

**BUCKEYE TRAIL HIGH SCHOOL**  
**65555 WINTERGREEN ROAD**  
**LORE CITY, OH 43755**

**(740) 489-5005**  
**FAX: (740) 489-9839**  
**2017-2018 STUDENT HANDBOOK**

**HOME OF THE WARRIORS!!!**

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**Student Name (Printed)**

**BUCKEYE TRAIL ALMA MATER...**

**“HAIL BUCKEYE TRAIL”**

To Buckeye Trail We Sing Thy Praise,  
thy Glory and Thy Might.  
Our Song of Honor we shall raise,  
to Glorious Blue and White.

So Hail! Hail! Buckeye Trail, Alma Mater.  
Our Faith in You Shall Never Die,  
True Warriors we will be.  
We'll lift Your Banner to the Sky  
with Pride and Loyalty.  
So Hail! Hail! Buckeye Trail, Alma Mater.

**BUCKEYE TRAIL FIGHT SONG...**

**“ON YOU WARRIORS”**

On you Warriors, On you Warriors,  
Fight with all your might!  
Show your vigor, Show your spirit,  
Show that you are right!  
RAH! RAH! RAH!

On you Warriors, On you Warriors,  
Fight for all your Fame!



Fight, Warriors Fight  
And you will win this Game.  
W-A-R-R-I-O-R-S

## **EAST GUERNSEY LOCAL SCHOOLS MISSION STATEMENT**

### **We believe**

- All members of the school community should demonstrate their commitment to education by modeling dignity, respect, understanding, fairness, and effective communication.
- Our school should provide all students with an education that guides them to become productive citizens.
- Students should be accountable for actively participating in their education.

### **Our Vision**

·Is to create successful learning experiences and opportunities through cooperative utilization of school and community resources to promote lifelong learning. In an environment that is safe, secure, and supportive, our district will provide each student with the skills necessary to become responsible and contributing members of society.

### **Our Mission**

·The mission of the East Guernsey School community is to provide students with the necessary skills to become lifelong learners and responsible, contributing members of society. Through dialogue with all stakeholders, the school community will create meaningful learning experiences and opportunities in a safe, supportive environment, integrating school and community resources.

**Adopted by the East Guernsey Local School District Board of Education on  
June 26, 2017**



**INDIAN AWARD – STUDENT OF THE YEAR**  
***Sponsored by BTHS STUDENT COUNCIL***

1981-Dan King, Angel McClain  
1982-Steve Kasper, Cheryl DeVold  
1983-Scott Stevens, Shirleen Beynon  
1984-Scott Shriver, Tammy Pulley  
1985-Tim Roe, Lori Carpenter  
1986-Bruce Chumney, Roberta Gray  
1987-Doug Lyons, Amy Singleton  
1988-Eric Lyons, Susan Roe  
1989-Matt McVicker, Michelle  
Sudduth  
1990-Alan Adair, Bonnie Windish  
1991-Jason Giesey, Sheila  
Cunningham  
1992-Adam Lowden, Danielle  
Borton  
1993-Steve Lowden, Christy Johnson  
1994-Chad Carter, Kathy Baird  
1995-David Spratt, Jenny Robinson  
1996-Todd St.Clair, Brooke George  
1997-Justin McElwain, Therese  
Wittmer  
1998-Doug Gibson, Melinda Jones  
1999-Travis Carpenter, Brandi  
Besozzi  
2000-Bobby Hamilton, Jessica

Armstrong  
2001-Matt Nelson, Melody Jenkins  
2002-Larry Beach, Jamie Alt  
2003-Matt Hardy, Amanda Johnson  
2004-Matt Gilmore, Tabi Olden  
2005-Josh Johnson, Hannah Miller  
2006-Jonathan Kinder, Charlene  
Duff  
2007-Jeff Dunlap, Courtney Taylor  
2008-Nick Warnock, Jill Gordon  
2009-Eric Nichols, Laura Dunlap  
2010-Eric Burga, Lauren Bardall  
2011-Frankie Canel, Jocelyn George  
2012 – Logan Bamfield, Miranda  
Douglass  
2013 – Paige McCort, Colton Ashe  
2014 – Alexis Williams,  
R.J.Douglass  
2015-Kasey Cross , Michael  
Wengerd  
2016--Erika Rominger, Dylan Roe  
2017-Jessie Howald-  
Parker Simonson



# EAST GUERNSEY ADMINISTRATION

## Board of Education

Mr. Dennis Patterson	President
Mrs. Karen Horvath	Vice President
Mr. Dennis Doult	member
Mr. Dave Carter	member
Mr. John Scurlock	member

## Central Office

Mr. Adam M. Pittis	Superintendent
Mr. Matt Reed	Treasurer
Mr. Chase Rosser	Programs Director
Mrs. Cindi Johnson	Student Services Coordinator
Ms. Julia Cunningham	Maintenance and Transportation
Mrs. Debbie McKim	EMIS Coordinator
Ms. Carol Zimmerman	District Social Worker

## Building Administration

Mr. Bill Hartmeyer	Principal
Mr. Bryan Conlon	Assistant Principal
Mrs. Stephanie Forshey	Guidance Counselor K-12
Mr. Steve Tellep	Athletic Director

## High School Office Staff

Mrs. Tracy Taylor	Nurse
Mrs. Carman Shipman	Administrative Assistant
Mrs. Becky Lenarz	Administrative Assistant





## BUCKEYE TRAIL VALEDICTORIANS AND SALUTATORIANS

- 1978- Sandy Ankrom – John Lyons  
1979- Elaine Groh – Joy Watson  
1980- Valerie Wells and Connie Smith  
1981- Philip Doudna – Susan Shugert  
1982- Shirley Price and Amy Seidel  
1983- Kathy Lyons – Todd DeLong  
1984- Resa Ann Robinson – Charles Tuttle  
1985- Doug Stutz – Erin Galloway  
1986- Kendra Cunningham – Bruce Chumney  
1987- Paula Gray – Evelyn Fuller  
1988- Mark Adkins – Kim Birney  
1989- Larry McQuain – Paul Miller  
1990- Sabrina Fuller – Julie Robinson  
1991- Joe Reiss – Mike Burdette  
1992- Nathan Cheng – Lelah Robinson  
1993- Alyce Cox – Diane Wayble  
1994- Mary Shugert – Devin Christman  
1995- Shari Cox – Carrie Lyons  
1996- Erica Cooper – John Beal  
1997- Amanda Baird – Sue Hoop  
1998- Jodi Kaye Spratt – Deanna Fuller  
1999- Jessi Khune – Erin Lyons  
2000- Wesley Miller – Julie Burroughs  
2001- Susan Lynn – Mary Gray  
2002- Mallorie Miller – Bethany Lucas  
2003- Jessica Zink – Cassie Tellep  
2004- Lisa Reavis – Matt Gilmore  
2005- Molly Grimes – Julie Watson  
2006- Clay Matthews – Shaylyn Bennett  
2007- Amy Kittle – Rachael Thompson  
2008- Tracy Alt, Lindsay Collart, Casey Frame,  
Lauren Zink  
2009- Josh Bodner – Ellen Schott  
2010- Lindsey Bardall – Sadie Miller  
2011- Alicia Swain - Linda Wengerd  
2012 – Melinda Nelson and Chelsie Tooms  
2013- Lynsey Beros, RashelleLashley, Katrina Williams  
2014-Wade Nelson, R.J. Douglass  
2015- Robin Bodner-Joseph Carmichael, Michael Wengerd  
2016 -Jenny Larrick-Hugh McPeek  
**2017- Jennifer Zacharias-Carter Streiff**



## 2017-2018 SCHOOL CALENDAR

August 14 – 16, 2017

August 17, 2017

September 4, 2017

September 11 – 15, 2017

September 29, 2017

October 20, 2017

October 20, 2017

October 26, 2017

October 26, 2017

October 27, 2017

November 10, 2017

November 17, 2017

November 22 – 27, 2017

December 22, 2017

December 22, 2017

December 25 – 29, 2017

January 1, 2018

January 12, 2018

January 15, 2018

January 26, 2018

February 15, 2018

February 15, 2018

February 16, 2018

February 19, 2018

March 9, 2018

Staff Professional Development

Student's First Day of School

No School – Labor Day

No School – Fair Week

Interim Reports Sent Home With Students

Early Dismissal at 12:21 p.m.

End of First Grading Period

Teacher PD – No School

Parent/Teacher Conferences (4:00 – 8:00 p.m.)

No School – Parent/Teacher Conf (8:00 – 11:00 a.m.)

No School - Veterans' Day

Interim Reports Sent Home With Students

No School – Thanksgiving Vacation

Early Dismissal at 12:21 p.m.(for staff dev)

End of Second Grading Period

No School – Holiday Break

No School – New Years Day

Teacher PD – No School

No School – Martin Luther King Jr. Day

Interim Reports Sent Home With Students

Teacher PD – No School

Parent/Teacher Conferences (4:00 – 8:00 p.m.)

No School – Parent/Teacher Conf (8:00 – 11:00 a.m.)

No School – Presidents' Day

Early Dismissal at 12:21 p.m. (for staff dev)



**March 9, 2018**

**March 30 – April 2, 2018**

**April 11, 2018**

**May 20, 2018**

**May 22, 2018**

**May 23, 2018**

**End of Third Grading Period**

**No School – Holiday Break**

**Interim Reports**

**Commencement**

**Student's Last Day**

**Staff Professional Development**



## HANDBOOK PURPOSE

**Jurisdiction.** This code of conduct is in effect while students are under the authority of school personnel or involved in a school activity. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events or other school activities or programs. In addition this Code of Conduct includes misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school property and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee. A student shall not violate any state or city ordinance while under school authority.

## ACADEMIC PROCEDURES

To receive graduation credit for a course, a student must successfully complete the following criteria:

### 1. **Complete all course requirements**

A Course Requirement is any report, research paper, project, experiment, or assignment that demonstrates application or mastery of essential course knowledge or concepts. These requirements will be identified and assigned by the teacher at the beginning of the year or each grading period.

### 2. **Attend class regularly, according to the Attendance Policy**

### 3. **Receive passing grades for the semester average (18 week courses), or yearly average (36 week courses).**

### 4. **Maintain good standing having all course fees paid and other obligations met**

### Drop/add procedures

No schedule changes will be made without the completion of the DROP/ADD form, available in the Guidance Office. All schedule changes must have the signature of the student, parent, and approval of the Guidance Office.

Schedule changes will be made for the following reasons:

1. An error in scheduling
2. Teacher recommendation because of poor student classroom performance

The yearly course grade is determined by the average of the four nine week





grades. The quarterly assessments will be averaged into every grading period. Letter grades for each nine weeks will be converted according to the following scale:

**Grade average** Letter grade point values from each of the **four (4)** nine weeks will be averaged to determine final grades. Semester classes will use the average of the **two (2)** nine weeks grades.

97-100	A+	4
93-96	A	4
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1
60-62	D-	0.67
0-59	F	0

### **ACCEPTABLE USE AND INTERNET SAFETY POLICY (IIBG)**

The East Guernsey Local School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer



network and Internet access available, all students must take responsibility for appropriate and lawful use of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of the access.

The Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing the combined AUP and the Student Handbook Receipt form, each student will be given the opportunity to enjoy Internet Access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, does not return the Policy as directed with the signature of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided or withdrawn, and he or she may be subject to additional disciplinary action. Chromebooks may be taken from students for a determined period of time or for the remainder of the school year if students violate the Acceptable Use and Internet Safety Policy .

### **Personal Responsibility**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in this Policy, but has the effect of harming another or his or her property.

### **Term of the Permitted Use**

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked



to sign a new Policy each year during which they are students in the School District before they are given an access account. **Students who are using their own personal mobile technology devices at school or school-provided technology are expected to abide by the regulations outlined in the District Acceptable Use policy and are also required to sign an annual agreement form found on pages 47 & 48.**

### Acceptable Uses

**a. Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

**b. Unacceptable Uses of network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

**1. Uses that violate the law or encourage others to violate the law.**

Don't transmit any offensive or harassing messages; offer for sale or use any substance for the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

**2. Uses that cause harm to others or damage to their property.** For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information system. All internet traffic on personal mobile devices is subject to monitoring just like district owned devices. Personal laptops should have updated anti-virus software installed at your own



expense.

**3. Uses** that jeopardize the security of student access and of the computer network or other networks on the Internet. For Example, don't disclose or share your password with others; don't impersonate another user. Using mobile devices with cellular data as a mobile hotspot is **not allowed** at any time.

**4. Uses** that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

### Netiquette

All users must abide by rules of network etiquette, which include the following:

**a. Be polite** - Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

**b. Avoid language and uses which may be offensive to other users.** Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

**c. Don't assume that a sender of email is giving you his or her permission for you to forward or redistribute the message to third parties.** This should only be done with permission or when you know that the individual would have no objection.

**d. Be considerate when sending attachments with email (where this is permitted).** Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

### Internet Safety

**1. General Warning: Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.





**2. Personal Safety. Be safe.** In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

**3. “Hacking” and other Illegal Activities.** It is a violation of this policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**4. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

**5. Active Restriction Measures.** The School, either by itself or in combination with the data Acquisition Side providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by



students age 17 or older.

The term “**harmful to minors**” as used above means any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Privacy**

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School district and no user shall have any expectation of privacy regarding such materials.

### **Failure To Follow Policy**

**The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student’s enrollment in the School District.** A user who violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

### **Warranties/Indemnification**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and user of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user of his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this Policy. By signing



this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition side that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School Computer or on another computer outside the School District's network.

### Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardians) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554) Communications Act of 1934, as amended (47 U.S.C 254 [h],[1]) Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

[Adopted: February 26, 2001]

## **ACCIDENTS**

Staff members take every precaution to insure student safety. However, accidents do occur. When a student is injured, he/she is sent to the school nurse or office. Minor injuries are treated by the nurse or designee. In the event of more serious injuries, parents are notified immediately. For this reason, every student must have an emergency medical authorization card on file in the office by ~~August 26, 2016.~~ **August 25, 2017.**



## **ACTIVITIES**

Buckeye Trail High School offers a variety of co-curricular student activities including Drama, NHS, Junior Leadership and Student Council. The Music Department sponsors vocal performing groups, and the FFA chapter sponsors various activities. The Junior Class sponsors the annual prom, and the Senior Class sponsors graduation and the Senior class trip.

## **ADULT STUDENTS**

Buckeye Trail recognizes the rights and responsibilities of students 18 years of age and older. Adult students must follow the same rules, guidelines, and procedures as other students under legal age.

## **ADVERTISING**

Any requests from students, parents, organizations, or businesses to display advertising in the High School must be made to the principal for approval.

## **AGENDA BOOKS**

~~Students are required to keep and use an agenda book. The purpose is to record important class information and to use as a hall pass. Students must put their name, in ink, on the inside cover and first page. Students must replace their book, at a cost of \$5.00, if it becomes lost or damaged beyond use. This \$5.00 replacement fee will be added to the student's obligation account.~~

## **AHERA (Asbestos) NOTIFICATION**

East Guernsey Local School District in accordance with U.S. Environmental Protection Agency Regulation 40CFR763, subject E; has completed the required inspection, prepared their Asbestos Management Plan, and have, to the best of their knowledge, met the general requirements of this regulation.

For specific information of types and locations of asbestos containing materials within the East Guernsey Local School District, please consult the AHERA Management Plan.

The East Guernsey Local School District AHERA Management Plan is available for public review at the Administration Office during normal working hours.





## ANNOUNCEMENTS

Daily announcements are made in the morning during first period and at the end of the day or period, if needed. Interruptions are kept to a minimum.

## ASSEMBLIES/PEP RALLIES

Assemblies and pep rallies will be held periodically for student recognition, spirit, and enjoyment. Students are reminded to be on their best behavior during these special events.

## ATHLETICS

Buckeye Trail High School is a member of the Ohio High School Athletic Association (OHSAA), Ohio Valley Athletic Conference (OVAC), ~~the Pioneer Valley Conference (PVC)~~, and the ~~initializing entry into the Inter Valley Conference (IVC) 2017-2018~~; and is subject to the rules and regulations of these organizations.

Buckeye Trail High School sponsors interscholastic competition in football, golf, girls' volleyball, boys' and girls' basketball, **boys' and girls' cross-country**, baseball, softball, boys' and girls' track, and cheerleading.

Athletic eligibility is determined in accordance with OHSAA regulations. A student must pass at least **five (5)** credits during the previous nine-weeks grading period in order to be eligible to compete in interscholastic competition. It is the responsibility of the student to maintain athletic eligibility by maintaining the required number of credits. Students must be in attendance four consecutive periods (discounting lunch) in order to be eligible to practice, compete, or be present in the building after regular school hours.

Buckeye Trail High School promotes good sportsmanship in all programs, with players, coaches, and fans. Fan behavior is governed by Board policy. We endorse the OHSAA Sportsmanship, Ethics, and Integrity programs. The Archie Griffin Sportsmanship Award is given annually to a representative male and female athlete. Sportsmanship awards are given to members of each team at the awards banquet.

## ATTENDANCE

It is important that students be in attendance each school day in order not to miss a significant portion of their education. There is a strong correlation between



attendance and achievement, and regular attendance is vitally important. Whenever possible, appointments and errands should be scheduled during non-school hours.

Many important educational opportunities result from active participation in classroom and other school activities, which cannot be replaced by the individual student. Once lost, instruction cannot be recovered; therefore, all students are urged to keep absences to a minimum.

The monitoring and enforcement of this student attendance policy shall be governed in accordance with the following board policies as has been determined by the East Guernsey Board of Education: JED, JED-B, JED-P, JEE, JEG.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important habits that employers look for in hiring and promoting an individual is his/her dependability coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their educational careers.

Ohio law mandates parents/guardians send students to school and allows parents their right to not send them to school for seven (7) reasons. If the absence does not follow state law, the student is subject to consequences from the Student Code of Conduct and the parent/guardian is in violation of the mandatory school attendance provisions.

State law provides for seven reasons for which absences will be excused:

1. Personal illness of the student
2. Illness in the student's family
3. Medical or dental appointments
4. Death in the family
5. Quarantine for contagious disease
- 6.. Religious reasons
7. As determined by the superintendent of schools

**Parent notification is required to excuse absences for the above reasons. After the fifth (5th) notification (per nine (9) weeks) a**



**medical, legal, or religious slip/note will be required to excuse the absence. Without a medical /legal /religious professional's written and signed excuse, the absence will be recorded as unexcused.**

[Adoption date: November 18, 2004]

[Re-adoption date: June 18, 2015]

**Students who miss any part of a school day or who have been late to school will not be considered as having perfect attendance.** Students who leave the building prior to the start of third (3rd) period will be counted absent for the day. Students leaving after fourth (4th) period will be counted absent for **a half** ( $\frac{1}{2}$ ) day.

The East Guernsey Local School District accepts only the previously listed as excused reasons for absence from school. Each absence shall be explained in writing and signed by the student's parent or guardian. A student who is absent and fails to provide a valid written excuse within three (3) days of his/her return will be considered unexcused. School work missed during an unexcused absence may result in a **zero** "0" for work done or due the day or days of absence.

Doctor's notes for illness will be accepted within five (5) days of the student's return to school (including date of appointment, time of arrival, and departure). An excused absence means missed work can be made up and a grade will be given for the completed work.

Should your child not be transported by bus due to inclement weather, the absence **will not** be counted.

~~When student absences reach ten(10) days, (excluding extended excluded medical absences), parents\guardians will be sent a letter and the principal will be notified.~~  
**In compliance with Section 3321.191 of the Ohio Revised Code, when a student's hours absent has reached thirty eight (38) hours or more in a month or sixty five (65) or more hours in a school year (excluding extended excluded medical absences), parents/guardians will be sent a letter within seven (7) days and the principal and School nurse will be notified.**

~~When absences reach fifteen (15) days, excluding extended excused medical absences, parents\guardians will be sent a conference request form. The school nurse will be notified to check for health problems. A conference will be held with the parents, and an attendance plan will be developed the county~~



**attendance officer, building principals, student and parent/legal guardian to create an attendance plan for the student. The attendance plan will be shared within 14 days of the letter being sent to the parent/ legal guardian.** If the parents/ legal guardians do not respond to the conference request , the county attendance officer will be notified.

~~When a student exceeds twenty(20) days of absence (excluding excused medical absences), charges may be filed in court and/or other actions so deemed appropriate by the building principal.~~

Students who exceed the Acceptable Limits of Absence guidelines will be required to make up that time either in after school detention or the equivalent as determined by the Principal, such as Friday school **or Lunch Intervention.**

Absences that do not accumulate against this guideline include: approved school sponsored field trips and activities; **college/vocational school visits not to exceed  $\geq$  four (4) during the junior year and four (4) the senior year, three (3) during the sophomore year and three (3) the freshman year** with proper documentation; Guernsey County Fair participation with proper documentation, medical appointments with proper documentation (including date of appointment, time of arrival, and departure); legal appointments requiring the student's attendance, family illness requiring hospitalization with proper documentation; death in the family with proper documentation; medical; military visitation up to 3(three) day maximum with proper documentation; or behavioral emergency removal from school by a school administrator or designee.

Students who are excessively tardy or absent, or in violation of the attendance policy excluding excused medical absences), are subject to disciplinary action, referral to the county attendance officer, loss of driving privileges, and/or charges filed with juvenile court. Instruction time lost due to unexcused absences and excessive excused absences may be made up by attending Friday school from 3pm-6pm or a combination of 3 hours of makeup time. Students who are chronically absence will be required to submit medical excuses and acceptable excusable reasons for the absence.

In compliance with Section 3321.191 of the Ohio Revised Code the School District has passed a Pupil Truancy Policy (JECD) to assist district employees in





improving the school attendance of any pupil who has excessive absences. Parents or guardians of excessively absent or tardy students will be contacted by the school in order to try to correct the student's attendance problem.

For purposes of the Policy, “**habitual truant**” means a child of compulsory school age enrolled in a District school who is absent from school without legitimate excuse for ~~five (5)~~ **thirty (30)** or more consecutive school ~~days~~ hours, for ~~seven (7)~~ **forty two (42)** or more school ~~days~~ hours in a school month, or for ~~twelve (12)~~ **seventy two (72)** or more school ~~days~~ hours in a school year; if the definition of “habitual truant” that currently appears in section 2151.011 of the Revised Code could change in the future, the definition of habitual truant for purposes of the Policy shall automatically likewise change to conform to the new statutory definition.

The following intervention strategies may be used, where appropriate, in dealing with a habitual truant:

1. Counseling of a habitual truant under the auspices of the District's guidance counseling program.
2. Development and implementation of a truancy intervention program for a habitual truant, tailored to the particular circumstances of the case (likely a “contract” with “make up” time provisions).
3. Informal hearing with Juvenile Court to assist in carrying out #2 above.
4. Requesting or requiring that the parent, guardian, or other person having care of a habitual truant attend parental involvement programs (including any programs adopted under Sections 3313.472 or 3313.663 of the Revised Code.
5. Requesting or requiring that the parent, guardian, or other person having care of a habitual truant attend a truancy prevention mediation program.
6. Notification of Ohio's Registrant of Motor Vehicles under Section 3321.13 of the Revised Code.
7. Taking legal action under Sections 2919.222, 3321.20, or 3321.38 of the Revised Code.

In all cases, the first and preferred course of action will be counseling under Strategy 1 above. The use of Strategies 2, 3, 4, or 5 will be assessed case-by-case and must include the input and concurrence of District Superintendent or designee. Only the Superintendent may authorize the initiation of action under Strategies 6 or 7 above.



This policy is not intended to limit the duty or authority of any District employee to respond to pupil truancy in the normal course of providing educational services to pupils on a day-to-day basis, and all District employees are, in fact, encouraged to confront and appropriately respond to any particular pupil's truancy upon the first evidence of such a problem irrespective of whatever the pupil qualifies as an habitual truant within the meaning of this policy. Penalties under the Ohio Revised Code for parents/guardians of truant students may be as high as a fine of \$1,000.00 and six months in jail.

(Adoption date: November 18, 2004)

Revised: June 18, 2015

### **Approved Authorization for absence**

The Board of Education essentially believes only absences excused by law should be excused. However, if the school is notified in advance of other types of absences (hunting, family trips, graduations, etc.), approved authorization may be obtained. Requests must be submitted in advance to the date of absence(s). Approved authorization means the school has been notified, arrangements have been made to make up work missed, and the absence will be excused up to a maximum of ~~five (5) absences~~ **thirty two (32.5)** for the 9-week period. All days hours that exceed ~~5~~ **32.5** will have to be made up. Each request will be considered on its merit by the principal and the respective teacher(s).

If a student has had excessive absences, will miss work which cannot be made up, has a poor conduct record, is in danger of failing, etc., authorization may be denied. Any work missed by students with approved authorization will not be re-taught. The student will be responsible, and the parent/guardian ensures, that all material and assignments are completed before returning to school.

A form for approved authorization and the conditions under which it is issued must be obtained from the office, filled out and returned prior to the dates of absence. No prearranged authorized absence request will be considered that causes the student to violate the "5-day rule."

Each individual student is responsible for knowing how many days of absence he/she has in relation to the "five day rule" and other milestone days of absence. Students are encouraged to keep this record in their Agenda book.



### **Early dismissal request**

When it becomes necessary for a student to leave the school grounds during the school day, permission from the principal's office is required. An early dismissal request should be in the form of a note signed by the parent or guardian. The note should be sent to the office at the beginning of the school day. In emergency situations, a phone call to the office from the parent/guardian will be accepted.

### **Excused absence and making up work**

School work missed during an excused absence may be made up and credit given. Upon return to school from any absence, it is the student's responsibility to check with their teachers for any make up work and due date. Time allowed for make-up work, assigned while absent, will be the days absent plus one day. If a student is present the day before an advanced assignment or project is due, and absent only for the next school day, they are expected to turn in the assignment or project upon return to school.

Homework or tests not completed within the allotted days may result in disciplinary action and the student may be assigned after school detention or In School Suspension to complete the assigned make up work. Failure to complete this make up work during the time served will result in the work being recorded as a "0" and may result in additional disciplinary action, such as lunch detention or in school suspension.

Students will be expected to make up work on their own time and not during class time with the exception of study hall. Students on a delayed start schedule will be required to make up work during an intervention period or study hall.

### **Extracurricular attendance**

Students participating in extracurricular activities must be in attendance four (4) consecutive periods on the day of the activity in order to be eligible to participate. **Students that are unable to be in attendance four consecutive periods must have previously arranged with either the athletic department or the Principal for an approved absence to be able to participate that evening.** Students who are excused from school for illness will **NOT** be permitted to return for participation or attendance at extracurricular activities that evening.



### Suspension from school

A student who is suspended from school is expected to complete work to stay current with their classes and receive up to a maximum of 50% credit. If no work is made up, a grade of 0 will be entered for those assignments. Work will be prorated when graded. Work that is partially done or done incorrectly, will be that percentage of the 50% credit. For example, 10% correct or completed will be 5% credit, 20% correct or completed will be 10% credit, work 50% correct or completed will be worth 25% credit, etc. A passing grade will be worth the 50% credit maximum. Work that is not completed, could result in a 0 or a lunch detention until completed.

### Tardy to school and class

Students are tardy when they arrive after 8:03 or after 10:03 am (a two hour delay at the beginning of the school day. Tardy students must report to the office for an excuse to be admitted to class. **Tardy time accumulated will also be tacked on to a student's hours' absent during the school day.** Tardiness due to medical appointments, school related events, and other reasons the principal deems appropriate will be excused. Students riding late buses will not be counted as tardy.

Students who are tardy more than **three (3)** times during the quarter shall be disciplined as follows:

**4<sup>th</sup> tardy** = One (1) detention

**5<sup>th</sup> and 6<sup>th</sup> tardy** = two detentions each

**7<sup>th</sup> tardy** = 1 days AI (progressive 3, 5 days for 8<sup>th</sup> and 9<sup>th</sup>)

**Successive tardies** = Suspension from school and referral to Juvenile Court

**Doctor's excuses and legal appointments are exempted from the provision of the policy.** Any student reporting to school after 8:00am, or 10:00 am for delayed start students, will be considered tardy and must report to the office to sign in and receive a pass to class.

### Unauthorized absence and making up of schoolwork

Students with unexcused absences (truancy) may make up work to stay current with the class but will receive no credit for classes missed due to an unexcused absences.





## College / Vocational School visits

A junior or senior is permitted to have ~~three~~ **four** excused absences (**counted as a school related absence**) for a visit to a college campus or vocational school to investigate enrollment. **A freshman or sophomore will be permitted to have three excused (counted as school related absence) for a visit to a college campus or vocational school to investigate enrollment.** Pre-approval through the Guidance Office is required. In order to receive approval, the student must present a note signed by parent or guardian to the counselors indicating the date of the visit and the college. The student will receive a form to be completed by the Admissions Department of the college during the visit. The form must be returned to the Attendance Secretary upon return to school.

## Military visits

A student is permitted to have (3) three excused absences for visiting a sibling or immediate family member. The authorization form must be completed before the visit and signed by a principal. Documentation must be submitted to the school secretary within three days stating the date of the visit, relationship to the student, and the parent/guardian name(s) that is accompanying the student to the visit.

### **BELL SCHEDULE FOR 2017–2018**

**Students Enter 7:30**

<b>Period 1</b>	<b>8:00 – 8:46</b>
<b>Period 2</b>	<b>8:49 – 9:29</b>
<b>Period 3</b>	<b>9:32 – 10:12</b>
<b>Period 4</b>	<b>10:15 – 10:55</b>
<b>Lunch A (10,12)</b>	<b>10:58 – 11:28</b>
<b>Exp B</b>	<b>11:31 – 12:08</b>
<b>Exp A</b>	<b>10:58 – 11:35</b>
<b>Lunch B (9,11)</b>	<b>11:38 – 12:08</b>
<b>Period 5</b>	<b>12:11 – 12:51</b>
<b>Period 6</b>	<b>12:54 – 1:34</b>
<b>Period 7</b>	<b>1:37 – 2:17</b>
<b>Period 8</b>	<b>2:20 – 3:00</b>

### **TWO HOUR DELAY SCHEDULE 2017–2018**

**Students Enter 9:30**

<b>Period 1</b>	<b>10:00 – 10:32</b>
<b>Period 2</b>	<b>10:36 – 11:01</b>
<b>Lunch A / Exp. B</b>	<b>11:04 – 11:34</b>
<b>Lunch B/Exp A</b>	<b>11:36 – 12:06</b>
<b>Period 3</b>	<b>12:09 – 12:35</b>
<b>Period 4</b>	<b>12:38 – 1:04</b>
<b>Period 5</b>	<b>1:07 – 1:33</b>
<b>Period 6</b>	<b>1:36 – 2:02</b>
<b>Period 7</b>	<b>2:05 – 2:31</b>
<b>Period 8</b>	<b>2:34 – 3:00</b>



## **BEVERAGES OR SNACKS IN THE SCHOOL BUILDING**

In staying within the guidelines of the recently passed Senate Bill 210, there is to be **no open containers** of beverage in the hallway **or brought into school**. Only sealed purchased cans or bottles of water and pop or other legal beverage can be brought into the building. If a sealed bottle or can is opened upon entering the commons and the beverage cannot be resealed, the beverage must be consumed or disposed of before entering the hallways. (This applies to coffee, energy drinks and water bottles brought from home.) Each individual classroom teacher has the discretion to allow beverages in the classroom unless identified in a Care Plan, an IEP or a 504. Coffee in a container with a plastic lid may not be brought into school. No candy or snacks will be sold during the school day.

## **BUILDING SCHEDULES**

When students arrive in the morning, they should report to designated areas (**commons/auditorium**). Students should not arrive at school before building opening times and will not be supervised prior to building hours listed. For Buckeye Trail High School, the hours of operation are 7:30 – 3:00.

### **Before School**

All students are to enter the building immediately upon arrival to school, regardless of method of transportation. All students are to report to the commons/auditorium. Congregating in the parking lot, in front of the building doors, or in the entrance areas is prohibited.

At 7:57am all students are to report to their first period class, attend to business in the office, get make up assignments, go to lockers or locker rooms, etc. At 8:00 all students are to be in class. Students reporting to school after 8:00 am will be marked tardy, and subject to the Student Code of Conduct.

**Delayed start students may have to return to school at 8:00 if a combination of accumulated tardies and absences reach five in the nine-week period.**

### **During School**

Students are to remain at school unless they have an authorized excuse which falls under one of the seven reasons for excused absences (see attendance policy).



Requests for early dismissal must be turned in to the office between 8:00 -8:10 a.m. and 10:00 -10:10 a.m. for delay start students. Requests for early dismissal due to illness must be approved by the Principal or designee.

Any student who leaves school without authorization will be considered unexcused and subject to the Student Code of Conduct.

### After School

Upon dismissal from school at 3:00, students are to leave the building, unless they have a practice, meeting, or other supervised activity which meets after regular school hours. These students are to report to their activity area as soon as possible. Students are not to congregate after school in unsupervised areas, in front of the building, or in the parking lot. Students may not stay after school unless the supervisor or coach is present.

### Two Hour Delay

This schedule is to be used when the start of school is delayed two hours for inclement weather or other reasons. There are no class or organization meetings during homeroom on these days.

### **BOOK BAGS**

Students are ~~not~~ permitted to carry **East Guernsey Local School District issued** book bags/chromebook bags/sling bags to class or in the hallway ~~(except to PE)~~ during school hours. **All other** book bags and sling bags are to be stored in lockers or designated areas.

### **BUS CONDUCT**

As a school district, we strive to seek ways and methods to make bus transportation as safe as possible for all. This safety concern can only be successful with the cooperation of parent. With your help and support, we hope to avoid accidents and injury.

Any disruptions, rowdiness, or acts by students which jeopardize the safety of others will not be tolerated. The bus driver is in charge of students transported on his/her bus. Students will show respect and use appropriate language in their interaction with the bus driver. The driver has full authority to enforce all bus rules in conjunction with the district wide Code of Conduct.



1. Unsafe behavior at bus stop – any behavior which threatens life, limb, or property of self or another.
2. Unsafe behavior on bus – being out of seat while bus is in motion, not sitting properly in the bus seat; turning around in the seat; leaning into aisle or blocking aisles or exits; throwing or passing objects; extending hands, arms, head or objects out windows; using loud or vulgar language.
3. Failure to comply – failure to obey the driver promptly and respectfully; not sitting in assigned seat.
4. Operating windows without permission of the driver.
5. Eating, chewing gum, or drinking liquids on the bus.
6. Discarding refuse on the bus.
7. Carry-ons – only objects which fit in laps. Toys, sports equipment, etc., must be in sack or duffel bag. No glass items or animals of any kind may be brought onto the bus. Cell phone use is prohibited on the bus.
8. Written permission is required to ride a bus other than the regularly scheduled bus, or to enter/exit somewhere other than designated stop. Office approval is required.
9. Violation of the School Code of Conduct.
10. Loading and unloading – Students will:
  - a) Arrive at bus stop at least 5 minutes before scheduled arrival time;
  - b) Wait in location clear of traffic and away from where the bus stops;
  - c) Walk on the left side of the road facing oncoming traffic when approaching;
  - d) Cross at least 10 feet in front of the bus when going to the opposite side of the road.

Some buses are equipped with a surveillance camera. Cameras may periodically be in use while students are on the bus. Surveillance cameras are for administrative use only and, due to confidentiality issues, available for viewing by only school administrative personnel.

Students who receive a bus conduct report will meet with the transportation supervisor, the Principal or his/her designee. Students are afforded Due Process in matters of bus disciplinary referrals. Some incidents of bus misconduct, such as fighting, insubordination, profanity, etc. may have Code of Conduct and/or Bus Conduct consequences.

### **General Guide of East Guernsey Bus Discipline Consequences**





The following discipline consequences are a general guide. The severity of the offense may/will determine the severity of the consequence, based on the principal or designee judgment.

**Step 1:** verbal warning.

**Step 2:** written warning, signed and returned to the bus driver by the parent, with a copy given to the school for the student's file.

**Step 3:** written referral sent to the Transportation Supervisor, Principal, or Designee. A conference is held with the student and the parent is notified.

**Step 4:** Three days off the bus.

**Step 5:** Five days off the bus.

**Step 6:** Ten days off the bus.

**Step 7:** Recommendation for bus suspension for the remainder of the school year.

### **CAFETERIA RULES AND REGULATIONS**

East Guernsey Schools operate a free and reduced lunch program in cooperation with the federal government. Forms are available from the school office if needed. All requests are confidential. Information from free and reduced lunch forms may be used to determine federal program eligibility. Students participating in the free or reduced program from the previous year will continue to be eligible until new forms are distributed in September. A cafeteria-style lunch is served every day and free breakfast is available. Milk is available as a lunch supplement. In an effort to promote healthy eating habits, the East Guernsey Local School District will provide students with a healthy meal daily. In order for students to buy extra items a tray must be purchased first.

**Lunch 9-12 \$3.00, Adult Lunch \$4.00, Milk \$0.50**

All students are expected to eat lunch at school and will not leave school grounds during the lunch hour. Students will be permitted to bring their lunches and to purchase milk and incidental items. Buckeye Trail High School operates a closed lunch (students are not permitted to leave school for lunch).

Students are encouraged to pay on their lunch account upon entering the building and before 8:03 a.m. Refund of any balance exceeding \$3.00 in a student's lunch account may be requested within 30 days of graduation or withdrawal from the district. Due to Federal Lunch Procedures, no outside food is permitted to be served during lunch. Nothing is to be sold in competition with the food program during lunch period. Prior permission is needed for lunch parties and deliveries. "A la carte" items are individually priced and can be purchased after purchase of



the Class “A” federally subsidized lunch. **Student charge accounts are not to exceed \$10 credit or balance due.** Students cannot charge a la carte items unless there is money on their account.

Breakfast is given to all students free of charge through the federal reimbursement program. For lunch, students are to report directly to their seats in the Commons. They will be called to the serving line by faculty monitors. Students are expected to keep the commons and building neat and clean. Pick up your trash and dispose of it at the nearest trash container. Breakfast will be available to all delay start students from 8:30 – 8:45 a.m. in the commons.

### **CAREER CENTERS**

Buckeye Trail students have the opportunity to enroll in career and technical education programs at the Career and Technology Centers. Details may be obtained from the Guidance Office.

### **CHANGE OF ADDRESS**

It is the responsibility of the students and parents to report any change of address or phone number to the office.

### **CHROMEBOOK USE**

It is the responsibility of the student to bring his/her chromebook to class daily. It is also the student’s responsibility to have the chromebook fully charged. The school will not give students a loaner for the day, unless it is a school testing day or repair is being made to the student’s chromebook. Teachers will have the option to lend a student a chromebook. Teachers may have one or two chromebooks in their classroom and it must not leave that particular classroom. Students who repeatedly do not have their chromebooks or the chromebook is not charged fully may have to serve a lunch detention.

### **CUSTODY ORDERS**

When a new custody order becomes effective or a current order is modified, an updated copy of the entire agreement needs to be provided to the school.

### **CODE OF CONDUCT**

The items in this code are inclusive for all students properly under the authority of school personnel during a school activity, function, or event. This includes all students on campus as well as both campuses of the Mid-East Center and Technology Center and students provided services under the other educational



options.

The provisions of this Code apply on all property owned or controlled by the District's Board of Education. Such provisions also apply to student misconduct off property owned or controlled by the Board that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Such provisions also apply to student misconduct, regardless of where it occurs, that is directed at a District official or employee or the property of a District official or employee.

The items in this code are in effect during normal school hours, hours of a normal school function, or hours outside of the normal day, where contact is made by students and school personnel of a school-related nature, either on or off school grounds.

All members of the school staff are to be free from harassment on or off school grounds regardless of time of day, time of year, or location. This includes misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee. This includes, but is not limited to, verbal and/or physical assault or harassment, and damage to personal property.

A violation of any part of this code may result in disciplinary action including: verbal or written warning, student-teacher conference, student-administrator conference, student-counselor conference, student-parent-counselor conference, and/or student-parent-administrator conference, rearrangement of class schedule, removal of privileges, removal from class or school, assignment to detention, In School Suspension (AI), Suspension from school to the maximum of ten (10) school days, expulsion and/or juvenile court referral. Common disciplinary actions are as follows:

**Detention** is assigned for after school (3:00 pm – 4:00 pm) or lunch detention for the duration of the lunch period. Two (2) lunch detentions are equivalent to an after school detention. Failure to attend detention may result in In School Suspension. The detention form must be returned within three (3) days to the assigning teacher. Also, the detention must be served within seven (7) school days. Detentions are held Monday thru Thursday (and some designated Fridays)



during the school week. Chromebooks may not be used by students while they are in detention, unless they are needed for legitimate school assignments. Lunch detention may be assigned in lieu of after school detention.

**Friday School.** Friday School is an alternative to out-of-school suspension for certain violations. Students who are having problems with attendance may also be assigned to Friday School. Friday school occurs after school on Fridays until 6 pm in a designated area. There will be no Friday School on the Fridays when school is not in session.\* *Not reporting for Friday School will result in additional consequences, unless excused by a school official.*

**Alternative Intervention** is in-school suspension. A student may not attend school events (home or away), or be on school property after school hours during the time or day of an AI assignment. On one (1) day of A.I. suspension, students will not be permitted to attend practice or games nor be on school property after school hours. Three (3) or more days of A.I. suspension will result in the student not being allowed to participate after school for all days serving except the last day of suspension. An AI suspension (in school) does not affect extracurricular activities on Saturday or Sunday, or over an extended vacation period (Christmas, Easter, Thanksgiving, etc.) Students serving AI spend part of a day, a day or days in the AI room and do school work for which they receive credit. Violations of the Code of Conduct or AI rules may result in additional AI time, suspension, and/or referral to Juvenile Court.

**Suspension (out of school)** from school means a student may not attend school, school events (home or away), or be on school property during the time of suspension, this includes Saturday, Sunday and during an extended vacation period. A student may be suspended for up to ten (10) school days. A student who is suspended from school will be given the opportunity to complete work for a minimum of 50% credit. Students who receive a suspension of ten (10) days or longer, or who have received multiple suspensions, may appeal to have their out of school suspension reduced, if they agree to an appropriate counseling program or evaluation. Such appeals will be dealt with on an individual basis, and in strict confidence. **Expulsion** from school means a student may not attend school, school events, or be on school property during the time of expulsion. Students expelled can make up school work but do not receive full credit for the work. Work that has been completed while a student is suspended, will receive a minimum value of





fifty (50%) for the made up assignment. Makeup work must be turned in on the day that the student returns from the suspension. Tests and quizzes that were given while a student has been suspended, must be made up by the end of the 2nd day that the student has returned for a minimum credit of fifty (50%). Expulsion may result in the loss of credit for courses taken at school, the Career Center, or at any college or university, under the College Credit Plus Option. Only the Superintendent can expel a student.

While an expulsion is normally for a period not to exceed the greater of 80 school days or the number of school days remaining in the semester, Ohio law authorizes the extension of an expulsion under some circumstances and, if fewer than 80 school days remain in the school year, the Superintendent may apply any remaining part or all of the expulsion to the following school year.

Notwithstanding the preceding paragraph, where a student brings a firearm or a knife to school or onto other property owned or controlled by the District or to a school program or activity, the normal expulsion period is one (1) year. The Superintendent may also expel for one (1) year a student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat or who, while at school or on property owned or controlled by the District or at a school program or activity, commits an act that is a criminal offense when committed by an adult and that results in serious harm to persons and/or property. However, the one-year expulsion period for offenses identified in this paragraph may be reduced by the Superintendent, in his/her discretion, in light of such factors as: the age and maturity of the student; the magnitude of the harm caused or threatened by the student's conduct; and/or an extraordinary circumstance that mitigates the student's misconduct.

Ohio law also provides for the permanent exclusion from District schools of a student who, at age 16 or older, commits any of the following acts:

- illegal conveyance or possession of a deadly weapon or dangerous ordnance or object indistinguishable from a firearm in a school safety zone.
- carrying a concealed handgun, weapon or dangerous ordnance.
- possession of a controlled substance.
- murder, involuntary or voluntary manslaughter, felonious or aggravated assault, rape, or gross sexual imposition.
- complicity in any of the above.

The permanent exclusion of a student is addressed in Section 3313.662 of the Ohio Revised Code and related statutes.



## **Appeal Procedure**

Suspensions: Should a student or a student's parent(s), guardians, or custodians choose to appeal the principal's suspension, he/she must do so within five (5) calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s), guardians, custodians or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Expulsions: Should a student or a student's parent/guardian/custodian choose to appeal the Superintendent's expulsion, he/she must do so within fourteen (14) calendar days of the notice of expulsion. The appeal shall be in writing and made to the District Treasurer. At the request of the student or of the student parent/guardian/custodian or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

## **CODE OF CONDUCT DESCRIPTIONS BY NUMBER OF VIOLATIONS**

A student shall be held in violation of this code when the student has participated in:

### **1. Disruption**

Disruption or obstruction is the result of any type of misbehavior that interrupts the learning, teaching, or coaching processes, interference with the rights of others to enjoy a performance of a school sponsored or school sanctioned activity whether curricular or co-curricular, or threatens the general safety or well-being of students, employees, and community.

### **2. Vandalism**

Physical damage or defacement to school or private property, including littering. Physical damage or defacement to school property or school personnel's private property is prohibited. Physical damage, whether intentional or unintentional, is any action that leads to the property's replacement, repair, cleaning, or comparable restorative actions. Littering, whether intentional or unintentional, is also prohibited.



### **3. Theft**

Theft of school property or private property. Theft of school property, school employees property, or private property is taking into one's possession or use, property that is not one's own or allowing another to take into possession or use someone else's property while by word or action leading them to believe the property was under your care and/or supervision. Theft of information, copyright infringement, or unauthorized duplication is prohibited.

### **4. Fighting**

Fighting, hitting, unauthorized touching. Fighting is any verbal or physical combative behavior that disrupts the tranquility of a proper educational atmosphere or the orderly conduct of an activity.

### **5. Sexual Harassment**

Sexual harassment is prohibited as inappropriate, offensive, and detrimental to the creation of a healthy educational environment. Sexual harassment may include, but is not limited to the following: 1) unwelcome sexual flirtations, touching, advances, or proposition; 2) verbal or physical abuse of a sexual nature; 3) graphic or suggestive comments about an individual's dress or body; 4) use of sexually degrading words to describe an individual; 5) sexual or obscene jokes; 6) offensive remarks referring to sexual orientation; 7. Violence in a dating relationship.

### **6. Assault/Physical Attack**

Any physical attack by a student upon another or others or any threat to cause physical injury to another.

### **7. Weapons or Look Alikes**

Transmission, concealment, creation, handling, or use of dangerous weapons and/or dangerous instruments. Any object has the ability to become a weapon or dangerous object when misused or handled in a manner that becomes threatening to the safety of others whether that threat is real or reasonably believed. Students are not to have in their possession at or during school, on the bus, in their lockers, or on their person any weapon or dangerous instrument. This includes, but is not limited to: hand, starter, air, paint, pellet, squirt guns or water pistols, or any type of gun; knives of any type; any object that is indistinguishable from a firearm; or any other object that by its nature or use can be defined as dangerous. Violation is a 10-day suspension from school and a recommendation for expulsion.

### **8. Controlled Substances or Look Alikes**

Possession, use, (including evidence of consumption) buying, selling, offering, transmission of, or concealment of alcoholic beverages, illegal drugs, narcotics,



controlled substances, or any mind altering substances, including counterfeit drugs and related tools, or “look-alike” drugs, or “over the counter” drugs (such as aspirin, acetaminophen, Tylenol, etc.). Also, included are suspect “inhalants”. Any substance that one student may lead another to believe to be a mind-altering substance is also included in this offense.

The student must inform the school of any prescription or over the counter medicines he/she may be taking, including dosage, frequency, and possible side-effects. A form is available and must be filled out by both the parent and doctor and filed with the school nurse for both the prescription and nonprescription medication. Authorized school personnel can dispense the medication to the student.

Students are not to give, possess or receive medication of any kind, including aspirin or acetaminophen. Violations are assessed by the Building Administrators and may lead to a 10 day suspension from school. A five (5) day reduction and referral to counseling may be available to first time offenders. Multiple violators, and students involved in the use, sale, exchange, and/or transmission of substances may result in a 10- day suspension from school and a recommendation for expulsion.

### **9. Tardiness**

Unexplained absence or tardiness to a class, study hall, assembly, or school. When a student is not present or arrives after the appointed time for a class, study hall, assembly, or school to begin, he/she is to have a written explanation for the absence or tardiness; otherwise they are designated truant.

### **10. Unexcused Absence**

Any absence that is not for an authorized reason is considered as unauthorized. Absences and tardies are considered excessive when they threaten the educational progress of the student and/or show a lack of commitment on the part of the student and/or his/her parent/guardian to avoid the absences or tardies. Unexcused absence and tardiness are considered as truancy. In addition, unauthorized absences include those situations when a student does not sign out properly in the office or sign out without authorization from designated adult staff persons.

### **11. Profanity/Offensive Behavior/Public Display of Affection**

Offensive language or behavior is any communication, written, verbal, physical or implied, that by its denotation, connotation, or tone can be reasonably construed to be profane, obscene, shocking to sensibility, or in poor taste. Included is any





language, communication, or act that is personally demeaning, offensive, or in violation of an individual's Civil Rights and human dignity (race, sexual orientation, etc.). Public Display of Affection, such as kissing, hugging holding hands, or placing hands on another student in an inappropriate manner, etc. is not permitted.

## **12. Failure to Follow School Regulations**

All students are expected to follow directions given to them by **any District employee**. If the student did not hear clearly, or did not understand the directions, it is his/her responsibility out of respect for the employee's position to politely ask for the directions to be repeated or rephrased and then it is his/her duty to comply with those directions.

### **Dress code falls under this category of the Code of Conduct**

The District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. The District views the Dress Code as a serious issue and expects parents to promote the observance of this policy.

### **Building administrators have the final decision as to the appropriateness of all clothing and attire.**

Following are guidelines for students:

- a. Vulgar, illegal, evil, (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited. Evil, intimidating, or hostile contact lenses, as identified by the administration, will not be permitted in the school setting.
- b. Hats (or other head coverings or hoods) and sunglasses will not be permitted to be worn inside the school building unless approved by a **building principal, a physician and/or the school nurse. Special events such as "Hat Day" will be determined by the building principal, and what constitutes as an appropriate hat/headgear will be determined by the building principal.**
- c. Shorts and skirts will be no shorter than the middle of the thigh. This midpoint is the arbitrary decision of the **principal administration.**



- d. Shirts and tops will be no lower than one inch below the collarbone, must cover the shoulder and be long enough to cover the student's waistline. Boys must not have excessive cutout shirts on the side or rib cage. Boys and girls shoulders must be covered by the shirt. The principal has the discretion to determine what is appropriate for cutout shirts.
- e. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered. There can be no rips or tears above the knee cap on jeans or pants. Tape must be obtained to cover the holes in pants that are above the knee. Stretch pants or yoga pants must be covered by an upper garment (shirt, sweatshirt, sweater, etc) over the rear end.
- f. Oversized clothing, which compromises the safety of students, is not permitted. Pants must be worn at the appropriate height for the school setting.
- g. Appropriate and safe shoes or sandals will be worn at all times.
- h. **Visible body piercing** is prohibited (other than ears and small single nose stud)
- i. **Offensive tattoos** are prohibited and must be covered by clothing. Students may not wear bandages to hide prohibited body piercing or tattoos. Students who violate the Dress Code rules may receive a detention, AI, and finally suspension (in progressive order). **Students may not attend class until the dress code violation is corrected-** they will be assigned A.I. Students will be required to call home for proper attire, borrow from a classmate, or make clothing compliant to the dress code, or they must report to A.I.
- j. abnormally colored hair will not be permitted in school, such as (orange, bright red, green, purple, blue, or any color deemed inappropriate by the principal).

### **13. Unsafe Behavior**

Unsafe behavior is any action that by its nature threatens the safety or well-being of a student and/or others.

### **14. Academic Integrity/Cheating/Plagiarism**

Any means by which a student gains an unfair advantage over other students in any type of assessment is cheating. Presenting someone else's work as one's own in order to obtain a grade or credit is cheating. Cheating also includes, but is not limited to, copying other's assignments, quiz or test answers, and plagiarism.

*According to the Council of Writing Program Administrators, plagiarism is submitting someone else's text as one's own or attempting to blur the line between one's own ideas or words and those borrowed from another source, and carelessly or inadequately citing ideas and words borrowed from another source. (Plagiarism can include but is not limited to copying information from the internet including internet pictures, information from books and information from another*



*student's work*).

### **15. Falsification**

Any act of providing false information, lying, or misrepresentation of the truth; the act of falsely reporting incidents, making accusations or giving statements to school personnel which may adversely affect the welfare of others. This includes, but is not limited to, false absence excuses, false passes and false communications.

### **16. Disrespect/Insubordination**

The District is committed to providing a safe, friendly learning environment. Each student is expected to respect the community and school in the same manner that the community and school respect each student. Students are always to comply with a reasonable request of an East Guernsey employee in a supervisory position. Insubordination is a behavior that shows lack of regard for the authority of any employee or volunteer of the District. Disrespect is a behavior that shows a lack of regard toward the employee or volunteer.

### **17. Unauthorized use of fire or possession of fire creating items**

Unauthorized use of fire, and possession of instruments used to create fire, is prohibited. False alarms of any type, including fire and/or bomb, are prohibited and subject to prosecution.

### **18. Hazing/Harassment/Threatening**

Buckeye Trail High School is a Threat-Free Zone.

a) Hazing is doing any act or coercing another, including the victim, to do any act of initiation into any group or organization that creates risk of mental or physical harm.

b) Harassment is defined as intimidation by continual threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice, or to have the effect of insulting or stigmatizing an individual. The use of racial slurs and name calling is a violation of this policy.

c) Threatening is the act of using various means to intimidate or coerce another. Students are not to threaten or urge another student or person to threaten any student, teacher, or other school employee or visitor. Any student who threatens the life ("fatal threat") of another student, teacher, school employee or visitor, especially using the word "kill", faces a 24-hour emergency removal from school, an out-of-school suspension (10 days) and a recommendation for expulsion.

Any student, teacher, school employee or visitor, who believes they have been



hazed, harassed, threatened, bullied or are a victim of cyber bullying should report the incident to a teacher, guidance counselor, social worker, principal or superintendent. The incident will be investigated promptly, and if verified, a combination of disciplinary consequences, possible law enforcement referral, and/or counseling will be directed for the perpetrator(s). Victims will be provided counseling as needed.

### **19. Possession of Tobacco in any Form**

A student is not to have any tobacco product on their person, or in a school locker, or their vehicle parked on school property while attending school or school events. A student is not to possess, use or transport any tobacco product while on school property or at a school sponsored event. This includes e-cigarettes or look alikes that are developed to deliver tobacco/nicotine or any look alike substance, this includes steam or fog.

### **20. Excessive Rough Play/Pushing/Unsuitable Conduct**

Conduct unsuitable for the school environment, which includes but not limited to: extreme rough play, pushing, shoving, horse play and/or excessive physical contact.

### **21. Bullying and cyberbullying**

Bullying and cyberbullying are acts which are forms of harassment, intimidation, and coercion. Stay Away Agreements (contracts) will be used by the principal for a designated period of time while a bullying accusation is being investigated.

#### **BULLYING: DEFINITION**

*"Bullying" means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:*

- 1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; **or***
- 2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.*

*This conduct is considered bullying **if** it:*

- 1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; **and***
- 2. Interferes with a student's education or substantially disrupts the operation of a school.*

### **22. Gambling**





A student is not to engage in any form of gambling.

**23. Forgery Falsification or Defacement of Records**

A student is not to use or sign the name of another person and shall not falsify or deface any school record.

**24. Abuse of Computer Hardware/Software**

A student shall not abuse the District’s computer hardware or software, tamper with computers or computer programs, or make unauthorized copies of computer software. Also, a student shall not violate the District’s Acceptable Use and Internet Safety Policy.

**25. Leaving School Premises**

A student shall not leave school premises when obligated to be in school unless authorization to leave is obtained. In addition, a student is not to be in an unauthorized or improper area of a school away from proper supervision.

**26. Other**

Any conduct not specified above that disrupts or interferes with good order, the operation of school programs, or the educational process, including any incident that poses a threat to the safety of persons or property

**All student violators will receive Due Process and be entitled to a hearing, and/or an appeal of disciplinary action. The discipline consequences, which accompany the Student Code of Conduct, are a general guide. The severity of the offense may/will determine the severity of the consequence, based on the principal or designee judgment**

**2017-2018 DISCIPLINARY CONSEQUENCES  
(A GENERAL GUIDE)**

Code of Conduct	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Subsequent Offenses
1. Disruption	1 day AI	3 days AI	5 days AI	Suspension and court referral for chronic behavior Possible rec. for expulsion



2. Vandalism	3 days AI, Restitution and replacement	5 days AI, Restitution and replacement	10 days AI, Restitution and replacement	Suspension and court referral for chronic behavior Restitution and replacement Possible rec. for expulsion
3. Theft	3 days AI, Restitution and replacement	5 days AI, Restitution and replacement	10 days AI, Restitution and replacement	Suspension and court referral for chronic behavior Restitution and replacement Possible rec. for expulsion
4. Fighting	<b>Verbal</b> – 3 days AI  <b>Physical</b> – 5 days Out of School Suspension	<b>Verbal</b> – 5 days AI  <b>Physical</b> – 10 days Out of School Suspension and possible Rec. for Expulsion	<b>Verbal</b> – 3 days Out of School Suspension  <b>Physical</b> – Recommendation for Expulsion and/or Court referral	Suspension and court referral for chronic behavior  Possible Rec. for Expulsion



5. Sexual Harassment/ Inappropriate touching	3 days AI	5 days AI	3 days Out of School Suspension	Suspension and Court Referral for chronic behavior Possible rec. for Expulsion
6. Assault/ Physical Attack	Possible 10 days Out of School Suspension, possible Expulsion and possible Court referral	10 days  Out of School Suspension, Rec. for Expulsion and Juvenile Court referral	Expulsion	
7. Weapons/ Look Alike	Possible 10 days Out of School Suspension and Rec. for Expulsion	10 days  Out of school Suspension and Expulsion. Juvenile Court referral	Expulsion	
8. Controlled Substances or Look alike	<b>Transmission/ Use</b> 10 days Out of School Suspension Rec. for Expulsion  <b>Possession</b> 10 days Out of	<b>Possession</b> 10 days Out of School Suspension Rec. for Expulsion	Court referral	



	School Suspension 5 day buy back with evaluation/counseling			
9. Tardies	Detention (#4,5)	Two Detentions (6,7)	1 days AI (#8) Progressive AI for (#8,9)	Suspension and court referral for chronic behavior
10. Truancy	1 Day AI Possible Court referral for Habitual Truant	3 Day AI Possible Court referral for Habitual Truant	5 days AI Possible Court referral for Habitual Truant	Suspension and court referral for chronic behavior
11. Profanity or Offensive Behavior/PDA (Public Display of Affection)	1 Day AI	3 days AI	5 days AI	Suspension and court referral for chronic behavior
12. Failure to Follow School Regulations  Cell phone and any electronic	1 days AI  Verbal Warning (take phone to be picked up at the end of the day)	3 days AI  1 day AI (parent must pick up cell phone or device)	5 days AI  3 days AI - phone use/possession in school will denied	Suspension and court referral for chronic behavior Suspension  5 days AI,





device			for period to be determined	and loss of phone use /possession will be denied for the remainder of the year
Dress Code violation	Correct the violation by changing/covering garment, tape covering or A.I., and verbal warning- student may not return to class unless violation is corrected- will be assigned to A.I. for remainder of the day	Correct the violation by changing/covering garment, tape covering or A.I., and verbal warning- student may not return to class unless violation is corrected- will be assigned to A.I. for remainder of the day	Correct the violation by changing, tape, or covering or A.I., and detention then A.I. is assigned for the next school day	Progressive A.I. Suspension- 3,5 days
13. Unsafe Behavior	1 day AI	3 days AI	5 days AI	Suspension Possible rec. for expulsion
14. Cheating\ Plagiarism	<b>3 Days AI</b> Grade of 0 on assignment Other consequences deemed appropriate by the teacher and principal	<b>5 days A.I.</b> Zero grade on assignment / other consequences deemed appropriate by principal and teacher	<b>3 days Out of School</b> Suspension Loss of Class Credit/ other consequences deemed appropriate by principal and teacher	<b>5 days Out of School Suspension</b> Loss of credit in all classes during the suspension time, other consequences deemed appropriate by principal and teacher



15. Falsification	1 day AI	3 days AI	5 days AI	Suspension Possible rec. for expulsion
16. Disrespect/ Insubordination	1 day AI	3 days AI	5 days AI	Out of School Suspension Possible rec. for expulsion
17. Fire, Lighters, Matches, etc	3 days AI or Out of School Suspension Restitution and replacement	5 days AI or Out of School Suspension Restitution and replacement	10 days Out of School Suspension Restitution and replacement Rec. for expulsion	Possible court referral
18. Hazing/ Harassment Threatening	3 days AI  24 hour removal from school Possible 10 days Out of School Suspension and possible Rec. for Expulsion	5 days AI	5 days Out of School Suspension	Progressive Suspension Possible court referral Possible rec. for expulsion  Court referral
19. Tobacco, E-Cigarettes, Look Alikes, etc	3 days Out of School Suspension (Buy back of grade reduction for	5 days Out of School Suspension	10 days Out of School Suspension	Out of School Suspension Possible rec. for expulsion Possible



	documented attendance at Smoking Cessation Program)			court referral
20. Excessive Rough Play/ Pushing/ Unsuitable Conduct/	1 day AI	3 days AI	5 days AI	Suspension and court referral for chronic behavior Possible rec. for expulsion
21. Bullying/ Cyber Bullying	3 days AI	5 days AI	5 days Out of School Suspension	Possible court referral
22. Other: Computer Privilege Abuse and/or Cell phone misuse (video recording and/or forwarding pictures or documents) <b>Failure to Attend:</b>	To be determined based on the nature of the offense (lunch/after school detention, AI. or suspension) 3 days AI <b>Detention = 1 Day AI</b>	5 days AI <b>1 Day AI = 3, 5, 10 Days AI (Progressive per Offense)</b>	Suspension (Progressive)	Suspension Possible rec. for expulsion



Dances are sponsored by student activity groups and are open to BTHS students, and their guests. Guests must be pre-registered and approved by the principal/designee one week prior to the dance, and are expected to conform to the rules and regulations of the school. Misbehavior at dances will be the basis for suspension of dance attendance privileges for the year. Students must be in at least, High School, and also under 21 years of age.

Students must be in attendance four (4) consecutive periods during the day (unless permission arranged with the Principal in advance) to attend an after school dance.

### **DISCRIMINATION GRIEVANCE PROCEDURE**

For resolution of complaints alleging discrimination due to race, sex, handicap, religion or national origin or other human differences, the following procedure is to be used.

Any employee, student, or parent on behalf of the student who has a complaint and is unable to resolve the issue is to submit the complaint to the compliance officer Title IX Section 504, Superintendent of Schools, Box 128, Old Washington, Ohio, 43768, (740) 489-5190.

### **EDUCATIONAL OPTIONS**

Students may earn academic credit through the following Educational Options. Further information and appropriate forms may be obtained through the Guidance Office. Written approval from the Guidance Counselor and/or Principal is required for all educational options as follows (except where otherwise noted).

**A. Credit Flexibility** Students can take courses online for credit or enrichment through the BT Digital Academy -EGLSD A+ program and the Dual Enrollment Distance Learning Program.

1. Completing Coursework Online courses (such as A+, ODYSSEY,, Virtual Learning, Distance Learning) and courses from other districts or educational agencies
2. Testing out or demonstrating mastery of content area
3. Educational Options-educational travel, independent study, internship, community service, arts performance, sports and others
4. All credit flex applications must be submitted by **September 15, 2016** **September 15, 2017** for the first semester of the **2016-2017** **2017-2018** school year and **January 15, 2017** **January 12, 2018**, for the second semester.





## **B. In-house Independent Study**

1. With prior approval, students may take courses out of study hall that do not fit the master schedule.

## **C. College Credit Plus Options**

1. Students can earn high school and/or college credit by attendance at a two or four year college. Students must be accepted by the college and attend a mandatory counseling session in **February/March, 2017 February/March, 2018**. Prior principal approval is required for all College Credit Plus courses that are being substituted for graduation required courses.

## **D. Job Shadowing**

1. Sophomores, Juniors, and Seniors can participate in a Job Shadowing program. It is a noncredit enrichment course where the student spends one-half day per week, for three weeks with a mentor.

## **E. Early Graduation**

1. Circumstances may arise that make graduating in less than four years of high school in the best interests of a student. If this is the case, parents/students should contact the High School Guidance Office. Applications should be submitted to the Guidance Office no later than the first two weeks of the student's junior year.

## **F. Career Exploration**

1. This program is designed for senior students who experience unique difficulties which hinder them from successfully working toward graduation.

### **ELECTRONIC DEVICES/TAPE, CD PLAYERS, CELL PHONES**

Students are advised not to bring CD players, iPods, MP3s , or electronic devices to school. The school cannot guarantee the safety of these items.

MP3 players, IPODs, or other similar electronic devices are not to be used in any classroom or study hall without permission from the HS classroom teacher. These devices are prohibited in 7th and 8th grade.

Student use of cell phones and other electronic devices in school is permitted prior to 8am and during the lunch groups in the commons. Students using their cellular phones or electronic devices at times other than designated or in locations other than designated by the school administration may be subject to school discipline. Contents of cell phones or electronic devices may be searched if there



exists a reasonable suspicion that it may have been used in an inappropriate manner or in violation of the Code of Conduct. At the Principal's discretion, students' confiscated cellular phones or electronic devices may only be returned to their parent or guardian. Cell phones must be turned off and out of sight during school. Unauthorized use of cell phones by students in school may result in confiscation, and school discipline.

### **ELIGIBILITY; INTERSCHOLASTIC AND EXTRACURRICULAR**

All students must meet academic requirements to participate in all extracurricular and interscholastic activities. Students must pass a minimum of five (5) credits in the preceding grading period to be eligible. Eligibility is determined by the nine week grading period. Semester and yearly averages have no effect on eligibility.

For eligible students to participate in an after school activity they must be present four consecutive periods on the day of the activity. Students in A.I. for one (1) day may not participate in extracurricular activities that day. If a student is suspended for three(3) or more days, the student is ineligible for extracurricular activities for all but the last day of suspension.

### **EMERGENCY DISMISSAL SCHOOL CLOSING/DELAY**

In the event of early dismissal due to calamity situations (impending snow storm, utilities failure, etc.) announcements will be made on local radio (WCMJ) and television stations (WTRF-7, WTOV-9, WHIZ-18) and a call sent to the automated call line. We strongly recommend that you inform your student as to any special arrangements for where your child is to go, if other than home. Make note on the emergency care card and have the student be fully aware of such an arrangement. Please do not count on calling the school with "last minute" instructions as the lines most likely will be busy during such a situation. Once students are dismissed and leave the school grounds, we will not be able to provide supervision. In the event of school closing or delay due to inclement weather or emergency, please monitor the local radio (WCMJ) or television (WTRF-7, WTOV-9, WHIZ-18) or wait for the call to come on the automated call line.

In the event of Delay, stay tuned to WCMJ. The "Delay" means school officials are hopeful that conditions will improve and that school can be held. However, if conditions do not improve, or other information indicates, school may be



canceled.

## **EMERGENCY PROCEDURES**

Students are responsible for knowing the fire, tornado, and lockdown drill procedures in each of their classrooms. Periodic drills will be held to practice safety procedures.

## **EMERGENCY MEDICAL CARDS**

All students are responsible to have an updated Emergency Medical Card on file in the office. Students are responsible to report any changes in emergency medical information. Copies are required for the office, field trip authorization, athletics, and any extracurricular activity, if needed. The deadline for having these cards complete and in the office is ~~August 31, 2016~~ **September 1, 2017**.

## **EQUAL EDUCATIONAL OPPORTUNITY**

The East Guernsey Local Schools do not discriminate on the basis of race, color, age, national origin, sex, or handicapping condition.

## **OBLIGATIONS**

Seniors cannot participate in graduation ceremony if they have a financial obligation to the school district.

## **FERPA (NOTIFICATION ON DIRECTORY INFORMATION)**

In compliance with Federal regulations, the East Guernsey Local School District has established the following guidelines concerning student records.

The Guidance Counselor is the Records Control Officer for each respective building and is responsible for the processing and maintenance of all student records. His office is located at Buckeye Trail High School and can be reached by calling 489-5005.

Each student's records will be kept in a confidential file located at each respective school. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a



complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.

The District has established the following information about each student as "direct information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Office in writing by **August 31, 2017** that he/she will not permit distribution of any or all such information: name, address, and 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; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed. Provisions of the Homeland Security Act should be discussed with the guidance counselor prior to a parent/guardian requesting records not be released.

A copy of the Board of Education's policy and the accompanying District regulations are available at the Central Office. There will also be a person available to answer any questions concerning the policy or regulations.

### **FIELD TRIPS**

Field trips are sponsored by classes or organizations to enhance learning and programs. Students must have a current Emergency Care Card, signed field trip permission form, and payment of fees (as required) in order to participate. All students attending a class, organization member, and/or competing or performing in the activity, must ride the school approved transportation to and from the trip. A set of guidelines regarding field trips will be distributed to students on the first day of classes. The purpose of these guidelines is to guard against interruption of the classroom educational process.

### **FUND-RAISING ACTIVITIES**

Due to the numerous fund raising efforts by many groups within the school district, only school related fund raising is permitted in the building. Non-school groups should not ask students to raise funds in the school during school hours. High school fundraising should not take place in BTES or BTMS. Likewise, only BTHS fundraising activities should be conducted at the high school.

### **GRADE REPORTING**





Interim Reports are given to students to take home in the middle of each grading period to inform parents/guardians of their student's progress and attendance. Grade Cards are given to students to take home at the end of each grading period to report student's grades and attendance. Actual date is one week after the end of the grading period. Grade cards are mailed home at the end of the year. Parents can always monitor their student as to progress made in each individual class by logging on to the Progress Book Parent Access found on the East Guernsey Local Schools website [www.eguernsey.k12.oh.us](http://www.eguernsey.k12.oh.us)

## **GRADUATION REQUIREMENTS**

Graduation requirements are listed as follows. In addition, for students to participate in the graduation ceremony they must be in "good standing" (not suspended, satisfactory attendance, all fees paid, etc.) and attend graduation practice.

### **Credit requirements for 2016 and beyond– 21.5 credits**

Successful completion of Ohio mandated testing is required of all nonexempt students. Please see the Guidance Counselor for the exact course requirements in each subject area, or refer to your scheduling handbook.

### **Honor's Diploma**

The Diploma with Honors is granted by the State Board of Education. For a copy of the criteria contact the Guidance Office.

### **Valedictorian and Salutatorian Criteria**

1. Enrolled for a minimum of three (3) semesters
2. Highest GPA at the end of the third quarter of senior year
3. Meet state guidelines for College Prep Honors Diploma
4. Finish the school year in good standing

## **GUIDANCE**

Guidance services are available to all students for the purpose of scheduling, career planning, counseling, or other personal needs. Transcripts will be prepared for graduating seniors at no cost. Additional transcript requests will be charged \$3.00. Scheduling is done each spring for the upcoming school year. New student schedules are available in August.



## **HOME SCHOOL**

Any home school student who wishes to enter Buckeye Trail High School must enroll with the enrollment officer and present his/her school work and instructional log/transcript for evaluation to the Guidance Counselor. For courses offered by Buckeye Trail High School, returning students may be required to take a competency test before being awarded credit. Placement and/or credit will be determined by the high school administration.

## **HOMEWORK**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Homework provides opportunities to apply learning and to experience necessary practice. It promotes student responsibility and accountability by developing work habits essential for succeeding in life. Homework offers teachers, parents, and students the opportunity to be involved in and support the learning process outside of school. Research shows that meaningful homework may increase student achievement. To move our students forward in the learning process, teachers will assign consistent, appropriate, and meaningful homework.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. Homework guidelines are:

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.



G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

H. Students will work with their teachers to extend homework timelines due to absences from school.

## HONORS RECOGNITION

### Academic All Warrior

The Academic All Warrior (sponsored by the Student Council) is awarded to Sophomores, Juniors, and Seniors who maintain a cumulative 3.60 GPA at the end of the first semester of each academic year, and are involved in an extracurricular activity which lasts least two months and meets for at least 10 hours after school each week. Determination is made based on a minimum of three semesters of academic performance at BTHS.

### Academic Letters

Academic Letters are awarded to students who achieve the following GPA after the first semester of each academic year: Freshmen - **3.65**; Sophomore - **3.55**; Junior - **3.45**; Senior - **3.35** or whose GPA places them in the top 5% of the class.

### Honor Roll

The Honor Roll is to recognize those students who have achieved grading period marks not lower than “B-“ in ALL courses.

### Principal’s List

The Principal’s list is to recognize those students who have achieved grading period marks of not lower than “A-“ in ALL courses.

### National Honor Society

National Honor Society is open to eligible juniors and seniors. Students must have a 3.50 GPA and complete an application for membership. A faculty committee selects membership based on the applicant’s scholarship, service, leadership, and character, in accordance with the National NHS Constitution. **To be eligible for National Honor Society, students cannot have had any past or present disciplinary actions resulting in out-of-school suspensions.**

## INSURANCE

Students will have the opportunity to purchase various insurance packages during



the beginning of the school year. Purchase of insurance is voluntary, and between parent/guardian and the company. Students participating in sports must have proof of insurance coverage.

### **INTERVENTION**

Intervention is available for all students when it is needed. Teachers will be available throughout the day and students will be able to go for help from study hall. Additional time will be available during Experience class, (Homeroom), which is during the lunch time periods.

### **JUNIOR-SENIOR PROM**

The prom is sponsored by the Junior Class and open to Buckeye Trail Juniors and Seniors and their guests. Guests must be high school students, grades 9-12, or graduates of Buckeye Trail or other schools and under the age of 21. Tickets must be purchased for admission to the prom. Juniors attending must have paid their junior class pay to participate fee. All guests are to be registered with the Junior Class advisor 48 hours prior to the prom. Other guidelines for participation in the Prom are distributed and enforced prior to the events. Criteria for guests, dress code, behavior, etc. are contained in these guidelines.

### **LOCKERS AND LOCKS**

Students are assigned a locker to keep their books, papers, and personal possessions at school. The lockers are the property of East Guernsey Local Schools and may be searched at anytime. Lockers must be locked and kept neat and clean. Food items and milk should never be left in the lockers. Students may not share a locker with another student. Contents are to be in accordance with the Student Code of Conduct. All lockers must be cleaned out before the Christmas break begins. The lockers must be cleaned out again at the end of the school year. This could be done during the experience classes or at a convenient time.

### **MEDICATION**

School personnel will be permitted to administer medication only when no alternative is available. Should it be necessary, proper written authorization must be on file in the office (phone permission will not be accepted). Prescription and nonprescription medications will require both parent and doctor authorization. Nonprescription medication can be only administered with the written permission of both the parent and his/her physician. In these cases, the parent will need to





supply the school with the medication. Permission forms for both types of medication and the dispensing of them at school will be made available to students during the first week of school. All medications, prescription, and nonprescription, brought to school by students, must be given to the proper school officials as soon as the student gets to school. Students are not to keep any kind of medication in their possession.

### **NURSE'S OFFICE**

Students needing medical attention may report to the Nurse's Office. Students must receive permission from the office in order to rest in the Nurse's Office if they are ill. Students must receive permission from the office staff to use the phone in the nurse's station or the the high school office. Any student improperly using the phone or yelling will not be permitted to use the phone.

### **PARKING LOT**

Traffic is to enter the parking lot at the North entrance, and leave at the South exit on State Route 285. The Fire Lane is for buses and emergency vehicles only. Pickup/departure for private cars is between the first and second designated parking areas. All students must register their vehicles if they drive to school. School buses have right of way. Students who are reckless, squeal tires, speed, or in any other way jeopardize the safety of themselves or others in the parking lot face disciplinary consequences, including loss of parking privileges or referral to law enforcement.

### **PRESCRIPTION AND "OVER THE COUNTER" MEDICINE**

The student must inform the school of any prescription or over the counter medicines he/she may be taking, including dosage, frequency, and possible side-effects. A form is available and must be filled out by both the parent and doctor and filed with the school nurse for both the prescription and nonprescription medication. Authorized school personnel can dispense the medication to the student. Students are not to give, possess or receive medication of any kind, including aspirin or acetaminophen.

### **PUBLIC DISPLAY OF AFFECTION**

Students should not be overly affectionate on school property. Kissing, hand holding, and hugging or any other contact that would be considered tasteless or shocking to sensibilities would all be considered Public Display of Affection



(PDA).

## RESTROOM

Students may use the restrooms before school, between classes, at lunch and after school. Students are to be excused from class or study hall to go to the restroom if it is absolutely necessary. Students with medical excuses must have them on file in the office. Rules governing students' release from class will be discussed with students regularly in the classroom beginning on the first day of school. Use of the student agenda book as a hall pass is required. The purpose of these rules/guidelines is to insure a positive educational environment which is conducive to learning.

## SENIORS

Participation in Graduation Exercises is a privilege, not a right, and governed by school procedures. In order to participate in Graduation you must meet the following criteria:

1. Pass all required classes and credits;
2. Pass all parts of the Ohio Graduation Test;
3. Pay all financial obligations;
4. Be in good standing (not subject to disciplinary actions);
5. Attend graduation practice

There are attendance, academic, conduct, and monetary criteria to participate in the senior class trip.

All seniors will be required to have their photo for the yearbook taken by **Lifetouch Studios**. This picture may be replaced by a photo from another studio if it meets the following specifications. The photo must be a color, wallet size photo or the head and shoulders only. No props or hands are permitted. The background must be plain so as to present a consistent, professional look for the senior mug page.

Seniors may submit an additional photo from a photographer of their choosing to be used in the senior divider page. These photos must be "school appropriate". Deadline for the additional photo is ~~April 25, 2017~~ **April 24, 2017**.

Senior cap and gown orders will be in **November, 2016 2017** at BTHS, and "to be announced" at career and technical schools.



## **SURVEILLANCE CAMERAS**

The Buckeye Trail High School building and grounds are monitored by surveillance cameras. Cameras are used by administrative personnel only. There is no expectation of privacy.

## **STUDENT HELPERS**

There will be no student helpers used the 2017-2018 school year.

## **STUDENT DRIVERS**

Driving to school is considered a privilege. Students who choose to drive to school must register their car(s) in the office, and pay a \$5.00 registration fee. Students must park in their designated parking spot, and obey traffic laws in the parking lot. Failure to drive responsibly may result in disciplinary action and loss of parking privileges on school property. Student vehicles may be searched if there is a reasonable suspicion the student is in violation of school rules or to protect the safety of others. Failure to comply with a reasonable search will be grounds for insubordination.

## **STUDENTS OF THE MONTH**

Two students from each class may be selected by the faculty as Students of the Month. Students are chosen for their excellence in academics, attitude, and service to the school.

## **STUDENT VISITORS**

To maintain the educational environment, student visitors are not permitted. Cousins and friends, etc. may not come to simply visit with other students in their classrooms, at lunch, or any time during the day. A parent and their child (as prospective enrollee) may arrange to visit and tour the building, with principal permission. All visitors are requested to report to the office upon entering the building to register and receive a Visitor's Pass.

## **STUDY HALLS**

**There will be no study hall room during the school day. The Experience periods during the lunch periods may be use for a study hall at the teacher discretion.** Students will be scheduled for Experience one (1) class per day.



Students while in Experience will be expected to study. Students are not allowed to sleep, socialize, etc. An appropriate school atmosphere must be maintained at all times in the Experience class.

### **TAPE OR RECORDING DEVICES**

Tape or recording devices may be used in a classroom, only as a learning aide, and only with the prior approval of the teacher or as indicated in an IEP or 504 plan.

### **TEXT BOOKS**

Text books are the property of the East Guernsey Local School District and loaned for student use. Students are responsible for the care of their texts. Fines for damaged or lost books will be assessed to the student's account.

### **WORK PERMIT REQUIREMENTS**

The East Guernsey Local School District will issue work permits to students in accordance with Ohio Revised Code and U.S. Department of Labor regulations. All of the following must be completed before a work permit can be issued. 1) Complete the application form with parent/guardian signatures; 2) obtain a physical exam with physical certificate being completed; 3) have promise of employment pledge of employer page completed by employer; 4) submit a copy of student's birth certificate. Contact the Principal/designee with the completed application for processing. Allow two days for completion of the work permit.







## East Guernsey 1:1 Program Procedures and Information

*The mission of the East Guernsey 1:1 program is to create an exciting collaborative learning environment on the front lines of 21st Century Education. This program will give East Guernsey the ability to implement the 4 C's of 21st Century learning: Communication, Collaboration, Critical Thinking and Creativity. This environment will enable students and staff to implement the use of technology while enhancing student engagement with content.*

### 1. General Information

#### 1.a Receiving Your Chromebook

- ❖ Chromebooks will be distributed beginning of the school year.
- ❖ Parents/Guardians and students **MUST** sign and return the district's Acceptable Use and Internet Safety Policy (AUP) and 1:1 Agreement before Chromebooks will be issued.
- ❖ 1.b Returning Your Chromebook
- ❖ Chromebooks will be returned to the IT department by the end of the school year during the school day. They will be serviced, maintained and stored for the summer.
- ❖ If a student transfers out of the district before the end of the year, the case, charger and device must be turned in to the IT office by the date of withdrawal.



## 2. Taking Care of Your Chromebook

- ❖ Students are responsible for the general care of their Chromebooks. Chromebooks that are broken or fail to work properly must be turned in to the East Guernsey IT staff immediately so they may be repaired properly. ***DO NOT take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

### 2.a General Precautions

- ❖ No food or drink is allowed next to a Chromebook while it is in use.
- ❖ Chromebooks are not to be taken to lunch.
- ❖ Never move a Chromebook while the charger is plugged in.
- ❖ Never store a Chromebook in its case while it is plugged in.
- ❖ **Never carry a Chromebook while the screen is open.**
- ❖ Removable media, chargers and other cables must be inserted into to the Chromebook carefully.
- ❖ Students are not permitted to write or use stickers on a Chromebook or its cover.
- ❖ EGLSD ID tags are **NOT** to be removed from Chromebooks and must be visible at all times.
- ❖ Chromebooks should never be left in a vehicle or other unsupervised area.

### 2.b Carrying Chromebooks

- ❖ Transport Chromebooks with care.
- ❖ Lids should always be closed before moving a chromebook.
- ❖ **Never** move a Chromebook by lifting the screen. Always support the chromebook from the bottom with the screen closed.
- ❖ When transporting Chromebooks outside of classrooms, the device must be in its case.

### 2.c Screen Care

- ❖ Do not lean or put pressure on the top of the Chromebook when the lid is closed.
- ❖ Do not store the Chromebook with the screen in the open position.
- ❖ Do not poke or touch the screen with anything that will mark or scratch it.
- ❖ Do not place anything on the keyboard before closing the screen.
- ❖ Do not use cleaners or other chemicals to clean the screen. Use a microfiber cloth and gently wipe the screen.



### 3. Using Your Chromebook at School

- ❖ Chromebooks are intended for use at school each day, but they may be taken home for use on school assignments.
- ❖ Students are responsible for being prepared and bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- ❖ It is the responsibility of the student to bring his/her chromebook to class daily. It is also the student's responsibility to have the chromebook fully charged. The school will not give students a loaner for the day, unless it is a school testing day or repair is being made to the student's chromebook. Teachers will have the option to lend a student a chromebook. Teachers may have one or two chromebooks in their classroom and it must not leave that particular classroom. Students who repeatedly do not have their chromebooks or the chromebook is not charged fully may have to serve a lunch detention.

#### 3.a Chromebooks left at home

- ❖ If a student leaves his/her Chromebook at home, he/she will be allowed to phone his/her parent/guardian to bring it to school.
- ❖ If unable to contact parents, the student will have the opportunity to use a replacement/loaner Chromebook for the day (if one is available).
- ❖ Replacement/Loaner devices **MUST** be turned in by the end of the school day.
- ❖ Repeat violations of this policy will result in disciplinary action.
- ❖ 3.b Chromebooks under repair
- ❖ Loaner Chromebooks may be issued to students when they leave their device to be repaired.
- ❖ Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student.

#### 3.c Charging Your Chromebook

- ❖ Chromebooks must be brought to school fully charged.
- Students need to charge their Chromebook each evening.
- ❖ Students who do not have a charged Chromebook may sign out a loaner Chromebook during homeroom, if one is available. Repeat violations of this policy will result in disciplinary action.
- ❖ Students may charge Chromebooks in the Buckeye Trail High School Internet Lab and multipurpose room during study hall.

#### ❖ 3.d Backgrounds and Passwords



- ❖ Inappropriate media may not be used as a screensaver or background. This includes, but is not limited to: guns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang related symbols or pictures, etc.
- ❖ Protect your password. **DO NOT share your password.**

### 3.e Sound, Music, Pictures

- ❖ Sound must be muted at all times unless permitted by a teacher or other staff member for instructional purposes.
- ❖ Pictures, music and video take up large amounts of storage space. Local data storage on Chromebooks is limited. These types of media should not be stored on a Chromebook unless it is for educational purposes.
- ❖ Headphones may be used at the discretion of the classroom teacher.

### 3.f Printing

- ❖ Students may use approved building network printers for classroom purposes only with teacher's permission or during study hall or breaks. Printers are located in the computer lab, study hall/multipurpose room, library, and office.
- ❖ It is encouraged to use the digital printing options available or a documents Share option to help reduce printing expenses.
- ❖ Printing is done through Google Cloud Print. Students may use their home printer with this service.

### 3.g Account Access

- ❖ Students will only be able to login using their [@eguernsey.k12.oh.us](mailto:@eguernsey.k12.oh.us) account.

### 3.h Home Internet Access

- ❖ Students are encouraged to connect to their home internet to work on school projects.
- ❖ Content at the District is filtered through our ISP (Internet Service Provider). We also have software in place to filter specific websites. We do not filter your home Internet. If parents/guardians are interested in having their home Internet content filtered they are encouraged to contact their ISP.
- ❖ Do not circumvent the network. Use of a proxy service is prohibited.

## 4. Managing and Saving Your Digital Work

- ❖ Google Drive is a suite of online products (Word processing, presentations, spreadsheets and drawings) that lets you work on them in real time with





collaborators. You can then email or share them with staff and students.

- ❖ With a wireless Internet connection, you can access your documents from any browser anywhere in the world.
- ❖ All items will be stored in the Google Cloud environment.
- ❖ When working on documents in the Google environment, they save every 2.6 seconds. Meaning, if for any reason your Chromebook shuts down unexpectedly, your work will be automatically saved.
- ❖ The EGLSD network can't be guaranteed to be up and running 100% of the time. Students will not be penalized if the network is down and a completed assignment can not be accessed for class projects, presentations, etc.

## 5. Operating System On Your Chromebook

### 5.a Updating Your Chromebook

- ❖ When your Chromebook boots up, it updates itself automatically, so it has the latest version of Chrome OS without you having to think about it.

### 5.b Virus Protection

- ❖ With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- ❖ Since files are stored in the cloud, there is no need to worry about lost documents and files.

### 5.c Additional Software

- ❖ The Apps/Extensions originally installed by the East Guernsey IT department must remain on the device to be easily accessible at all times.
- ❖ From time to time the East Guernsey staff may check a student's Chromebook to make sure the student has not removed required apps or extensions.
- ❖ Students will have limited access to the Chrome Web store. **Students will only be allowed to download and install district IT Department approved apps/extensions.** If a student can make the case as to the educational importance of an unapproved app, the district may then approve the app/extension for download.

### 5.d Procedure for Re-Loading Software

- ❖ If technical difficulties occur with software on the Chromebook, hold down the power button until the displays shuts off. You may then restart the Chromebook by pressing the power button again. This will fix 90% of the issues that may arise with Chromebooks.



## 6. Additional Responsibilities and Expectations

### 6.a Parent/Guardian Responsibilities

- ❖ Talk to your children about values and standards they should use and follow on the Internet. The Internet is a very public place; privacy should not be expected.
- ❖ Assure siblings and other family members are not using the device for personal use.
- ❖ You should monitor your child's Internet use at home.

### 6.b School Responsibilities

- ❖ Provide Internet and Online Course Materials access to its students in the district.
- ❖ Provide Internet filtering on the district network.
- ❖ Chromebooks will be treated like other district owned computers and property: The district reserves the right to review, monitor and restrict information stored on or transmitted via EGLSD owned network and equipment.
- ❖ Technical Support - including repairs and training

### 6.c Student Responsibilities

- ❖ Use computers in a responsible and ethical manner.
- ❖ Obey general school rules concerning behavior and communications that apply to the use of technology.
- ❖ Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- ❖ Plagiarism is a violation of the East Guernsey Local School District Code of Conduct and is not allowed.
- ❖ Use or possession of hacking software or hardware is strictly prohibited.
- ❖ If a student receives an email containing inappropriate or abusive language or material, the student should make a teacher or administrator aware immediately.
- ❖ Personal devices such as phones, tablets, and laptops are not to be used during classes unless arranged with the teacher.
- ❖ It is the responsibility of the student to bring his/her chromebook to class daily. It is also the student's responsibility to have the chromebook fully charged. The school will not give students a loaner for the day, unless it is a



school testing day or repair is being made to the student's chromebook.

Teachers will have the option to lend a student a chromebook. Teachers may have one or two chromebooks in their classroom and it must not leave that particular classroom. Students who repeatedly do not have their chromebooks or the chromebook is not charged fully may have to serve a lunch detention.

- ❖ Do not circumvent the network. Use of a proxy service is prohibited.

## 6.d Protection Plan for Chromebooks

- ❖ The district Chromebook Protection Plan helps students, parents & guardians cover the cost of repairs and replacements.
- ❖ The plan is optional and **must** be opted into.
- ❖ Protection plan will cost \$20 for the 2017/2018 school year.
- ❖ The plan covers any accidental damage to the device including but not limited to: broken lcd screens, keyboards, trackpads, etc.
- ❖ The plan does not cover deliberate damage. If a student is seen purposely damaging a device the plan will be void and they will be responsible to cover the cost of the repair/replacement.
- ❖ The Protection Plan form (located at the end of this document) must be signed and returned **with** payment to the district for the plan to be in effect.
- More information can be found the the Protection Plan form on the last page of this document.

## 7. Chromebook Care

### 7.a Care and Maintenance

- ❖ Chromebook batteries must be charged each night to be ready for school each day.
- ❖ Only labels or stickers approved by the EGLSD may be applied to the device.
- ❖ Chromebook sleeves furnished by the district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- ❖ Chromebooks that malfunction or are damaged must be reported to a teacher or administrator immediately.
- ❖ Chromebooks that are stolen must be reported immediately. Chromebooks damaged from student misuse, neglect or are intentionally damaged will be repaired with the cost being covered by the student.

### 7.b Chromebooks Left in Unsupervised Areas

- ❖ Under no circumstances should Chromebooks be left in an unsupervised



area.

- ❖ Any Chromebook left unsupervised is in danger of being stolen.
- ❖ If an unsupervised Chromebook is found, notify a staff member immediately.
  - ❖ **Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

### 7.c Chromebook Identification

- ❖ Chromebooks will be identified by EGLSD label, serial number and student accounts.
- ❖ Only approved labels and tags are permitted to be used on the Chromebook.

## 8. Chromebook Technical Support

- ❖ Technical support will be available at East Guernsey.
- ❖ Services provided include (but are not limited to):
  - Hardware maintenance and repairs
  - Password Resets
  - User account Support
  - Coordination and completion of warranty repairs
  - Distribution of loaner/replacement devices
  - Questions and inquiries
  - **ALL REPAIRS must be completed by the EGLSD IT Staff only.**

## 9. East Guernsey 1:1 Points to Remember

Students are responsible for general care of their Chromebooks.

- Do not poke or touch the screen with anything that will mark or scratch it.
- Do not lean or put pressure on the the top of the device when the lid is closed.
- No food or drink is allowed next to a Chromebook while it is in use.
- Chromebooks are not to be taken to lunch.
- Students may not write on or use stickers on a Chromebook or its cover.
- East Guernsey tags are not to be removed.
- The Chromebook lid should always be closed before moving the device.
- Do not lift a Chromebook by its screen or carry it with the screen open.
- Never move a Chromebook while the charger is plugged in.
- Never store a Chromebook in its case while the charger is plugged in.
- Chromebooks are to be carried in cases when not in use.





- Chromebooks are not to be left in unsupervised areas.
- Do not use cleaners or other chemicals to clean the screen. Use a microfiber cloth and gently wipe the screen.
- Apps/Extensions on the Chromebook when it is received must remain on the device. Only district approved apps/extensions may be downloaded or installed.
- Chromebooks are district owned property and their use may be reviewed , monitored or restricted.
- Inappropriate media may not be used as a screensaver or background.

Only East Guernsey IT staff may repair or perform any type of maintenance on a Chromebook.

Chromebooks may be taken home for school use. However, students are responsible for bringing their Chromebooks to class and keeping them charged. Some charging stations will be available at East Guernsey. However, Chromebooks should be charged at home in the evening.

“Loaner” Chromebooks will be available on a limited basis. Students who do not bring their Chromebooks to class or keep them charged on a repeated basis will receive disciplinary action.

Students are not to share passwords.

Students may only login through their **eguernsey.k12.oh.us** account.

Technical support is available through the Chromebook Help Desk on the East Guernsey website.

Chromebooks must be returned to the school at the end of the school year or when the student withdraws.

**The Student Handbook is a document that is regularly updated. The most current edition will be found on school website. The document will also be shared with students on Google Docs and may be accessed on student Chromebooks.**



**2017-2018 Handbook Receipt, Acceptable Use and Internet Safety Policy, and  
1:1 Policy For Students**

PLEASE SIGN, DETACH AND RETURN TO SCHOOL BY **AUGUST 31, 2016**  
**SEPTEMBER 1, 2017**

**THIS FORM IS TO BE COMPLETED BY ALL STUDENTS  
STUDENT ACKNOWLEDGEMENT**

I have received a copy of the 2017-2018 Buckeye Trail Student Handbook. I understand that I am responsible for the rules and procedures of Buckeye Trail High School contained in this document. Also, I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy and the 1:1 Policy. Should I commit any violations or in any way misuse my access to the School District's computer network, technology equipment, or the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

I further understand the interpretation of the rules and procedures are the responsibility of the school administration.

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STUDENT NAME (PRINTED)

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STUDENT SIGNATURE

GRADE \_\_\_\_\_

DATE \_\_\_\_\_



**2017-2018 HANDBOOK RECEIPT, AUP, and 1:1 POLICY FOR PARENTS**  
PLEASE SIGN, DETACH AND RETURN TO SCHOOL BY **SEPTEMBER 1,**  
**2017**

**PARENT/GUARDIAN ACKNOWLEDGE**

My son/daughter has received a copy of the **2017-2018** Buckeye Trail High School Handbook. I understand that my son/daughter is responsible for the rules and procedures of Buckeye Trail High School contained in this document. I have reviewed this handbook with him/her. Also, **to be read and signed by parents or guardians of students who are under 18:**

Also, as the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy and the 1:1 Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy.

I further understand the information of the rules and procedures are the responsibility of the school administration.

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PARENT/GUARDIAN NAME (Print Please)

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PARENT/LEGAL GUARDIAN SIGNATURE

---

DATE

---

STUDENT NAME (please print)

---

GRADE

