superintendent
10. medically necessary leave for a pregnant student in accordance with Policy 5751
11. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
12. college visitation - The District requires verification of the date and time of the visitation by the college, university, or technical college.
13. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
14. absences due to a student being homeless

In order for an absence to be validated as an excused absence, regardless of the nature, the note MUST be turned in no later than 48 hours following the absence. Notes not turned in within the 48-hour timeframe of the student absence will be counted as unexcused.
Doctor's notes excuse students for 48 hours unless a specific return date is indicated.

Notification of Absence:
If a student will be absent, the parents must notify the School at **740-599-2550 or 740-599-7000, ext. 2003 by 9:30 am** and provide an explanation. If prior contact is not possible, the parents must provide a written excuse within 2 school days after the student's absence. Written notice provided after 2 school days will require approval by the building principal. **When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day.** If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician. A student may have up to 52 hours (appx. 8 days) parent-excused absences without a doctor's note. Beyond the 8 days, any absence that is not excused by a physician or doctor will count as unexcused.

Habitually Truant:

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for:

- thirty (30) or more consecutive hours
- forty-two (42) or more hours in one (1) school month
- seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

A. The student was enrolled in another school district;
B. The student was excused from attendance in accordance with R.C 3321.04; or
C. The student has received an age and schooling certificate.

Chronic Absenteeism:

Chronic absenteeism is defined as a student missing 10% or more of the school year for **any reason**. This means that even absences due to illness, appointments, or other circumstances count toward the total. Regular attendance is essential for academic success, as missed instructional time can make it difficult for students to keep up with learning and stay connected to their school community. Families are encouraged to prioritize daily attendance and communicate with the school when challenges arise so we can provide support.

Unexcused Absences:
Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.
(see Habitual Truancy and Chronic Absenteeism Above).

Tardiness:
Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, he/she must report to the School office before going to his/her first assigned location. Any student who is tardy to class up to three minutes shall be referred to the office.

School Support and Interventions:

- When a student is absent from school in excess of 32 or more hours for any reason, the District or school shall notify the child's parents, in writing.

- When a student approaches chronic absenteeism, as defined above, the school shall send a letter to notify parents to schedule an Attendance Improvement Plan (AIP) meeting with the Attendance Intervention Team to discuss goals, improvements, and supports that need to be put in place to prevent chronic absenteeism. During this plan, the student will be placed on a 60-day attendance probation period. During this period, a student may not have more than 3 unexcused absences. If the student accumulates 3 or more unexcused absences during this time, truancy can be filed with the court.

Supports and Communications for Attendance:

All absences (excused and unexcused)

Absence Threshold (Total Hours)	Appr. % of the School Year	Notification Level / Action
32	2.5%	Initial Warning - Nudge
60	5%	Second Warning - AIT Meeting
95 Total Hours	10%	Chronically Absent Status

Unexcused Absences (Truancy)

Absence Threshold (Total Hours)	Action Taken
30 hours total unexcused	In-person AIT Meeting required
30 hours consecutive OR 72 hours total unexcused	File with truancy with Knox County Juvenile Court

Tardies:
Students may be assigned a consequence for each unexcused tardy after 3 and up to 10 per semester. Students who are tardy more than 10 times in a semester will face additional consequences that may include but are not limited to suspension and loss of driving privileges.

Make-up of Tests and Other School Work
Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. **The student should contact their teachers as soon as possible to obtain assignments.** The number of days for completion of make-up work will be equivalent to the number of excused days of absence.
Please Note: This is the student's responsibility.

If a student misses a teacher's test due to an excused absence, he/she should make arrangements with the teacher to take the test at another time. If he/she misses a State mandated assessment test or other standardized test, the student shall consult with the Testing Coordinator to arrange for administration of the test at another time.

Suspension from School:
Absence from school due to suspension shall be considered an authorized absence, unexcused. Students are still required to complete any assignments missed during the suspension for credit.

Vacations During the School Year:
Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements and complete the special absence request form. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Virtual/Online Appointments:
Due to limited space in the building along with the inability to ensure student safety/supervision at all times, virtual and online appointments are not permitted in the Junior High/High School Building.

Homebound Instruction:
The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the students condition from a physician. For more information, contact the Guidance Counselor, ext. 2008.

(ref. po5200)

CODE OF CONDUCT

A major component of the educational program at East Knox Jr./Sr. High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. (ref. po5500, po5600)

Expected Behaviors:
Each student shall be expected to:

- abide by National, State, and local laws as well as the rules of the School;
- respect the rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School;
- place coats and hats in their assigned locker upon arrival to school and remain there until the end of the day.

DRESS CODE

The dress code is designed to promote professionalism, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. A student shall observe the Student Dress Guidelines while in school, attending a school-sponsored activity or acting as a representative of the East Knox Local School District. Such guidelines shall prohibit student dress or grooming practices which:

- Present a hazard to the health or safety of the student himself/herself or to others in the school.
- Materially interfere with schoolwork, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
- Are in conflict with etiquette and basic moral standards of the community.

Student Dress and Grooming:
Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

- Students must be clean and practice good personal hygiene, and have a hairstyle that is neat, clean, and well groomed: Any hairstyle that is distracting to the educational environment is prohibited.
- Clothes shall not advertise profane, pornographic, suggestive, alcoholic, diabolic or unhealthy lifestyles, or other forms of offensive lettering or designs (included in this list are beer/alcoholic beverage ads/logos or tobacco ads/logos).
- Students must wear shoes or sandals without heel plates.
- See-through or other revealing clothes are not to be worn. Baggy pants are OK but "droopy drawers" are not.
- Pants are not to be worn that have holes above knee level even if shorts are worn underneath.
- No halter-tops or midriffs are permitted. All sleeves at minimum must be the width of three fingers. The neck and arm openings are to be modest in scope unless it is worn as a vest over another top.
- Appropriate undergarments must be worn.
- Shirts or dresses that contain spaghetti straps may not be worn.
- Hats, headscarves, hoods, bandanas and coats are not to be worn in the building during school hours (unless given permission by building administration). Students are to leave these items in their locker upon arriving at school.
- Clothing that is excessively tight is not permitted. Included in this group are the biker shorts and stretch pants unless worn with a layered outer garment of modest length.
- All dresses, skirts, and shorts are to be of modest length (to be measured by placing hands to the side, and ensuring that the dress/shorts/skirt, etc. extends past fingertips).
- Clothing that is excessively torn, frayed, worn, tight or loose fitting, is NOT permitted. Also, underwear is NOT to be seen.
- No chains, spikes, spurs, dog collars, straps or handcuffs of any kind will be worn to school or attached to clothing.

These are minimum standards. With administrative approval, head coaches, advisors of extra-curricular activities, and teachers of lab and shop courses are authorized to establish any specific, reasonable dress or grooming requirements that they deem suitable for participation in their activity.

All dress code violations must be corrected immediately upon request of school personnel or disciplinary action will be taken. In order to get students back in class, students may be required to wear alternative clothing in order to correct dress code violations. Students that refuse to do this will be disciplined according to the student code of conduct for insubordination. Repeated violations of the dress code will result in disciplinary action. The administration reserves the right to interpret the rules above on a case-by-case basis.

Students who are representing East Knox Jr./Sr. High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

(ref. po5511)

Gangs:
Gangs which initiate, advocate or promote activities that threaten the safety or wellbeing of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property:
Students are responsible for the care of their own personal property. **The School is not responsible for the loss of personal property.** Though not inclusive, valuables such as jewelry, electronics, similar devices, or irreplaceable items should not be brought to school. **Protect yourself; use your lock!** Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

No carrying of stuffed animals, blankets, pillows, or any other item deemed unnecessary and non-conducive to the educational environment. Each case is up to the discretion of the administration.

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior will be tolerated. (ref. po5600)

STUDENT DISCIPLINE CODE

Violation by a student of any one or more of the following rules on school grounds may result in disciplinary action, including suspension, emergency removal from class and/or expulsion. The rules listed below are in addition to the district's board, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit our authority. The district has jurisdiction over students during the regular school day and while going to and from school on district transportation. The district's jurisdiction includes any activity during the school day in school zones, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

Disruption of Class/School: A student will not interfere with school purposes or with the orderly operation of the school by using, threatening to use, or causing other persons to use violence, force, coercion, threats, intimidation, fear, or through disruptive means. This includes being out of an assigned seat, inappropriate interruptions, not following school or classroom rules, etc.

Profanity and/or Obscenity: A student will not use profane, indecent, or obscene language, either orally or in writing toward any student, teacher or any other person. Included in this prohibition would be the use of obscene gestures, signs, pictures, publications, and/or clothing with obscene words/pictures/messages.

Insubordination: A student will not fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. Teachers are authorized to make any rules to their classrooms and study hall which may aid in the efficiency of the class.

Truancy: A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, the student is truant or tardy. This includes unexcused absences from study hall, class, or any other properly assigned activity (cutting class or being out of assigned area without a pass). The truant officer may be notified.

Tardiness: Repeated tardiness is also considered a serious offense as it interrupts the educational process. Tardiness may result in disciplinary action including detentions, in school and loss of driving privileges. Students have four minutes to get to their next assigned class or assigned area (lunch room, study hall, media center, etc.) and should plan accordingly.

Public Display of Affection (PDA): Students will not engage in close physical contact. Any contact beyond holding hands is not permissible.

Theft/Vandalism/Damaging Property: Students will not steal, cause damage to, or destroy school or private property. Restitution, notification of law enforcement and/or disciplinary action may result.

Encouraging a Fight: Definition: Setting up a fight; verbally or physically encouraging a fight to start or continue; taunting.

Fighting or Unauthorized Touching: A student will not engage in a fight or any other type of physical altercation on school premises.

Harassment: It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Intimidation and/or Threatening Behavior: Provocation that promotes unfriendly behavior that aggravates or irritates someone such as name-calling, obscene language, and other abusive behavior is prohibited. Intimidation through direct, veiled verbal, nonverbal assaults, or who exhibit belligerent, intimidating or a threatening behavior will be subject to discipline according to the Student Discipline Code. Threats, threatening behaviors, or other acts of violence executed off district property but directed at students, employees or other persons on district property or during district-sponsored activities are also in violation of the student code of conduct.

Dangerous Weapons, Instruments, and Objects: The Crime Control Act of 1990 makes it a federal offense for an individual to knowingly possess a firearm in a school zone or within a thousand feet of such grounds. The term “school zone” means the grounds of a public, parochial, or private school. A violation of this statute

subjects a person to imprisonment of up to five years, a fine of up to two-hundred-fifty thousand dollars, or both imprisonment and fine. A student shall be expelled from school if the student is, on school property or while attending a school-sponsored or school-related activity on or off school property, uses, exhibits, or possesses a firearm. A student will not possess, handle, transmit, or conceal any object of substance which might be considered dangerous or capable of harming another person. These shall include but not be limited to firearms, knives, metal knuckles, straight razors, explosives (firecrackers), noxious irritation or poisonous gases, poisons, drugs (when shared with others), or other items.

Failure to Serve: A student will not fail to serve an assigned detention or In-School Suspension. Transportation issues are not an excuse for missing.

Gambling: A student will not gamble on school premises or at school events.

Inappropriate Dress: The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Student attire can have a positive or negative effect on the learning process, contribute to students' success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school.

Aiding or abetting violation of school rules: Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Drugs and Alcohol: A student will not use, possess, transmit, conceal, sell or show evidence of consumption of any alcoholic beverage, narcotic drug, mind-altering substance, or regulated drugs, while on school property including buses or while at any school-sponsored activity. Drug paraphernalia such as pipes, pacifiers, rolling papers, drain screens, "glow sticks" lighters/matches, or other drug paraphernalia as defined by the administration are prohibited.

Possession or Use of Tobacco: Possession, consumption, distribution, purchase, or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter of substance that contains tobacco. Smoking or possession of electronic, "vapor" or other substitute forms of cigarettes, or clove cigarettes is also prohibited.

Trespassing or Loitering: A student will not be present in a school building or on school grounds at unauthorized times.

Out of Assigned Area: This includes being in the halls after the bell has rung.

False Alarms: A student will not cause any false alarms or induce panic.

Violation of Law: A student will not violate any law or ordinance when on school property or while attending school-sponsored activities.

Bullying/Hazing: Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator, teacher, coach, student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

Cheating/Plagiarism: Presenting someone else's work as one's own in order to obtain a grade or credit is considered cheating. This includes, but is not limited to copying others' homework, assignments, quizzes and/or tests, plagiarism, and allowing another student to copy one's own work. Students who violate this policy will receive an after-school detention and zero credit for assignments or work involved for this class. The second offense will result in ISR and zero credit and the third offense will result in OSS and zero credit with a possible recommendation for expulsion.

Use of Artificial Intelligence (AI)

The Board of Education recognizes the positive impact that artificial intelligence ("AI") technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of AI technology when its use is consistent with the District's mission, goals, and operational integrity.

To protect academic integrity and ensure students develop essential learning and problem-solving skills, the use of Artificial Intelligence ("AI") tools for completing schoolwork is prohibited unless specifically approved by a teacher. Unauthorized use of AI tools may be considered plagiarism and may result in disciplinary action.

Students are encouraged to rely on their own knowledge and skills and to seek help from teachers when needed. However, teachers may allow the responsible and ethical use of AI tools for approved educational purposes, including:

- Assisting with research by locating information, generating research questions, identifying multiple perspectives, and suggesting sources.
- Supporting data analysis by helping identify patterns, organize, interpret, or analyze large amounts of information.
- Providing language translation and text support, including adjusting reading complexity and offering cultural or contextual background.
- Improving writing through grammar, spelling, sentence structure, and word choice suggestions.
- Increasing accessibility for students with disabilities through tools such as text-to-speech, captions, transcripts, and translation features.

When used appropriately and with teacher permission, AI tools may supplement—but not replace—traditional learning methods. Students who are unsure whether AI use is permitted for an assignment should consult their teacher before using any AI tool.

(ref. po7450.09)

Forgery: A student will not falsify in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

Electronic devices: Students will not use any electronic devices to access school files and/or alter or delete the content. Laptops, Nooks, and Kindles may be used in the classroom at the classroom teacher's discretion. The school is not responsible for stolen items.

Bus Conduct: A student will not disobey school bus rules regarding conduct on school buses.

Repeat Offender: A student will not repeatedly violate any school rule or accepted standards of school behavior.

Misconduct: A student will not engage in misconduct not otherwise defined.

Energy Drinks: No energy/5 hour energy drinks or any drinks of the nature are permitted during school hours.

Single Restroom/Family Restroom Guidelines in the new addition of the building: One student is permitted per restroom at all times. No bookbags are permitted at any time.

(ref. po1662, po5200, po5500, po5512, po5517, po5530, po5561, po5572, po7540)

TITLE IX - SEXUAL HARASSMENT

The Board of Education of the East Knox Local School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity) in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, Third Party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

(ref. po2266, po2264)

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules. **Disciplinary penalties, except where mandated by law, are left to the discretion of the school administration. Each disciplinary incident will be handled on a case-by-case basis.**

Types of corrective discipline used for code of conduct violations include:

Reprimand – can be verbal and/or written
Detention – can be assigned during lunch and/or after school for up to one hour
Denial/Loss of privileges
Zero on assignment or no credit for assignment
Parent contact via phone, email, note, or conference
Written assignment
Community Service
Bus suspension and/or modified riding arrangements
Damages assessed and payment assigned
Wednesday School – Served from 2:30-4:30.
In-School Restriction (ISR) – isolation from other students where work can be completed for credit
Out of School Suspension (OSS) – students will receive credit for work missed and/or assigned while serving an OSS.
Emergency removal of student
Expulsion
Court referrals – may result in criminal and/or civil prosecution

Notes: If a student is assigned a discipline that requires them to show up early or leave school late, it shall be the responsibility of the student/parent to make appropriate transportation accommodations. If a student does not fully comply with the assigned disciplinary action, more severe discipline will be assigned.

Formal Discipline:

Formal discipline removes the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is larger, and permanent exclusion. Any student who is expelled from school for more than twenty (20) days or for any period of time will be provided with information about services or programs offered by the public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at his/her discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed. Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the

Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. If a student commits a crime while under the School's jurisdiction, he/she may be subject to school disciplinary action as well as action through local law enforcement. Any such student issued an OSS or ISR will be ineligible to participate in the activity until OSS or ISR is completed.

(ref. po5605, po5610)

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School:
When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within fourteen (14) calendar days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Knox County Court of Common Pleas.

Emergency Removal:
If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extra-curricular activity or from the school property. A teacher may remove the student from any curricular or extra-curricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extra-curricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical, prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal meeting before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/ guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School:
When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A meeting will be scheduled no earlier than three (3), or no later than five (5) school days after the notice is given. Parents may request an extension of time for the meeting. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the meeting.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under the Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) calendar days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions may be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the College Credit Plus Program at the time the expulsion is imposed.

Permanent Exclusion:
State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

A. conveying deadly weapons onto school property or at a school function;
B. possessing deadly weapons onto school property or at a school function;
C. carrying a concealed weapon onto school property or at a school function;
D. trafficking in drugs onto school property or at a school function;
E. murder, aggravated murder on school property or at a school function;
F. voluntary or involuntary manslaughter on school grounds or at a school function;
G. assault or aggravated assault on school property or at a school function;
H. rape, gross sexual imposition or felonious sexual penetration on school grounds or at a school function, when the victim is a school employee;
I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities:
Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges:
When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal meeting. After that informal meeting, the Principal (or assistant principal or other administrator) will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, he/she and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The same out of school suspension appeal process shall apply to bus suspensions.

(ref. po5600, po5610, po5611, po8630)

SEARCH AND SEIZURE

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated. (ref. po5771)

SECTION V – TRANSPORTATION

Bus Transportation to School:

The School provides transportation for all students who live farther than ½ mile from school. The transportation schedule and routes are available by contacting the transportation office at 740-599-7000, ext. 1016. Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. The Principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

Transportation Pick Up and Drop Off Policy/Procedures:

- Students will be permitted two bus stop locations.
  1. The student's primary residence
  2. A bus stop of the parent's choice that is within the East Knox School District
- Students will not be permitted to ride any bus other than those that were assigned to the route that covers the two permitted bus stop locations.
- Parents/Guardians/Designated individuals may bring or pick up a student from school. If a student is being picked up from school, they must be signed out at the office.
- Parents/Guardians may request a change in pick up location twice (2) in a school year. This <u>does not</u> include a change in primary residence. For example, if your family moves from one house to another the primary residence has changed. **This would not count toward two (2) requests for change.**

Procedure for requesting a pick up or drop off change:

1. All requests for change must be requested in writing; no request will be taken over the phone.
2. All requests must be made on the appropriate school designated form, which are located in each school office and online.
3. All requests must be turned into the school office.
4. If there is a change in primary residence a request form must be completed and proof of address change must be attached to the form.
5. The transportation department will notify the parents/guardians as to the approval or denial of the request.
6. Once a request is approved, the change in location will begin two weeks (2) from the date of approval. Transportation will provide you with the start date.

Procedure for Jr/Sr Students to Ride on the Elementary Bus Routes:

Students from the Jr/Sr High School will only be permitted to ride elementary bus routes in the morning and afternoon if they have prior permission from the administration. Students desiring to ride the elementary route the day of without prior permission will not be permitted to ride the elementary bus routes.

Bus Conduct:

Students who are riding to and from school on transportation provided by the School are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone five minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- Wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall;

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

Videotapes on School Buses:

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape may be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions:

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Transportation of Students by Private Vehicle:

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2-Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Self-Transportation to School:

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

1. Students under age eighteen (18) must have written parent permission prior to driving to school.
2. Students and their parents shall complete the Student Vehicle Form to Drive Vehicles on School Property and provide evidence of a valid driver's license.
3. Students are required to obey the parking lot speed limit of 5 mph.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student. When the School provides transportation, students shall not drive to school-sponsored activities. **All vehicles entering school property are subject to search and inspection**.

(ref. po5610.04, po5600, po8600, po8610, po8630, po8650, po8660)